

**Pasadena
Christian School
2026 – 2027**

Name _____

Phone _____

Homeroom _____

PASADENA CHRISTIAN SCHOOL

STUDENT HANDBOOK

Shaping Hearts & Minds for Life

Verse for 2026-2027

*He has showed you, O man, what is good.
And what does the Lord require of you?
To act justly and to love mercy and to
walk humbly with your God."
Micah 6:8.*



PASADENA
CHRISTIAN
SCHOOL

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MISSION STATEMENT

The primary mission of Pasadena Christian School is to provide its students with the academic training and spiritual development needed to become men and women who are worthy representatives of our Lord, Jesus Christ. Working together with the family and the local church, we seek to provide our students with the foundation necessary to become people whose lives reflect an uncompromising commitment to follow Christ, who are people of unquestioned integrity, and who pursue life-long excellence.

PHILOSOPHY OF CHRISTIAN EDUCATION

Goal of Education

Working with parents, Pasadena Christian School provides a high quality, Christian education based on biblical values and principles. The school will ensure that the salvation message is presented to and understood by each child. This education will provide the foundation upon which future Christian service and ministry is built.

Nature of the Learner

Each child is a unique spiritual person created in the image of God. However, each is separated from God by sin. God desires a specific response to Himself as outlined in the Bible. The student has the rational capability to choose whether or not he or she will be obedient to God.

Nature of the Learning Process

The school will provide content and skills in a sequence that is developmentally appropriate. As learning takes place through motivation and goal setting, we will focus on moving students from external motivation toward internal motivation, as well as providing high and attainable goals at all age levels.

Role of the Teacher

Our teachers are responsible for understanding their students, recognizing their unique characteristics, and implementing a variety of techniques to suit student needs. Every teacher is expected to demonstrate warm, fair, considerate, and appropriate behavior toward students. They will challenge their students academically, socially and spiritually by modeling moral maturity and the characteristics of Christ through personal relationship. Finally, they will teach their students to examine facts, evaluate concepts, and draw conclusions.

Selection/Scope and Sequence of the Subject Matter

Curriculum materials used in the classroom will present the content necessary for students to sequentially develop the skills needed to become proficient in all subject areas. Selected materials support the Scope and Sequence we have developed. Although the curriculum may present secular concepts, instruction will include teaching how to screen these through Biblical truth.

Students will be able to:

- Acquire and demonstrate knowledge of Biblical truth and the gospel of Christ.
- Acquire and demonstrate academic excellence.
- Acquire and demonstrate age-appropriate communication skills.
- Acquire and demonstrate responsible citizenship and personal character.
- Acquire and demonstrate respect for diversity in society.
- Acquire and demonstrate an understanding that their bodies are the temple of God.

STATEMENT OF FAITH

We Believe:

- The Bible to be the inspired, the only infallible, authoritative Word of God.
- There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- In the deity of our Lord Jesus Christ, in His virgin birth, sinless life, miracles, and vicarious and atoning death through His shed blood, bodily resurrection, ascension to the right hand of the Father, and personal return in power and glory.
- That for the salvation of lost and sinful man, regeneration by the Holy Spirit is essential.
- In the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation; and that heaven and hell exist.
- In the spiritual unity of believers in our Lord, Jesus Christ.
- In the present ministry of the Holy Spirit by whose indwelling Christians are enabled to live a godly life.

SCHOOL ORGANIZATION

The school is owned and controlled by the Pasadena Christian School Association. This Association is composed of Christians from many denominations with a like-minded concern for maintaining a school in Pasadena, which provides Christian education.

A Board of Directors, elected by the Association, is responsible for the supervision of the school. Directors are selected for a three-year term. The leadership provides spiritual, administrative, and practical counsel.

The Parent Teacher Fellowship is an active organization in the school. It provides a meeting ground for parents and teachers for the welfare of the students. Parent Teacher Fellowship works toward helping the school and the classroom teachers.

ACADEMIC POLICIES

Elementary students will be assigned to a homeroom and junior high students will have a variety of teachers each day. Each student will need to understand the requirements of each teacher according to a classroom syllabus. Core subjects at all grade levels are Bible, Math, English/ Language Arts, History/Social Studies, and Science. Other classes include music, art, computer, and physical education.

Students are loaned textbooks during the school year. These books belong to the school and must be handled carefully. If a book is lost or damaged beyond normal usage, the student will be

charged for the replacement amount of the book. Textbooks damaged but usable will be assessed a fee, depending on the extent of the damage, at the end of the school year.

The school provides texts, workbooks, and some supplies. Each student is to provide their own New International Version Bible. Teachers will supply a list of items needed for class at the beginning of each school year.

Only items necessary for schoolwork should be brought to school. Electronic games, stuffed animals, magazines and books not directly related to subjects taught must be left at home, unless otherwise required by the teacher. PCS is not responsible for lost or stolen electronic devices and personal items.

Grading for Grades TK - 3

E = 95-100 **S+** = 88-94 **S** = 75-87 **S-** = 70-74 **N** = 60-69 **U** = 0-59

Grading for Grades 4-8

A	93-100	B+	87-89	C+	77-79	D+	67-69	F	59 or below
A-	90-92	B	83-86	C	73-76	D	63-66		
		B-	80-82	C-	70-72	D-	60-62		

In Junior High, a Grade Point Average (GPA) is recorded for each student. Honor Roll is awarded to all students who achieve a B+ (3.5) average (each quarter) or above and have no grades lower than a C. An average is taken of all the quarter's core classes. Grades are weighted as follows:

A	4.0	B+	3.3	C+	2.3	D+	1.3	F	0.0
A-	3.7	B	3.0	C	2.0	D	1.0		
		B-	2.7	C-	1.7	D-	0.7		

At graduation, students who achieve a 3.5 - 3.66 GPA for 7th and 8th grade years will be recognized as Honors Graduates and will receive a silver cord to wear at graduation. Students achieving a GPA of 3.67 or above will also be Honors Graduates and will be issued a gold cord to wear at graduation. Transfer students must complete at least three quarters at PCS and qualify for honors with both their transfer and PCS GPA. These honors are based on the first seven quarters of grades 7th and 8th.

Valedictorian must complete all seven quarters at Pasadena Christian. Students must demonstrate exemplary behavior to be eligible for honors.

Responsibilities of Teachers

PCS teachers create an atmosphere of success for all students and desire that students be aware of their academic progress. PCS teachers are committed to the following:

- All lesson plans and assignments will be posted on FACTS each week.
- Grades for all homework assignments and tests will be entered into FACTS no later than one week after the due date.
- Grades for long term assignments and major projects will be entered into FACTS no later than two weeks after the due date.

Late Work Policy

- **Elementary (K-4):** Late work deductions will be at teacher discretion
- **5th Grade:** 10% deduction for all late work
- **Junior High (6-8):** 25% deduction from the original grade received

Makeup Test Policy (Grades 6-8)

1. Each individual teacher will decide the method they will use to carry out this policy.
2. Any student who receives a test score below a C- is eligible to retake the test or project.
3. Students can earn a ½ point for each point they did not receive on the original test.
4. Regardless of a student's original test score, students who complete a test "retake" can earn no higher than a final score of a 73.
5. It is the responsibility of the students to inform teachers if they want to complete a test "retake."

Student Progress

Students are expected to work at grade level and maintain satisfactory grades. Parents and students should check their grades on FACTS each week. Students who do not keep up with their daily work may be placed on academic probation. In Junior High (Grades 6–8), Progress Reports for all classes will be distributed during Week 5 of each quarter.

Academic Probation

Upper Elementary (Grades 4–5)

Students will be placed on academic probation for the remainder of the current grading period if they have any of the following:

- An overall grade point average below 2.0
- Two "D" grades in the quarter
- One "F" grade in the quarter

Academic probation is a warning to the parents and students that there is a serious problem which needs to be addressed.

Under the direction of the Principal, a detailed plan for improvement will be developed.

Any student placed on academic probation more than once during the school year, or for two consecutive quarters during a calendar year, will not be eligible for continued enrollment at Pasadena Christian School.

Junior High (Grades 6–8)

A student will be placed on academic probation in the following quarter if that student receives any of the following on an end-of-quarter report card:

- A GPA in core classes (Bible, English, History, Math, and Science) below 2.0
- Two "D" grades in core classes (Bible, English, History, Math, and Science)
- One "F" grade in core classes (Bible, English, History, Math, and Science)

Academic probation will last for the entire quarter following the report card that triggers the Academic probation. Placement on Academic Probation will be reassessed at the end of the following quarter.

Academic probation is intended to warn students and their families that there is a serious problem which needs to be addressed and to trigger interventions intended to support the student in improving their grades.

Under the direction of the Principal, a detailed plan for improvement will be developed.

A student cannot participate in extracurricular activities during the quarter in which they are on academic probation.

Any student placed on academic probation more than once during the school year, or for two consecutive quarters during a calendar year, will not be eligible for continued enrollment at Pasadena Christian School.

Academic Ineligibility for Extracurricular Activities

Junior High students (Grades 6–8) may be declared academically ineligible for participation in extracurricular activities at official grading checkpoints, including Progress Reports and end-of-quarter Report Cards.

A student will be academically ineligible if the student has any of the following at the time of the grading checkpoint

- An overall GPA below 2.0 across all classes
- Two “D” grades in any classes
- One “F” grade in any class

Academic ineligibility remains in effect until the next official grading checkpoint (Progress Report or Report Card), at which time eligibility will be reevaluated.

Academic ineligibility applies to participation in extracurricular activities, including athletics and other school-sponsored extracurricular programs as determined by school administration.

"Academic Ineligibility functions as an early and recurring check on student performance across all classes; Academic Probation is a more serious institutional response triggered only at quarter's end by underperformance in core classes. Both restrict extracurricular participation, but only Academic Probation requires a formal academic plan and consequences for continued enrollment."

Graduation Requirements:

To graduate, a student must receive a minimum of 2.0 GPA in core classes: English, Bible, Math, History and Science. A student must consistently display appropriate behavior in accordance with PCS guidelines. At the discretion of Administration, students who do not display behavior that is exemplary of PCS standards will not be allowed to graduate.

HOMEWORK

Purpose of Homework

The intended purpose of homework is to apply and practice skills learned in the classroom. Homework also serves as a way to underscore that the work done inside of the classroom is intended to be used outside of the classroom. This last point is an important distinction. Just like practice prepares an athlete to perform on gameday and rehearsal prepares an actor for when the camera is rolling, what takes place in a classroom is intended to prepare each student to understand, serve, enjoy, and enrich the world in which they live now and will live in the future.

Amount of Homework

Homework will vary by grade level. Generally, homework time should not exceed a half-hour in lower grades and three hours in the upper grades each school night. Teachers may assign long-term projects that may take several days to complete.

Some teachers may require a book to be read during a quarter. Students are encouraged to

budget their time wisely to avoid waiting until the last minute to complete longer assignments. Students who miss homework because of verified illness, bereavement, medical, dental or optometrist appointments will have adequate time to make up work.

Homework on FACTS

Students and parents can find their assignments recorded on FACTS, a web-based resource for following student progress. Students in grades 3-8 can also record their daily homework in an agenda provided by the school.

Responsibilities of Students:

Students should complete and submit:

- Homework on time and per the teacher's instructions.
- Late work no later than two weeks after the original due date. Students turning in a late assignment will receive a 25% deduction off of whatever grade they earn for that assignment.

The last day of a given quarter is the absolute deadline for all outstanding work for that quarter, superseding the two-week late policy.

Responsibilities of Parents:

Parent posture toward their child's homework is vital. It has a great influence on the way a child develops. For parents to help their children make the best use of time the school suggests:

- Set a definitive time and place for study.
- Take an active interest in what your child is doing.
- Give encouragement, but not to do the work for the child. Give parental supervision as needed.
- Confer with the teacher if any specific help is needed.

Absentee Homework Policy:

When a student misses school due to an excused absence, one day's grace for each day of excused absence is provided to turn in missing work.

Long-term assignments and assigned projects are due on their respective pre-scheduled date assigned by the teacher. An absence does not excuse the student from turning in the assignment. Students and their families are responsible for being aware of the following guidelines regarding absences and assignments:

- **Oral Presentations:** If a class has been informed about required Oral Presentation for a significant period of time prior to a student's absence, that student is responsible for giving their presentation on the day that they return to school
- **Alternative Arrangements:** Alternative Arrangements for due dates outside of those mentioned here should not be assumed and should be made only with direct and documented (an email, for example) agreement from the teacher.
- **Homework Requests:** Students or, for younger students, their families can make a request for homework from their teachers after two consecutive days of absence. These requests must be made before 11:30 AM for pickup at the School office by 3:45 PM and must be requested before 11:30 for pickup at the school office at 3:45.

SCHOOL RULES AND STUDENT CONDUCT

The code of conduct is for appropriate relationships with faculty, staff, and students, and respect for school property. Obedience, respect, and responsibility are key virtues that students must

develop. Obedience to rules and guidelines is essential for personal development and maturity (Luke 2:51-52, Heb. 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for successful and meaningful relationships) and the building of personal responsibility fosters achievement (Rom. 12:18). Both responsibility and achievement are necessary to develop self-worth (1 Cor. 10:31, Ecc. 9:10, Rom. 14:12).

As we provide a balanced and disciplined learning environment, we realize that human wisdom falls short of God's standards. We do not claim to be perfect, but we try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, the school and the home work cooperatively for the student's good. As we teach students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school.

Proper Christian educational and moral principles can be instilled only through clear disciplinary procedures and as students and parents, cooperation is crucial. For this reason, administration reserves the right to make disciplinary decisions. We adhere to scripture. *"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him"* (Col. 3:17). These guidelines of conduct must be maintained by students of Pasadena Christian School, on and off campus.

Community Conduct Guidelines

- Be courteous and respectful in your relationship with administration, teachers, staff, fellow students, and visitors. Respect their person and property.
- Respect the authority of the administration, teachers, and staff. Follow all adult directions. Good and submissive attitudes are essential.
- Students are to abstain from the use or possession of alcoholic beverages, tobacco, drugs, pornography, and other practices that are illegal for minors or barriers to Christian character. This behavior is to be upheld as a life-long Christian principle.
- Students are to abstain from profanity, vulgar or abusive speech, and harmful actions. Such speaking is relationally damaging to others and is not appropriate or conducive of moral and spiritual development.
- There is to be no "couple" behavior on campus. Students are to refrain from public displays of affection and follow a "hands off" policy on campus, and at all school events.
- Items such as knives, lighters, matches, water guns, and toys should not be brought to school.
- Students are to do their own work. Copying other student work or giving your own work to others is cheating. Plagiarism (the use of another person's ideas or words without giving credit) is cheating. Honesty is a Christian virtue.
- Students shall maintain good conduct in the classroom. Teachers will have class procedures for maintaining order.
- Fighting is not allowed on campus. Pushing and shoving can quickly lead to fighting and potential injury. Students should keep their hands to themselves.
- Chewing gum is not allowed on campus.
- Treat all school property with respect. Careless handling of books and equipment can cause serious damage. Do not write on walls, desks, lockers, or deface property.
- All school rules apply on all field trips and on all school-sponsored events both on and off the campus.

HARASSMENT AND ANTI-BULLYING POLICIES

To create a safe and loving school environment, the Pasadena Christian School Board of

Directors, administration, staff and faculty created a framework through which we can navigate the unique dimensions and challenges that attend bullying and harassment when it takes place in our community.

Pasadena Christian School realizes that while harassment and bullying may occur because of spiritual, emotional and social immaturity, it will not be tolerated. It is the responsibility of the school, as it partners with parents, to grow and mature students to reflect the Fruit of the Spirit (love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness, and self-control) toward each other.

Harassment or bullying is repeated aggressive or mean behavior or actions involving an imbalance of power. This may be directed at one or more students and adversely affects the ability of the student(s) to participate in or benefit from the school's spiritual or educational programs or activities. The conduct, as reasonably perceived by the person, can be severe, pervasive, and objectively offensive or threatening and has severe emotional and social consequences. Bullying can be done through spoken words, gestures or written, graphic, or physical acts. These include the internet, cell phones, wireless handheld devices, and social media platforms such as Facebook, Twitter, Snapchat, Instagram.

Harassment or bullying can take many forms, such as inappropriate oral or written communication (i.e., sexual, racial or other offensive jokes, derogatory comments, rumors, name-calling, using words to attack, threaten, or insult, verbal taunts, racial slurs, put-downs,), visual conduct (i.e., leering, sexual gestures, suggestive pictures), extortion of money or possessions and physical conduct (i.e., touching, assault, impeding passage, threatening conduct, pushing, tripping, exclusion from peer groups or any sort of violence against a victim). Harassment and bullying includes sexual harassment.

Whether conduct rises to the level of harassment or bullying will be determined by administration.

"Sexual Harassment" may include, but is not limited to:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual jokes, images, posters, cartoons etc.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of duties

Proper Reporting and Response

Bullying and harassment violations are addressed through the PCS Disciplinary Response Framework, with procedures adjusted as needed based on the severity and nature of each situation. The specific procedures are as follows:

Reporting

1. All incidents should be immediately reported to a staff member. Any student who believes s/he has been or is the victim of harassment or bullying behavior should immediately report that situation to a staff member, such as the teacher, bus driver, playground supervisor, or principal. These reports will be treated seriously. In addition, parents can report an incident to any school administrator. Reports should contain the contact information as well as detailed explanation of the incident. Complaints will be thoroughly investigated by the school's administration.
2. If the investigation finds that an inappropriate behavior occurred, it will result in prompt

action. Consequences for students will be unique to the incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance both at Pasadena Christian School and any discipline record prior to enrollment. Responsive measures will be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act.

Investigation and Documentation

1. Staff members will document all harassment or bullying incidents (whether the staff receives a report from someone or witnesses the behavior). All reports will be shared with the principal of the students involved.
2. Parents of both victim and perpetrator may be informed by email or a phone call and summoned to the school for a meeting.
3. The bullying behavior or threats will be investigated by administration with both victim and perpetrator informed that the behavior must stop immediately.
4. All substantiated incidences that are reported will be documented in the student information system (FACTS).

Response and Follow up

- A student responsible for inappropriate behavior may be asked to genuinely apologize to the victim seeking reconciliation and forgiveness and, if the victim prefers, will sign a letter promising to avoid future contact with the victim. The nature of some types of harassment may prevent a face-to-face apology.
- Punitive responses including suspension or expulsion may be determined for the perpetrator.
- After the incident has been thoroughly investigated, faculty and administration will monitor both students (including regular "check-ins") to ensure that harassment or bullying is not recurring.
- In severe instances, law enforcement may be notified.

Confidentiality

Reasonable efforts will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Retaliation & False Reporting

Retaliation or false accusations against bullying witnesses, or reporters are prohibited. Retaliation against any person for harassing or bullying is also prohibited. Students should report harassing or bullying behavior and not take matters into their own hands.

Suspected retaliation should be reported in the same manner as the alleged harassing or bullying behavior. Retaliation is subject to disciplinary action.

Bystanders

Since bystander support of harassment or bullying can cause the behavior to continue or increase, the school prohibits both active and passive support for acts of harassment and bullying. The staff and students will encourage bystanders to constructively attempt to stop them, when possible, and report the behavior to a staff member.

The report taken from witnesses and bystanders (submitted by staff) shall document answers to the following questions:

1. Who was involved?
2. What happened?
3. Where did it happen?
4. When did it start? How long has it been going on? How often?
5. Witnesses (Who saw/heard what happened?)

A Christ-Centered Approach

It can be difficult for school leadership to pinpoint the specific acts of harassment or bullying. Most harassment or bullying is done between classes, in hallways, on the playground, at lunch, and before or after school. This will require vigilance by staff and the support of parents in a compassionate pursuit of truth and mentoring of our students. Therefore,

- All staff will lead by example as they seek to love others as image-bearers of God and will teach a proper understanding of oneself is their identity in Christ. We encourage the promotion of positive interpersonal relations between members of the school community.
- We will take an active role in resolving conflicts and encouraging students to resolve conflict in a God-pleasing way.
- Teachers will be vigilant in watching for signs of aggressive behavior, bullying and teasing that might surface within the classroom. We expect students to conduct themselves in a manner with their level development and maturity. All staff should intervene immediately when they witness mean or aggressive behavior. Staff will confront and stop the behavior immediately.
- School leadership will partner with all affected to bring out the truth of each situation and correct unacceptable behavior. The development of an atmosphere that encourages students to grow in self-discipline and the demonstration of genuine respect for all people must be pursued between the school and parents.

Responsibility for Implementation

The school's Administration is responsible to ensure that this policy is implemented.

DISCIPLINARY POLICIES

The school and parents work together in helping children mature academically, socially, and spiritually. Whether a parent agrees with the school standards or not, they are expected to support school rules and policies. A cooperative spirit between home and school is desired. It is counterproductive for parents, by attitudes and actions, to oppose school rules in a way that causes students to be rebellious.

Parents have a right to know the details of any matter of discipline. Conferences will be arranged when as is appropriate. If a parent has new or different information about a situation, the school would like to be informed. Administration makes the final decision concerning discipline. The Head of School may seek counsel from the school Board in a disciplinary matter.

Minor offenses at school will be handled by individual teachers, staff members, or administrators. A series of minor offenses, more serious incidences of breaking rules, or willful disobedience may result in specific sanctions as outlined in the framework below.

Disciplinary Response Framework

Every community needs shared expectations of mutual responsibility to keep its members safe and

to promote growth and flourishing. Those communities also need a clear framework for responding when these expectations aren't met. At Pasadena Christian School, the framework for responding to instances in which a student does not abide by the code of conduct outlined in this handbook is modeled in part on Jesus's teaching in Matthew 18:15-17 where he emphasizes communication, connection, humility, accountability, and restoration to the community. The framework consists of a graduated series of actions designed to:

- ensure that the student understands the rule(s) that was/were broken
- ensure that the student understands why the rule(s) is/are important to the student and to the Pasadena Christian School community
- promote actions and/or steps on the part of the student to respond to the harm(s) done to the student, others in the community (fellow students, administration, teachers, or staff), and/or the PCS community as a whole

The goal of each action along this progression is to, as much as possible, establish or reestablish a connection between the student in question and the broader Pasadena Christian School community.

Steps in the PCS Disciplinary Response Framework

The PCS Disciplinary Response Framework consists of the following steps

1. **Behavior Report:** Given for smaller offenses with a view to identifying patterns of behavior that are not in alignment with the Code of Conduct before they become more consistent and/or more serious.
2. **Conduct Citations:** Given for more serious violations or after three Behavior Reports in a quarter.
3. **Disciplinary Probation:** A student is placed on disciplinary probation after three Conduct Citations in a quarter. In some instances, a student may be placed on disciplinary probation for a single serious violation of the Code of Conduct.
4. **Suspension:** A student may be suspended for continuing to violate the Code of Conduct (usually receiving three or more Conduct Citations in a quarter), for a serious offense, or for behavior that is judged to be dangerous to others.
5. **Expulsion:** A student may be expelled from Pasadena Christian School for continued disobedience to school rules and policies and usually follows a process of taking part in some or all of the preceding steps in the PCS Disciplinary Framework. However, expulsion may take place in response to a one-time serious offense.

Disciplinary Response Framework Implementation

Each step in the framework is carried out as follows:

1. **Behavior Report:**
 - a. Behavior Reports are issued directly to students with explanation of the violation and opportunity for questions/clarification.
 - b. Behavior Reports are inputted into FACTS within 24 hours, or by the next school day if issued on Friday. FACTS will generate an email notification regarding the incident to the student and their family.
2. **Conduct Citations:**
 - a. Conduct Citations are issued directly to students with explanation of the violation and opportunity for questions/clarification.
 - b. Conduct Citations are inputted into FACTS within 24 hours, or by the next school day if issued on Friday. In all instances, FACTS will generate an email notification regarding the incident to the student, their family, and the Principal.
 - c. When a First Conduct Citation is given, the student will be sent to the Principal for conversation and counsel.

- d. When a Second Conduct Citation is given, the student will be sent to the Principal for conversation and counsel, and a parent conference may be requested.
- e. When a Third Conduct Citation is given, the student will be sent to the Principal for conversation and counsel, a parent conference may be requested, and the student may be placed on Disciplinary Probation
- f. If further Conduct Citations are given, the same processes will be followed and the student may be suspended or expelled.

3. Disciplinary Probation:

- a. Disciplinary Probation is always initiated directly with the student with explanation of the violation and opportunity for questions/clarification.
- b. Additionally, Disciplinary Probation will be inputted into FACTS within 24 hours, or by the next school day if issued on Friday. In all instances, FACTS will generate an email notification regarding the incident or incidents that led to the Disciplinary Probation to the student, their family, and the Principal.
- c. A meeting with the student, their family, the Principal, and, if appropriate, other member(s) of PCS faculty or staff will take place
- d. The Principal will send a letter to the student's family specifying the reasons for and the terms of the student's Disciplinary Probation
- e. While on Disciplinary Probation, the student may not participate in extracurricular activities and may be excluded from off-campus activities such as field trips.
- f. The student will be removed from Disciplinary Probation if they remains free from any Conduct Citations during the designated probationary period and if Administration determines that the student's conduct and disposition demonstrates their commitment to their own personal growth and to the well-being of the Pasadena Christian School community.
- g. If a student is given Disciplinary Probation in more than two consecutive academic quarters, that student may be suspended or expelled.

4. Suspension:

- a. Suspension is always initiated directly with the student with explanation of the violation and opportunity for questions/clarification.
- b. Additionally, Suspension will be inputted into FACTS within 24 hours, or by the next school day if issued on Friday. In all instances, FACTS will generate an email notification regarding the incident or incidents that led to the Suspension to the student, their family, and the Principal.
- c. A meeting with the student, their family, the Principal, and, if appropriate, other member(s) of PCS faculty or staff will take place
- d. The Principal will send a letter to the student's family specifying the reasons for and the terms of the student's Suspension
- e. At the discretion of Administration, Suspension will be served either at home or at school
- f. Suspension may last for a period of up to five (5) days.
- g. Students serving a suspension are expected to complete all of their class assignments while on Suspension. Faculty will work with students to help make this possible. Completing and documenting the completion of this work will be a condition for returning from Suspension.

5. Expulsion:

- a. Expulsion is always initiated directly with the student with explanation of the violation and opportunity for questions/clarification.
- b. Additionally, Expulsion will be inputted into FACTS within 24 hours, or by the next school day if issued on Friday. In all instances, FACTS will generate an email notification regarding the incident or incidents that led to the Expulsion to the student, their family, and the Principal.
- c. A meeting with the student, their family, the Principal, and, if appropriate, other

member(s) of PCS faculty or staff will take place.

- d. The Principal will send a letter to the student's family specifying the reasons for and the terms of the student's Expulsion.
- e. Expulsion will be placed on the student's permanent record

Depending on the individual student and the nature of the situation, Pasadena Christian School Administration may modify any step in this framework, skip steps in the process, or implement consequences that best serve the student and the school community.

Serious Violations of the Code of Conduct

Certain violations of the Pasadena Christian School Code of Conduct may result in a more immediate or more serious response within the PCS Disciplinary Response Framework, including the possibility of Disciplinary Probation, Suspension, or Expulsion without preceding disciplinary steps.

Examples of such violations may include, but are not limited to:

- Physical violence or threats of violence
- Harassment, bullying, or intimidation
- The use of racial slurs or other seriously degrading or discriminatory language
- Vandalism or intentional destruction of property
- Theft
- Possession of prohibited or dangerous items
- Serious acts of dishonesty
- Conduct determined by Administration to place the safety, dignity, or well-being of students, faculty, staff, or the school community at risk

Administration reserves the right to determine the severity of any incident and to respond in a manner that best serves both the individual student and the Pasadena Christian School community.

ACADEMIC INTEGRITY

Pasadena Christian School's commitment to academic integrity is intended to promote:

Multidimensional Learning: Pasadena Christian School values learning in all of its many forms. An important aspect of learning is taking in and understanding the work of others. Too often, however, we stop there, leaving us with the false impression that learning is all about memorizing the "right" information and parroting that back to our teachers. PCS believes that learning becomes transformative when we can process and understand the work of others and then use that as a foundation for creating new ways of seeing, thinking, doing, and living in our complex world. This understanding helps us honor the work of others while also recognizing that learning requires us to be creative, bold, and imaginative.

Progress Over Performance: Pasadena Christian School believes that no two students are alike. That means that we encourage students to understand, appreciate, and take responsibility for their own unique learning experiences here at PCS. When students take ownership of their education, they are less vulnerable to seeing learning - and most often grades - as a high stakes competition. The stress that students often experience when learning becomes a performance rather than a personal process of progress and growth can be counterproductive to the kind of deep and whole person learning that we value at Pasadena Christian School. As a school that takes our Christian faith seriously, we believe that each student's value goes beyond the things that culture often says are most important. They are valuable because they are made in God's image. Students can do

their best and be fully honest about the work they do in school because, while doing the best we can is always important, their worth as a person is something that does not change.

Celebrating Others: For nearly eighty years, Pasadena Christian School has been known for the quality and depth of its community. This belief in community is an important part of the Christian tradition. From the question “Am I my brother’s keeper?” to St. Paul’s call for us “to look not only to [our] own interests, but also to the interests of others,” the Bible understands that mutual obligation is an essential part of community. PCS is committed to learning that is deeply rooted in that culture of community. Learning involves taking risks - doing and thinking about things in ways that we’ve never done or thought before. A community like the one we foster at PCS is an important foundation for students to feel secure in taking those kinds of risks. That kind of community also means that students know what it is like to have their work valued and celebrated and are used to valuing and celebrating the work of others. This habit of mutual respect based in community makes students less likely to use the work of others as their own. It also highlights the importance of honesty as a mutual obligation that is necessary for a healthy community to exist and thrive.

Educational research has revealed what many have always intuited: there are many reasons why students engage in behavior that undermines Academic Integrity when it comes to their school work. With students from TK through to 8th grade, Pasadena Christian School takes seriously our responsibility to teach students about these boundaries - why they exist, how they contribute to personal and communal well-being and thriving, and how they are expressed in the practical work that students do in homework, classwork, projects, quizzes, tests, and so on. In our efforts to do so, PCS prioritizes clarity, consistency, responsibility, and, always, love and restoration.

Academic Integrity in Practice

Pasadena Christian School’s teachers will make it clear to students whether each academic activity, assignment, or assessment is to be completed by individual students, as a group, or a mixture of the two. While learning what constitutes Academic Integrity will be discussed and reinforced across the grades, classes, and curriculum at PCS, examples of behavior that violate our school’s expectations in this area include:

- Acquiring and/or using answers from another student, person, or source material (other than for legitimate research purposes).
- Knowingly providing answers to another student for use in an activity, assignment, or assessment.
- Changing the grade on a paper.
- Plagiarism -- using someone else’s writing or ideas and trying to claim them as your own. This includes copying word-for-word from a source without giving credit, rephrasing a few words from a source without giving credit, or using a source’s key words or phrases as one’s own without placing them in quotation marks.
- Work completed by a member of a student’s family and submitted as that student’s own original work.
- In keeping with the principles of understanding, impact, and restoration at the center of Pasadena Christian School’s Disciplinary Response Framework (outlined earlier in this handbook), violations of Academic Integrity will follow a clear, engaged, and redemptive process.

When Academic Integrity is Violated

If a member of Pasadena Christian School’s staff, faculty, or administration witnesses or discovers an alleged violation of Academic Integrity, the student(s) involved will be asked to meet to discuss this matter. Given the importance and complexity of Academic Integrity to an educational community, the student’s family will be contacted before this meeting takes place. The student will

meet with the teacher whose class was connected to the alleged violation and, if appropriate, any staff, faculty, or administrator necessary to facilitate a thorough conversation. This meeting will be an opportunity for the student to hear about what was witnessed and/or discovered, how it fits into the PCS Academic Integrity Policy, and for the member(s) of the faculty, staff, and/or administration to hear the student's thoughts, explanations, or questions. Following the model of Matthew 18 mentioned in the school's Disciplinary Response Framework, this conversation will emphasize mutual respect and listening and will ensure that the appropriate groundwork is laid for the student to, if necessary, learn from what took place and to reestablish their connection of trust with the PCS Community. Based on that meeting, the decision will be made as to whether additional investigation or deliberation are necessary. If these additional steps are needed, the student and their family will be given an expected date for the decision.

If the student is ultimately found to have violated PCS standards of Academic Integrity, the following will take place

- A Conduct Citation will be given (see "Disciplinary Response Framework" section in the handbook for more information on this step)
- The student will receive a 0 for the activity, assignment, or assessment to which the violation was connected

The following guidelines will be used if the same student is alleged to have taken part in subsequent violations of Academic Integrity:

3rd Grade through 5th Grade: If new incident(s) occurs within one calendar year of the previous violation:

- the communication/deliberative steps outlined above will be repeated;
- if the student is found to have violated PCS standards of Academic Integrity, the same responses listed above (Conduct Citation and 0 for activity, assignment, or assessment) will be put into effect
- the student may be subject to Suspension (see "Disciplinary Response Framework" section in the handbook for more information on this step)

6th Grade through 8th Grade: If new incident(s) occur within the student's time in 6th Grade, 7th Grade, and 8th Grade:

- the communication/deliberative steps outlined above will be repeated;
- if the student is found to have violated PCS standards of Academic Integrity, the same responses listed above (Conduct Citation and 0 for activity, assignment, or assessment) will be put into effect
- the *second* violation within this period may result in a one (1) day Suspension (see "Disciplinary Response Framework" section in the handbook for more information on this step)
- the *third* violation within this period may result in three (3) day Suspension (see "Disciplinary Response Framework" section in the handbook for more information on this step), and an F in the course for which the violation took place
- the *fourth* (or more) violation within this period may result in three (3) day Suspension, an F in the course for which the violation took place, and will also be grounds for potential Expulsion (see "Disciplinary Response Framework" section in the handbook for more information on Suspension and Expulsion)

Artificial Intelligence and Academic Integrity

Artificial Intelligence technologies is developing rapidly and Pasadena Christian School is proactive in assessing the implication of these tools and to how they affect teaching and learning. As with any technology, different teachers engage technologies in teaching in different ways. At PCS, Teachers may permit, encourage, restrict, or

prohibit the use of AI tools depending on the goals of a particular assignment, course, or learning activity.

Students are expected to follow the directions of their teachers regarding the use of AI and other technologies. Using AI in a manner that violates a teacher's stated expectations, misrepresents a student's own work, or undermines the learning goals of an assignment may be treated as academic dishonesty or another violation of school policy.

Because AI can support some learning goals while undermining others, Pasadena Christian School believes that students should understand not only whether a particular use of AI is permitted, but also why those expectations exist. When relevant, teachers will make clear how AI may be used in their courses and assignments and explain the reasons for any limitations placed on its use.

Pasadena Christian School seeks to help students become thoughtful users of technology who understand not only what tools can do, but also when, why, and whether those tools should be used.

TECHNOLOGY USE POLICY

Technology is often defined as the use of scientific knowledge for practical purposes. PCS believes that technology has many important and powerful uses for students, parents, and faculty. It is our goal to develop students that are equipped to use technology efficiently, ethically, and appropriately. Our community will use technology as a tool to support the project of whole-person learning that is at the center of Pasadena Christian School's mission of "Shaping Hearts and Minds for Life." The school will take steps to ensure that students access the resources appropriately by:

- Providing an Internet connection protected with content filters to block sites which are objectionable.
- Supervising students while they are using the Internet.
- Instructing students what is available, how to search for material, how to use and properly cite sources, and Internet safety & etiquette.

Student Responsibility

Technology access for students is a privilege, not a right. All users of the school's technology agree to adhere to the following code of ethics:

- I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others behave in a similar manner.
- I will make a conscious effort to be a positive testimony to my fellow students, faculty members, and others with whom I communicate on the Internet or digitally.
- I agree to follow Pasadena Christian School's basic rules, as outlined in the student handbook.
- I will strive to apply Philippians 4:8 to my electronic communication: *"Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."*
- I will not willfully access sites that contain immoral, impure, and sexually explicit or other inappropriate material.

The user is held responsible for his/her actions whenever using school technology. Unacceptable uses of technology while on any school computer or while using the school Internet on a personal

device will result in suspension and/or revoking of these privileges. Examples of unacceptable use are, but not limited to:

- Using technology for illegal activity.
- Using technology for financial activities.
- Damaging or disrupting equipment or system performance. Any security problems must be reported to the computer teacher or technology support staff and not shared with other users.
- Vandalizing the data of another user.
- Engaging in cyber-bullying or deceit
- Gaining unauthorized access to resources, including attempting to bypass content filters.
- Invading others' privacy, including reading mail that belongs to others without their permission.
- Using another person's password or email account, services, files, devices, or any other technology without teacher/PCS staff approval. (Teacher or staff approval is needed even if another student has already given permission to use their information.)
- Posting personal communication or personal information without the person's or the author's consent or posting information not meant to be made public.
- Posting rude or inappropriate messages.
- Downloading malware or trying to bypass malware protection programs.
- Downloading and/or attempting to install a program without the teacher's permission.
- Using the school's technology (equipment, software, network access, accounts, services, etc.) or using the student's own technology (mobile devices, accounts, data plans, etc.) - whether on campus or off campus at school-sponsored events (field trips, sporting events, etc.) to violate any of these guidelines.

CELL PHONES AND PERSONAL DEVICES

Grades TK - 5

- Cell phones are **not** allowed on campus.

Junior High

PCS is committed to using technology in education and in the classroom. Use of personal devices (personal computers, cell phones, tablets, etc.) is permitted in junior high under the following conditions:

- Students may have personal devices on campus, but they must be turned completely off during school hours unless a student has the permission of a teacher or staff member. Names must be on the devices written on tape or on the lock screen. Devices may not be in the possession of another student.
- Students must have the permission of a teacher or staff member to use their devices while on campus (before, during, or after school). The faculty or staff member must be in close supervision of the student while the device is on and in use.
- Cell phones are not to be used during passing periods, snack breaks, lunch, or in the restrooms.
- Students may not use headphones or earbuds with devices except with permission of the teacher. No headphones or earbuds may be used outside a classroom or in the library. No

- walking on the campus with headphones/earbuds in ears or around the neck is allowed.
- The campus “Technology Policy” must be honored in all device use.

Schoolwide Technology Policies

Cell Phones, computers, iPads and other electronic devices: Students may bring any electronic device to school at their own risk. The school will not be responsible for theft, damage, or loss of devices. Students who choose to bring such devices to school must comply with all PCS rules and policies. **Smart watches may not be worn during the school day or during field trips.**

If devices are brought to school, they must be stored in the student’s locker (6-8). Students may go to the school office during break and lunch to use the office phone to call their parents. Whenever use of electronic devices is permitted, students may not use electronic devices in any way that is harassing or disruptive to the educational environment, including making threats, using camera functions to take inappropriate pictures (i.e. sexting) or to videotape classes, send messages to other students in class, or in ways that would otherwise violate school rules. Failure to follow these guidelines may result in disciplinary actions including but not limited to verbal warning, loss of phone privileges, and suspension.

Electronic Devices and Testing

Any student found to have an electronic device in their possession and turned on during a test, examination, or quiz will be presumed to have used the device to cheat and will receive a zero and be referred to the Principal.

Electronic Devices and Restroom Use

The teacher has the right to ask a student to leave a cell phone in the classroom when permission to go outside the classroom is granted.

Students are not permitted to use their electronic devices while in school restrooms. **Students who are found to have used devices while in the restroom will be subject to a one-day suspension.**

Consequences for Violation of Electronic Device Policy (TK-5)

The following consequences are accrued over one school year:

- First Incident: Student’s family will be notified and the cell phone will be sent home with the student.
- Second Incident: Student will receive a Behavior Report and the student’s family will be required to pick up the cell phone from the front office.
- Third Incident: Student will receive a Conduct Citation and the student’s family will be required to pick up the cell phone from the office; the student and family member(s) will meet with the Principal to review and discuss the Electronic Device Policy.

Consequences for Violation of Electronic Device Policy (Junior High School)

The following consequences are accrued over one school year:

- First Incident: Device will be collected from the student by PCS faculty, staff, or administrator and must be picked up from the front office by a family member; the Student receives a Behavior Report.
- Second Incident: Device will be collected from the student by PCS faculty, staff, or administrator and must be picked up from the front office by a family member; the Student receives a Conduct Citation.

- Third Incident: Device will be collected from the student by PCS faculty, staff, or administrator and must be picked up from the front office by a family member; the Student receives a Conduct Citation and is unable to have the device at school (outside of required classroom usage) for the remainder of the school year.
- Note that Behavior Reports and Conduct Citations for Violations of the Electronic Device Policy accrue along with other Behavior Reports and Conduct Citations that a student may receive (see “Disciplinary Response Framework” section in the handbook for more information on the graduated accrual of disciplinary responses)

PERSONAL PROPERTY

Students must assume responsibility for loss or damage to any personal property such as clothing, equipment, computers, tablets, cell phones, books or musical instruments. The school will endeavor to protect all personal property; but ultimately, the student is responsible. Property should be well identified. Large sums of money and jewelry of personal value should not be brought to school. Items of value should not be left at school overnight.

JUNIOR HIGH LOCKERS

Junior High students will be assigned their own locker. Students may not have access to another student's locker. Writing on the exterior or interior of the lockers is prohibited. Students are responsible to keep their locker clean. Students are required to keep locker areas free of trash. Lockers are school property. It is a privilege, not a right, for students to have lockers. Lockers may be searched for health and safety reasons.

LOST AND FOUND

Mark student name on all clothing and personal items. It is the responsibility of parents to instruct their children to take care of all clothing brought to school. Items lost on campus will be placed in the Lost and Found. All unclaimed and unmarked items are given to charity at the end of each month.

PCS COMMUNICATION PROCESS

Communication is essential to maintaining the healthy and thriving community we value at Pasadena Christian School. Paul, an early Christian leader, wrote about negative patterns of communication that can destroy a community: "quarreling, jealousy, outbursts of anger, selfish ambitions, slander, gossip, arrogance, and disorder" (2 Cor. 12:20). PCS's approach to communication draws on both Christian wisdom and current research to encourage asking good questions, listening, being intentional about how we can "build others up," and finding common ground (Eph 4.29).

Matthew, one of Jesus' first followers, tells a story about Jesus that is helpful to think about when we are developing healthy models for communication in a community. Matthew describes Jesus' model for communication as one guided by love, intentionality, clarity, patience, persistence, and an authentic desire to maintain connection (Matthew 18:15-17). As a community modeled on following Christ, Pasadena Christian School asks students and families to prioritize those same values when speaking to and about others in our school community. One of Jesus' priorities in that story is to speak with honesty and a willingness to listen to the individual most directly related to your concerns.

In an educational community like Pasadena Christian School, this often looks like:

- Students and families: Speak with your teacher/your student's teacher first; if the issue is not resolved, then
- Speak with the relevant Principal; if the issue is not resolved, then
- Speak with the Head of School

One of the defining characteristics of PCS is our strong community. To maintain that part of who we are, we ask all members of our community - faculty, staff, administrators, families, and students – to prioritize listening, respect, mutual dignity, honesty, encouragement, and constructive dialogue in each and every instance of communication that you have with one another.

In order to build a strong bridge of communication and cooperation between the student at school and the student at home, Pasadena Christian School families are invited each Fall to attend a Family/Teacher Conference. This is a set time early in the school year where families and teachers can meet to discuss their student's progress and to help both families and teachers know how they can support one another as they support their student.

Outside of Family/Teacher Conferences, families can arrange a meeting with a teacher or administrator. Reach out to the person with whom you want to speak via email so that they can consult their schedule and so that all involved can arrange a time where there is sufficient time and space for conversation.

When emailing teachers, families can expect that messages will be answered as promptly as possible within the time constraints of teaching and advising students (typically within 24 hours). Teachers are not expected to monitor or respond to email during evenings, weekends, or school holidays.

ATTENDANCE

Attendance Policy

Punctual attendance is essential for successful academic work. We encourage all families to plan trips to coincide with the days when school is closed. We strongly discourage parents from removing their children on regular school days. Faithful attendance promotes a positive attitude of commitment to a strong educational program. Unnecessary absences force students to miss instruction and unfairly increase the teacher's workload. Students with chronic absenteeism may be required to bring in a doctor's note before further absences are excused.

Parents of students absent without a valid excuse for four full days in one school year will receive a warning letter via email. Pupils accumulating six full days of absence without a valid excuse may be placed on probation. Failure to adhere to the terms of probation may result in dismissal.

Absence Policy

When a student is absent, a parent must notify the office by reporting the absence (direct line is 626.773.7901 or x371 from the school phone). Notifying the teacher alone is insufficient. Parents must give the reason for the absence and how many days the student will miss. Homework requests from teachers may be made after two consecutive days of absence. FACTS should also be checked to help the student keep up with classwork.

Parents must call the office when a doctor or dental appointment will cause the student to be late in the morning. If the appointment is during the day, please send a note prior to the appointment with

your student so the teacher will be aware that class time will be missed.

Students who leave school during the day for appointments must check out and back in through the school office. Parents are not permitted to check students in or out of the classroom.

Students missing more than 20 days in a quarter will receive an incomplete grade in their classes.

One Day Absence

The need to have a student miss only one day should be explained to the classroom teacher who will use the following guidelines to determine the status of the absence. Absences for recreational activities are discouraged.

Missed class work will be given to the student upon their return to class and must be made up by the teacher-given due date or the student will receive a zero for the day.

The school policy is ONE DAY'S GRACE GRANTED FOR ONE DAY'S ABSENCE. If a single day trip is determined by the teacher to have educational value to the child, the teacher will give missed work either before or after the trip. The missed work must be turned in by the due date or the student will receive a zero grade.

Long Term Absences

Requests for an excused absence longer than one day must be presented to the Administration. Parents should fill out the "Request for Excused Absence" form and submit it to the front office at least two weeks prior to the beginning of the absence. Parents are responsible for initiating requests for schoolwork from all teachers *prior* to the absence.

Individual teachers will decide whether work must be done during the absence or made up afterwards. Individual teachers will determine the time limits for any make-up work for non- illness related absences. Note: To receive full credit, long-term assignments and projects are due before departure.

Parents are ultimately responsible for the instruction of the material presented during the period of the student's absence. Occasionally, a parent may need to hire a tutor to keep pace. Teachers will not be expected to re-teach subject matter to the student upon their return.

The Administration will determine whether an absence will be excused. In the event that parents make multiple requests for excused absences for time off, or the number of days requested seems unreasonable, the Administration may not approve the absence. In this case, the student will not be provided the opportunity to make up missed assignments.

If a student is absent for more than five school days because of an illness, families will be asked to fill out an Extended Medical Absence form which includes a signature from a doctor's office. Students and families should refer to the HOMEWORK section of this handbook to find the Pasadena Christian School Absentee Homework Policy.

Families are expected to contact their Principal if they anticipate that their student may be absent for longer than ten school days due to a prolonged medical condition. In that case, a conference with the family and the Principal will be set up and that conversation will inform the Principal's subsequent conversations with relevant teachers in order to determine the ways that PCS can most effectively support the student and their family and how the student's education can continue given their absence. These are, of course, extremely difficult situations for family and our desire is to be as supportive as possible as a family navigates this challenging time.

Pasadena Christian School is not able to offer long-term distance/at-home learning for students and will work with families to find the best local options available to them.

Tardies

Students are required to be on time for school and for classes. To encourage students to establish the necessary habit of punctuality, the following policy has been developed for habitual tardiness:

- Elementary Policy: Upon receiving a fifth tardy in one quarter a notice will be sent home. Continuous tardies in the same quarter may result in a phone call from the principal. Excessive tardies may result in disciplinary probation. Students are marked tardy if not in the classroom by 8:30.
- Junior High Policy: Tardies are cumulative for all classes. At five tardies in one quarter a notice will be sent home. Upon receiving ten tardies in one quarter a Conduct Citation will be issued. Excessive tardies (more than 15 in a quarter) will result in disciplinary probation. Students are marked tardy if they are not in their seat when the bell rings.

EXTRACURRICULAR ACTIVITIES

Students involved in any PCS extracurricular activity must be present at school for a minimum of four class periods on the day of their activity in order to participate in their activity.

BIRTHDAY CELEBRATIONS

Due to allergies and to keep our school a “healthy and sugar free” environment, birthday celebrations will be limited to teacher-led activities in the classroom. We ask that parents not provide birthday snacks or food.

UNIFORM POLICY

Pasadena Christian School's uniform policy is intended to promote:

Community and Belonging Pasadena Christian School is a community of learners. Our model of community is built on our discipleship to Jesus Christ. Jesus modeled a focus on and love for one another. As such, our school uniform policy is a visible symbol of our shared commitment to one another in this community. It represents our shared work of learning and growth together. Following the school dress code emphasizes that we are more focused on what we have in common than what divides us. It shows that we value the community at Pasadena Christian School.

Excellence Through Intentionality By following the Pasadena Christian School Uniform Policy Guidelines, we show one another that we are together each day with a purpose - to grow, develop, and learn together. Athletes show up on game day with the equipment they need to compete. A surgeon shows up in the operating room with the tools necessary to complete the surgery. Just as athletes and surgeons prepare intentionally for their important work, we prepare intentionally for the important work of learning together. Showing up in uniform is a way of showing ourselves and those around us that we are present and prepared each day for this important work.

Focus on What is Important What we wear can be an important way to show our individuality and what is important to us. Some people express themselves through art, some through music, some through hobbies, and some through fashion. Self-expression is important. However, there are times in which using clothes to express ourselves can become a burden, a source of anxiety, and something that distracts us. Following the Pasadena Christian School Uniform Policy Guidelines reduces the daily distraction of "What am I going to wear?" This allows all students to show up with their focus on learning. The Uniform Policy also reduces clothing to compare ourselves to others. This allows each student to participate in their learning and in supporting one another each day without worrying about clothing choices.

The Pasadena Christian School Uniform Policy is not meant to hide the individuality of our students. Instead, it is a daily way of signaling that, when we are together at school, we choose to highlight our community's dedication to our common work: learning and love for one another.

Uniform Guidelines

Families and students should use these guidelines when selecting appropriate school clothing. Please contact the PCS Office if you have questions about whether a particular item fits these guidelines.

Shirts

Colors: Solid school uniform colors: white, navy blue, yellow (gold), or hunter green

- Polo shirts only
- T-shirts are NOT allowed on uniform days
- Shirts must be comfortable, clean, modest, and neat
- No frayed or torn clothing

Pants and Shorts

Colors: Solid black, navy blue, or khaki only

- Shorts must be at least finger-tip length
- Jeans, cargo pants, leggings, jeggings, or athletic gear are NOT allowed on uniform days
- Pants and shorts should have a visible "give" at the top of the leg

Skirts, Jumpers, and Skorts

Colors: Solid black, navy blue, khaki, or highland plaid

- Length: No shorter than two inches below the fingertips
- Slits in skirts must comply with minimum length requirements
- Leggings, biking shorts, tights, and hose in school uniform colors are encouraged under skirts

Outerwear

Colors: requirements vary; see below

- Sweatshirts: Navy blue, hunter green, or gray in solid colors only
- School Logo: Official PCS sweatshirts with PCS logos are permitted
- Raincoats: Any color permitted (no logos)

Shoes

Shoes are required to be worn at school at all times on campus

- Sandals, flip flops, clogs, and shoes with cleats are not allowed.
- Heels over one inch are not allowed
- Junior High girls may wear sandals with heel straps
- Appropriate PE shoes must be worn or brought to school

Personal Appearance

- **Hair:** Must be well-maintained and a natural hair color
- **Makeup:** Junior High girls only (not appropriate for TK-5)
- **Earrings:** Earrings must be modest and safe. Junior High girls may wear one small earring per ear. Hoop earrings are not permitted for safety reasons. Boys are not permitted to wear earrings.
- **Nails:** Nails should be maintained at a reasonable length that does not interfere with safety, classroom participation, typing, handwriting, athletics, or other school activities.
- **Modesty:** Clothing should not expose a student's body inappropriately.
- **Fit:** Clothing may not be rolled, folded, pinned, tightened, or otherwise altered in ways that change the intended fit, coverage, or appearance of the garment. This expectation applies both to school uniforms and to clothing worn on Free Dress Days.

Swimwear

- On field trips and/or activities that involve the beach or swimming beach or swim field trips, students must wear modest swimsuits:
- Girls should wear either a one-piece swimsuit or a two-piece with an appropriate cover shirt (must not be see-through when wet).

Free-Dress Day

Use basic guidelines of neatness, cleanliness, safety, and modesty:

- Sleeveless tops and tank tops permitted for girls if strap is at least 1½ inches wide
- If straps are narrower than 1½ inches, a sweater or cardigan should be worn over the top
- Appropriate logos may be worn but must comply with PCS standards
- All length requirements still apply

Uniform Details

School uniform clothing can be purchased at any store. Highland plaid and school logo clothing can be purchased at [Landsend](#), or our [Sideline Store](#).

Violations of the School Uniform Policy

Pasadena Christian School's response to uniform policy violations follows the PCS Disciplinary Response Framework articulated in this handbook.

In each instance of a uniform policy violation:

First and Second Instances (per quarter):

- Family notification sent home explaining how the policy was broken.
- Uniform policy violation documented in FACTS.
- No disciplinary sanction issued under the PCS Disciplinary Response Framework.

Third Instance (per quarter):

- Student is provided with clean, used clothing for the day regardless of whether the student is otherwise able to alter the clothing into compliance. Clothing must be washed and returned the following school day.
- Family notification sent home explaining how the policy was broken and informing the family that the student will wear a school uniform on the next scheduled Free Dress Day.
- Uniform policy violation documented in FACTS.
- Student receives a Negative Observation in FACTS.

Fourth and Further Instances (per quarter):

- Student is informed that they will wear a school uniform on the next two scheduled Free Dress Days. If necessary, these days may carry into the following quarter.
- Student is provided with clean, used clothing for the day regardless of whether the student is otherwise able to alter the clothing into compliance. Clothing must be washed and returned the following school day.
- The office will contact the family regarding the violation.
- Family notification sent home explaining how the policy was broken and identifying the applicable Free Dress Days.
- Uniform policy violation documented in FACTS.
- Student receives a Conduct Citation under the PCS Disciplinary Response Framework.

Administration makes the final decision regarding the appropriateness of student attire at school and all school-related activities

ARRIVAL AND DEPARTURE

Arrival

- Students are not to arrive at school before 8:00 a.m., with the exception of those in extended care (BYH). The playground is supervised from 8:00 a.m. until classes begin at 8:30 a.m.

- Students may be placed in BYH beginning at 7:00 a.m. until 8:00 a.m.
- The gates for carline will open at 8:00 am, and the first bell will ring at 8:25, with the tardy bell ringing at 8:30. In the afternoon, carline will run from 3:15 to 3:45.
- Students are not to enter classrooms before the bell rings or without a teacher present. Students are not to wait for friends in the Garfield parking lot or at the north end of the kindergarten building.

Departure

- Students are not permitted to leave campus prior to 3:15 p.m. without written permission from a parent. In such cases, the student will check out through the office.
- All students are to be off the campus by 3:45 p.m. with the exception of those who are engaged in after-school sports or special activities, and those in BYH. Students remaining after 3:45 p.m. will be taken to BYH. Students not picked up from after-school sports activities by 5:15 p.m. will be taken to day care.
- Individuals calling to pick up children must be identified. If the child is to be picked up by someone other than an authorized person, the office should be notified in writing by the parent.

Car Line

- Students must be dropped off in the Garfield parking lot. The City of Pasadena does not allow us to use this parking lot as a student drop off location.
- Please come through the Garfield Street car line using the entrance on Garfield only. Form only one line. Allow room for a second lane for cars to pull out and pass after picking up children. Please do not block driveways or crosswalks along Garfield Avenue. Pull forward as far as possible before stopping to pick up students. Turn **right** on to Howard St when exiting carline.
- Do not park across the street and expect your riders to cross to you. This is extremely dangerous. The children must run through the car line and across the street to get to your car. This rule applies to older students also.
- If you park along Garfield, please come to the parking lot to meet your riders.
- Drop-off in the preschool parking lot of elementary and junior high students is only allowed if parents are bringing a child to the preschool, or if they are an employee of the preschool.
- Students should be picked up between 3:15 and 3:45 p.m. Students not picked up by this time will be taken to the BYH center. Students are not allowed to wait on the sidewalk area near the office.
- Cars coming to pick up students should be considerate of the no parking zones and the yards and driveways of neighboring residences. Respect for the property of others is very important to PCS.
- Please do not block or park in the driveways along Howard and Garfield streets.
- Students and adults should always use the crosswalk and not walk between vehicles.
- There is no eating, chewing gum or drinking soda allowed in carline.
- If a child needs to return to campus to retrieve an item parents/carpool drivers must park and accompany the child into campus. Teachers will not permit students to return to campus as it holds up carline.
- Do not use the Howard Entrance as a pedestrian or vehicular entrance.

Carpool Information

If you are in a carpool, the driver of the car is in complete control and must be obeyed. Cooperate with the time schedule agreed upon to get to school or home on time.

Carpool drivers should not transport more passengers than allowed by law. It is a state law that all

passengers in a car or van use seatbelts, and no child under 13 years of age or 100 pounds may sit in a seat where there is an airbag.

Walking to/from School

- If you walk to school, be courteous and thoughtful of people and their property.
- NEVER accept a ride with anyone unless they are approved with the school.
- Leave the school promptly after dismissal at 3:15 p.m. Enter or exit the school through the school office.

Students arriving or departing school in any manner other than car (i.e. bicycle, bus, walking) are required to have a note on file with the receptionist to allow them to do so.

COMMUNITY HEALTH AND SAFETY

Medication

To protect all children and to adhere to the State Education Code (49423), no child may bring any medication (prescription or nonprescription) to school without prior authorization. Only medication prescribed by a doctor may be given during school hours. If your child needs medication either for a few days or over an extended period of time and it must be given during school hours, please ask for a **Medication Form** from the school office and have your physician write the directions on the form.

Medication, whether prescription or non-prescription, must be accompanied by the completed *Medication Form* and delivered by a Parent or Guardian to the front office in the original labeled container. **Only under these conditions may any medicine be given at school.**

This policy applies to non-prescription drugs as well. Our school will not dispense over the counter pain medication (i.e. Tylenol or Advil), cough drops, etc., unless instructed by a physician in writing and the medication is at the school in its original container.

Air Pollution

PCS is located in a geographical area where unhealthful air quality may occur. A plan has been established which complies with recommendations outlined by the South Coast Air Quality Management District. A flag system has been developed to alert staff members if unhealthful conditions exist. The office receives updated information at 11:00 a.m., 1:00 p.m., and 3:00 p.m. daily.

In the event of unhealthy air quality, parents must notify the office in writing if a student has any heart or respiratory ailment, which would necessitate modified activities. This should be on the student's emergency form.

- **Green Flag:** No health impacts are expected when air quality is in this range
- **Yellow Flag:** Unusually sensitive people should consider limiting prolonged outdoor exertion
- **Orange Flag:** Active children and adults, and people with respiratory disease, such as asthma, should limit prolonged outdoor exertion
- **Red Flag:** Active children and adults, and people with respiratory disease, such as asthma, should avoid prolonged outdoor exertion; everyone else, especially children, should limit prolonged outdoor exertion
- **Purple Flag:** Active children and adults, and people with respiratory disease, such as asthma, should avoid all outdoor exertion; everyone else, especially children, should limit outdoor exertion

Earthquake and Disaster Preparedness

If an earthquake occurs when your child is at school, the following list of procedures will be implemented for safety and well-being:

1. DO NOT PANIC. Every reasonable effort will be made to care for your students at the school. We have food and water for 72 hours plus first aid supplies, blankets, and sanitary facilities. The school's plans also include first aid training for the staff members. Teachers and staff will remain on the school premises until all children are picked up or 72 hours have passed. Anyone remaining will be evacuated to the designated public shelter.
2. Please do not attempt to call the school. We anticipate that non-emergency calls will be restricted or non-existent.
3. In the event of emergency medical needs, the school office maintains a release form and a list of medications used by your child. These should be current. If your child is on medication which **MUST** be administered daily, please be sure that an adequate supply and clear instructions are given to the school office. It is **YOUR** responsibility to keep these items at the school at all times.
4. If you are able to pick up your child, you should come to the Garfield/car line gate. The campus will be secured. No other entrance will be open.
5. The School Board has decided on a very restricted release policy. The release section of the emergency forms you sign at the beginning of each school year apply in a major disaster. Your child will only be released to you or the designated individuals on the emergency form. **If someone not designated on the emergency form shows up to claim your child after a major disaster, your child WILL NOT be released.**
6. Please emphasize to your child that he or she is to remain at the school until picked up.
7. Please consider carefully the adults you designate to pick up your child following a major earthquake. The following circumstances may exist afterwards and should influence your choice:
 - a. Communications will be restricted or non-existent. You should assume you will not be able to contact the other person to decide which of you will pick up your child. The school may not be able to contact you to tell you that your child has been released, nor the other person to tell you your child is now somewhere other than at the school.
 - b. Transportation will be difficult. You should assume that freeways and surface streets will be blocked and open roadways restricted to emergency vehicles. The most likely form of transportation will be walking.

Food Delivery Services

Students may not order or receive food delivery services (DoorDash, Uber Eats, Grubhub, etc.) to school during school hours. Delivery services create safety concerns by allowing unknown individuals on campus, can disrupt the educational process, and require staff to facilitate the delivery and distribution of meals from delivery persons to students. Delivery personnel will not be permitted on campus.

Students who forget their lunch will be provided a meal from the school cafeteria.

LIBRARY

Students have access to our library which is open most days before school begins. Two books at a time may be checked out.

Library Fines

Library fines are 10 cents a day per book. Fines are not charged for weekends, holidays or when a student is absent. Payment for lost books is not accepted until May. Experience has taught us that many books show up at the end of the year.

Periodically, students are sent a list of all overdue books and unpaid fines. Students should immediately take the time to find overdue books and return them to the library. Students should ask for parents' and teachers' help if they are not able to find the books on their own.

If a student thinks the librarian has made an error on an overdue slip or fine slip, he or she should check with the librarian as soon as possible

Damaged or Lost Library Books

There will be a charge for damage to library materials. Tears in pages or covers, writing in books, water damage, etc. will be charged according to the extent of the damage and the value of the book.

The price paid for lost books is the replacement cost for the identical book, if available. If the identical book is not available, the price for a similar book is charged. Refunds for lost books that are found will not be made after the last day of school.

Communication from the Librarian

The librarian will send overdue notices and fines due notices to students periodically. If the student seems to be having unusual trouble managing library obligations, the librarian will email the parents a notice of the student's overdue books and unpaid fines. At that time, the parents may need to step in and help the student take care of library obligations.

Students who still have outstanding library fines, lost books or other library obligations at the end of the school year will not receive their yearbook, but will receive them upon payment.

Student and Family Agreement

I/We have read the student handbook for Pasadena Christian School and understand and agree to all the information, policies, and procedures outlined. I/We have also received a copy of these policies and procedures for our records.

Print Student Name:

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Student Signature:

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Print Parent/Guardian Name:

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Parent/Guardian Signature:

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Date: