

PASADENA CHRISTIAN SCHOOL

STUDENT HANDBOOK

Shaping Hearts & Minds for Life

Verse for 2023 – 2024:

*“The Lord will teach the ways that are right and best
to those who humbly turn to Him.”*

Psalm 25:9



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 intellectual competence.
- Acquire and demonstrate growth in effective communication skills.
- Acquire and demonstrate responsible citizenship and appropriate social development.
- 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:

1. The Bible to be the inspired, the only infallible, authoritative Word of God.
2. There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. 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.
4. That for the salvation of lost and sinful man, regeneration by the Holy Spirit is essential.
5. 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.
6. In the spiritual unity of believers in our Lord, Jesus Christ.
7. 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 well-rounded 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 middle school 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 Middle School, 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:

1. All lesson plans and assignments will be posted on FACTS each week.
2. Grades for all homework assignments and tests will be entered into FACTS no later than one week after the due date.
3. 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

1. (K-4): Late work deductions will be at the discretion of the classroom teacher.
2. 5th Grade Students: 10% deduction for all late work.
3. Middle School: 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. Progress reports are sent home regularly. Students who do not keep up with their daily work may be placed on academic probation.

Academic Probation

Upper elementary students (grades 4-5) and middle school students (grades 6-8) will be placed on academic probation for the remainder of the current grading period if they have any of the following:

1. An overall grade point average below 2.0
2. Two "D" grades in the quarter
3. 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.

Academic Ineligibility

Students will be placed on Academic Ineligibility for the following:

1. A student has already been placed on academic probation and does not improve their grades by the end of the quarter.
2. A student ends a quarter with any of the following:
 - An overall grade point average below 2.0
 - Two "D" grades in the quarter
 - One "F" grade in the quarter.

Any student declared academically ineligible will not be able to participate in extracurricular activities throughout the duration of the succeeding quarter.

Academic Policy for Extracurricular Activities (Grades 6-8)

To participate in extracurricular activities, **a student must maintain a 2.0 GPA or above in the five core classes** without any "F's". Students who do not meet these standards will be placed on academic probation and given two weeks to raise and maintain their grades to at least a 2.0 GPA. When improvement is verified, students will be reinstated.

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

1. To establish the habit of studying and performing academic assignments outside of school.
2. To apply skills learned in the classroom.

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:

1. Homework on time and per the teacher's instructions.
2. Late work no later than one week after the original due date.

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 to:

1. Set a definitive time and place for study.
2. Take an active interest in what the child is doing.
3. Give encouragement, but not to do the work for the child. Give parental supervision as needed.
4. 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 pre-scheduled date assigned by the teacher. An absence does not excuse the student from turning in the assignment.

1. Long-term oral presentations with a due date during the absence or on the day the student returns are due the day the student returns to school.
2. Alternative arrangements are made only with the teacher.
3. Homework requests from teachers may be made after two consecutive days of absence and must be requested before 11:30 for pickup at the school office at 3:45.

SCHOOL RULES & 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, both on and off campus.

Behavior

1. Be courteous and respectful in your relationship with administration, teachers, staff, fellow students, and visitors. Respect their person and property.
2. Respect the authority of the administration, teachers, and staff. Follow all adult directions. Good and submissive attitudes are essential.
3. 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.
4. 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.
5. 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.
6. Items such as knives, lighters, matches, water guns, and toys should not be brought to school.
7. 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.
8. Students shall maintain good conduct in the classroom. Teachers will have class procedures for maintaining order.
9. Fighting is not allowed on campus. Pushing and shoving can quickly lead to fighting and potential injury. Students should keep their hands to themselves.
10. Chewing gum is not allowed on campus.
11. 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.
12. All school rules apply on all field trips and on all school-sponsored events both on and off the campus.

Harassment and Anti-Bullying Policy

To create a safe and loving school environment, the Board of Directors, administration, staff and faculty of Pasadena Christian School have the following Harassment and Bullying Policy.

Pasadena Christian School realizes that while harassment and bullying may occur as a result 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 phone, Facebook, Twitter, Snapchat, Instagram, and wireless handheld device.

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:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks with sexual or demeaning implications
4. Unwelcome touching
5. Sexual jokes, images, posters, cartoons etc.
6. 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

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.

3. 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.

4. Parents of both victim and perpetrator may be informed by email or a phone call and summoned to the school for a meeting.

5. The bullying behavior or threats will be investigated by administration with both victim and perpetrator informed that the behavior must stop immediately.

6. All substantiated incidences that are reported will be documented in the student information system (FACTS).

7. 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.

8. Punitive responses including suspension or expulsion may be determined for the perpetrator.

9. 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.

10. 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 by-standers (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,

- 1) All staff will lead by example as they seek to love others as image-bearers of God and will teach a proper understanding of one's self is their identity in Christ. We encourage the promotion of positive interpersonal relations between members of the school community.
- 2) We will take an active role in resolving conflicts and encouraging students to resolve conflict in a God-pleasing way.
- 3) 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.
- 4) 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 cooperatively between the school and parents.

Responsibility for Implementation

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

Discipline Sanctions & Procedures

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 the individual teacher or supervisor. A series of minor offenses, more serious incidences of breaking rules, or willful disobedience may result in specific sanctions as outlined in the following procedures.

Sanctions

Sanctions for misbehavior include the following: Behavior Report, Conduct Citations, Disciplinary Probation, Suspension, and Expulsion.

1. Behavior Report: Given for smaller offenses with a view to correcting student behavior before it becomes serious misbehavior. Behavior Reports may be given for offenses such as, but not limited to, misuse of school property, disruptive behavior, unkindness toward others, not following directions, or excessive shouting.
2. Conduct Citations: Given for more serious violations or after three Behavior Reports in a quarter. "Conducts" may be given for offenses such as, but not limited to, cheating, lying, fighting, unacceptable language, stealing, or uncooperative attitude. All citations expire at the end of the quarter.
 1. The Conduct Citation is sent to the Principal.
 2. First Citation: The Student will be sent to the Principal for counsel. The parent will be notified.
 3. Second Citation: The Student will be sent to the Principal and a parent conference may be requested.
 4. Third Citation: The Student will be sent to the Principal. A parent conference may be requested. The student will be placed on Disciplinary Probation.
 5. Further Conduct Citations may result in suspension or expulsion.
3. Disciplinary Probation: A student is placed on disciplinary probation after three Conduct Citations in a quarter. A student may also be placed on disciplinary probation for a single serious violation.
 1. A letter will be sent to the family specifying the reasons for the probation.
 2. The probationary period will last for at least nine weeks. If the probation begins during the fourth quarter, it will extend into the first quarter of the next school year.
 3. While on disciplinary probation a student may not participate in extracurricular activities and may be excluded from off-campus activities such as field trips.
 4. A student will be removed from disciplinary probation if he or she remains free from any Conduct Citations during the probationary period and his or her attitude/conduct improves as determined by Administration.
 5. More than two consecutive periods of disciplinary probation constitutes grounds for suspension or expulsion.
4. Suspension: When a student has been cited for continuing misbehavior (usually receiving three or more Conduct Citations in a quarter), for a serious offense, or for behavior that is deemed dangerous to others.
 1. At the discretion of the administration, suspensions will be served either at home or at school.
 2. Suspensions from school may be up to five (5) days.
 3. Suspensions are placed on the student's permanent record.
 4. Students are expected to complete all of their class assignments while on suspension and any other assignments given. Re-admittance following suspension will be on the condition that homework is finished and shown to the Principal.

5. At teacher discretion students may receive less than full credit for work done while on suspension, but they must receive at least “late work” credit for elementary grades and half-credit for middle school grades.
5. Expulsion: Continued disobedience to school rules and policies. Expulsion usually will follow other disciplinary sanctions, but it could also result from a one-time serious offense. Examples of the grounds for expulsion are, but not limited to, continued lack of respect for school rules or employees, possession or use of, or any claim of possessing controlled substances, illegal drugs, alcohol, weapons, or facsimile weapons at school or school-related functions, parental lack of support for teachers or administration, actions that threaten the safety of students or staff, or repeated cheating.
6. Parents shall be notified by the administration in person or by phone conversation and by written letter when a child is placed on probation, is suspended or is expelled. The grounds and terms of the action shall be fully disclosed. A notice shall be placed in the student records of disciplinary probation, suspension, or expulsion.

Depending on the nature and severity of a student’s conduct, PCS administration reserves the right to forgo the above sanctions and immediately suspend or expel a student if it is determined to be the best course of action.

Cheating Policy

As cheating becomes more prevalent in society, it is important we set high standards both as an educational institution and as a Christian community. Initial incidents provide opportunity for remediation, but repeated cheating will result in severe consequences. Cheating creates behavior patterns that can lead to far more serious problems.

It is assumed that all assignments require individual effort only, unless specifically designated by the teacher. **Note:** A student who provides answers will have the same consequences as someone who acquires answers. On all schoolwork (homework, class work, projects, quizzes, tests, etc.,) cheating will be considered:

1. Acquiring answers from another student, person, or source (other than for legitimate research purposes).
2. Providing answers to a student.
3. Changing the grade on a paper.
4. 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.
5. Any other behavior that might result in altering a student's grade in a manner which could be considered cheating.
6. Parent-generated work turned in as student-generated.

The consequences of cheating are intended to provide instruction and correction for the student. In grades 3-6, cheating will result in a Behavior Report and a ‘0’ on the assignment, quiz or test on which the cheating occurred. More than one such incident in a year may result in suspension at the discretion of the Principal.

In grades 7-8, cheating consequences are cumulative over the 7th and 8th grades. The first offense for cheating is a Conduct Citation and a ‘0’ on the assignment, quiz or test on which the cheating occurred. A second offense will result in a Conduct Citation, a one (1) day suspension and a ‘0’ on the assignment, quiz or test on which the cheating occurred. A third offense will

result in a three (3) day suspension, an F for the quarter in the subject in which the cheating occurred, and a parent conference with the Principal to review the school policy before the student returns to campus. Four or more offenses will result in the same consequences as the third offense but also constitutes grounds for expulsion.

TECHNOLOGY USE

PCS believes technology has much to offer students, parents, and faculty with a wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of these resources. School technology will be used to support our curriculum. The school will take steps to insure 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 his/her 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.

POLICY FOR CELL PHONES ON CAMPUS

Grades TK - 5

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

Middle School

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 middle school 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 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.

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 referred to the Principal.

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:

1. First misuse: Parents will be notified of violation by the teacher, and the cell phone will be sent home with the student.
2. Second misuse: Students will receive a negative observation. Parents will be required to pick up the cell phone from the front office.
3. Third misuse: Students will receive a conduct citation. Parents will be required to pick up the cell phone from the office and meet with an Administrator.

Consequences for Violation of Electronic Device Policy (Middle School)

The following consequences are accrued over one school year.

1. **1st Violation**
Confiscation of electronic device; parents must pick up the phone from the Principal; student receives a negative observation
2. **2nd Violation**
Confiscation of electronic devices; parents must pick up the device from the Principal; student receives a conduct citation; student is not permitted to use their device for four full school weeks.
3. **3rd violation**
Confiscation of electronic devices; parents must pick up the device from the Principal; student receives a conduct citation; student is not permitted to use their device for the rest of the academic or calendar year.
4. **4th Violation or more**
All of the above consequences apply. Student is subject to suspension
5. **Electronic device use while in the restroom.**
Automatic one-day suspension

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.

Middle School Lockers

Middle School 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

Parents must adhere to the following protocol:

1. Speak with your child's teacher. If the issue is still not resolved, then
2. Speak with the Principal. If the issue is still not resolved, then
3. Speak with the Head of School.

All communication is expected to be professional and respectful.

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 increases 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.

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.
- Middle School 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

Uniform Policy Guidelines

1. Student dress should be comfortable, clean, modest, and neat. Please do not wear frayed or torn clothing is not allowed.
2. **Shirts: Polo shirt styles only** in solid school uniform colors: white, navy blue, yellow (gold) or hunter green. T-shirts are NOT allowed on uniform days.
3. **Pants and Shorts:** Solid colors only: black, navy blue, or khaki. Shorts must be at least finger-tip length. Jeans, cargo pants, leggings, and jeggings are NOT allowed on uniform days. **Athletic gear is not allowed.**
4. **Skirts, Jumpers, and Skorts:** Solid colors (black, navy blue, or khaki) or highland plaid no shorter than two inches below the finger-tips. Slits in skirts must comply with minimum lengths. Leggings, biking shorts, tights and hose of school uniform colors are encouraged under skirts, but may not be worn alone.
5. **Sweatshirts:** Students must wear navy blue, hunter green or gray sweatshirts in solid colors only.
6. **LOGOS:** Students may wear official PCS sweatshirts with PCS logos.
7. **Rain coats:** Rain coats may be of any color. NO LOGOS
8. **Shoes:** Must be safe for school wear and worn at all times. Sandals, flip flops, clogs, and shoes with cleats are not permitted. Heels over one inch are not allowed. Appropriate shoes for PE must be worn or brought to school. Middle School girls may wear sandals with heel straps.
9. **Modesty:** Clothing should not be tight or expose a student’s body inappropriately. Pants and shorts should have a visible “give” at the top of the leg.
10. **Makeup:** May be worn by Middle School girls only. It is not appropriate at the elementary level (TK-5). Earrings must be safe. Boys are not permitted to wear earrings.
11. **Hair:** Must be all one color and the natural hair color of the student.
12. **Swimwear:** On any beach or swim field trip students must wear modest swim suits. Girls should wear an appropriate one-piece swimsuit or wear an appropriate over-shirt that covers the two-piece suit and cannot be seen through when wet.

Uniform Items

School uniform clothing can be purchased at any store. Highland plaid and school logo clothing can be purchased at Modella Uniforms in Pasadena or La Crescenta. (www.modellauniforms.com).

Free Dress Day

On free dress days, students are to use the basic guidelines of neatness, cleanliness, safety, and modesty (including lengths) as on prescribed student wear days. Sleeveless tops and tank tops may be worn for girls if the strap is at least 1½ inches wide. If the straps are too narrow, a sweater should be worn. Appropriate logos may be worn, but these must comply with the PCS standards.

After School Events and BYH

The uniform policy applies to students staying at BYH and attending after-school events. Free dress days are also observed by BYH.

Student Non-Compliance

We are happy to work with our families to ensure compliance with the uniform policy. We want to avoid financial hardships for dress requirements. Normally, upper grade students will be spoken to by a staff member (grade 4 and above), but lower grade students will generally not be spoken to by the staff about the non-compliance. Any non-compliance of modesty or safety will result in the student being given clean, used clothing which must be washed and returned the next day. Parents will be asked to bring a change of clothing to school on the day of non-compliance if the school office does not have clothing for the student.

First and second instances of non-compliance in a quarter. An email will be sent home explaining the non-compliance.

Third instance of non-compliance in a quarter. An email will be sent home explaining the non-compliance. The student will receive a negative observation. The student will be provided with clean, used clothing for the day which must be washed and returned the following day.

Fourth and further instances of non-compliance in a quarter. The student will receive a conduct citation and the parent must bring a new set of clothing to school before the student can return to class.

PCS Administration has the final word on what is appropriate dress.

ARRIVAL AND DEPARTURE

Arrival

1. 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.
2. Students may be placed in BYH beginning at 7:00 a.m. until 8:00 a.m.
3. 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.
4. 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

1. 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.
2. 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.
3. 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

1. 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.
2. 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.
3. 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.
4. If you park along Garfield, please come to the parking lot to meet your riders.
5. Drop-off in the preschool parking lot of elementary and middle school students is only allowed if parents are bringing a child to the preschool, or if they are an employee of the preschool.
6. Students should be to 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.
7. 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.
8. Please do not block or park in the driveways along Howard and Garfield streets.
9. Students and adults should always use the crosswalk and not walk between vehicles.
10. There is no eating, chewing gum or drinking soda allowed in carline.
11. 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.
12. Do not use the Howard Entrance as 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

1. If you walk to school, be courteous and thoughtful of people and their property.
2. NEVER accept a ride with anyone unless they are approved with the school.
3. 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.

HEALTH: SAFETY POLICIES

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 PROCEDURES

PCS is located in a geographical area where unhealthy 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 unhealthy 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.

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.

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:

Student Signature:

Print Parent/Guardian Name:

Parent/Guardian Signature:

Date: _____