

PASADENA CHRISTIAN SCHOOL

STUDENT HANDBOOK

Shaping Hearts & Minds for Life

Theme Verse for 2021 – 2022

“Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go.”

Joshua 1:9

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MISSION STATEMENT

The primary mission of Pasadena Christian School is to provide its students with the academic training and spiritual nurture 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 Christ, who are people of unquestioned integrity, and who pursue excellence in whatever they do.

PHILOSOPHY OF CHRISTIAN EDUCATION

1. Goal of Education

Working in cooperation with parents, the goal of Pasadena Christian School is to provide 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.

2. Nature of the Learner

Each child is a unique spiritual being created in the image of God. However, each is separated from God by his or her sin nature and actions. 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 adhere to God's laws.

3. Nature of the Learning Process

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

4. Role of the Teacher

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

5. Selection/Scope/Sequence of the Subject Matter

Curriculum materials used in our classroom will present the content necessary for our 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 to the student, instruction will include teaching the child how to screen these through Biblical truth.

Upon completion of Pasadena Christian School, students will:

- ◆ demonstrate knowledge of Biblical truth and the gospel of Christ
- ◆ demonstrate intellectual competence
- ◆ demonstrate growth in effective communication skills
- ◆ demonstrate responsible citizenship and appropriate social development
- ◆ demonstrate respect for diversity in society
- ◆ demonstrate an understanding that their bodies are the temple of God

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.
5. We believe 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 are definite places.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is 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 thorough scholarship in a Christian atmosphere.

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 Board is comprised of Christian businessmen and women, pastors, and parents. By this means the program of the school cooperates closely with Christian homes and churches. The leadership provides well-rounded spiritual, administrative and practical counsel.

The Parent Teacher Fellowship is a very active organization in the school. It provides a meeting ground for parents and teachers in their common interest in the welfare of the children and the school. This organization works hard to be of help to the school and the classroom teachers.

ACADEMIC POLICIES

Elementary students will be assigned to a homeroom and middle school students will sit under a variety of teachers each day. Each student will need to understand the requirements of each teacher according to his or her classroom syllabus. Core subjects at all grade levels are Bible, Math, English/ Language Arts, History/Social Studies, and Science. Other classes will also be taken including music, art, computer, physical education, and foreign language. Many of these classes will be taught by our enrichment teachers.

Students are loaned textbooks for their use during the school year. These books belong to the school and must be handled carefully at all times. If the 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 fine, depending on the extent of the damage, at the end of the school year.

The school provides necessary texts, workbooks, and some supplies. Each student is to provide his or her own New International Version Bible. Bibles can be purchased from any Christian bookstore or [ordered online](#).

A supply of notebook paper and a three-ring binder with subject dividers may be required. Teachers will supply a list of items needed for class at the beginning of each school year.

Only items directly connected with school work should be brought to school. Such things as electronic games, stuffed animals, magazines and books not directly related to subjects taught must be left at home, unless the teacher has given specific permission. PCS cannot be responsible for lost or stolen electronic devices.

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 for graduation honors. Honor Roll is awarded to all students who achieve a B+ (3.5) average (each quarter) and above and have no other grades lower than a C.

An average is taken of all the quarter's course work, core classes and electives. Grades are weighted as follows: A= 4.0, A- = 3.7, B+ = 3.3, B= 3.0, B- = 2.7, C+ = 2.3, C= 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = 0.7, F = 0.0. Graded elective classes are worth 60% (three-fifths) of a core class.

At graduation, those students who achieve a 3.5 - 3.66 grade point average (GPA) for 7th and 8th grade years will be recognized as Honor Graduates and will be issued a silver cord to wear on graduation night. Students achieving a GPA of 3.67 or above will also be Honor 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 cumulative seven quarters and their PCS grades. The PCS GPA will determine for which cord they qualify. These honors are based on the first seven quarters of grades.

Valedictorian (first honors) and salutatorian (second honors) must complete all of those quarters at Pasadena Christian in order to be eligible. Students must demonstrate exemplary behavior at all times to be eligible for cords, valedictorian, and salutatorian honors.

RESPONSIBILITIES OF TEACHERS

PCS teachers want to create an atmosphere of success for all students and desire that students always be aware of their academic progress. To this end, PCS teachers are committed to the following guidelines.

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

(K-4)

Late work deductions will be under the discretion of the classroom teacher.

5th Grade

Students will be assessed a 10% deduction for all late work.

6th Grade

Deductions for late work will increase quarterly as follows: First quarter – 10%; Second quarter - 15%; Third quarter – 20%; Fourth quarter – 25%

Middle School

All late work will receive a 25% deduction from the original grade received.

Make-up test policy (6-8 grades)

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 ½ pt 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, or a C.
5. It is the responsibility of the students to inform the teachers that they want to complete a test "retake."
6. Students have no more than two school days to make up a test.

STUDENT PROGRESS

Students are expected to work at or near their 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 and/or whose grades are not satisfactory may be placed on academic probation.

ACADEMIC PROBATION

At the middle of each quarter, a formal grade check will be conducted. Upper elementary students and middle school students will be placed on academic probation for the remainder of the current grading period if they have earned:

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

Academic probation is intended to be 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 with input from the teachers, the student services coordinator, the student and parents. It is our desire to give students on academic probation support and encouragement.

We will work with parents and students as long as there is some prospect for satisfactory achievement. Our goal is to see each student restored to good academic standing.

The Principal will monitor and confer with the student and his/her parents to make recommendations and evaluate the student's ongoing progress. (Any student placed on *academic probation* may still participate in extracurricular activities)

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 if the following conditions occur:

A student has already been placed on academic probation and does not improve their grades by the end of the quarter.

A student ends a quarter having earned:

- An overall grade point average below 2.0
- Two “D” grades in the quarter, or
- 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 (GRADE 6-8)

For the privilege of participation in extracurricular activities, **a student must maintain a 2.0 average or above in the five core classes** and not have any “F’s”. Students who fail to meet these standards will be placed on probation and given two weeks to raise and *maintain* their grades to at least a 2.0 average. When appropriate improvement is verified, students will be reinstated. Students who fail to raise their grade to the required 2.0 grade point average will be ineligible to participate in the given activity for the duration of the grading period.

A student cannot be on probation for two consecutive grading periods in a semester. The second grading period with a GPA lower than a 2.0 will result in mandatory ineligibility.

GRADUATION REQUIREMENTS

To graduate and participate in year-end graduation activities, a student must receive a minimum cumulative grade point average of a 2.0 in core classes: English, Bible, math, history and Science. Furthermore, in order to graduate, a student must consistently display appropriate behavior in accordance with PCS guidelines. At the discretion of the administration, students who do not display behavior that is consistent with PCS standards will not be allowed to graduate.

HOMEWORK

PURPOSE OF HOMEWORK

1. To establish the habit of studying at home and responsibilities connected with taking a school assignment home and bringing it back to class completed.
2. To practice and apply the skills being learned in the classroom.
3. To acquaint the parent with the work the child is doing.

AMOUNT OF HOMEWORK

Homework will vary by grade level with a view to appropriate increase of workload as students mature. Generally, home study time should not exceed a half-hour in lower grades and two hours in the upper grades each school night. It must be understood that teachers assign long-term projects, which take more than one night or one week to complete. Some teachers will require a certain number of books to be read during a quarter. You are encouraged to budget your time wisely and avoid waiting until the last minute to do the longer assignments. It is important that students complete work on time. Students who miss homework because of verified illness, bereavement, verified medical, dental or optometrist appointments will have adequate time to make up work. Students who miss for other reasons that have been approved are encouraged to get their work done before or after the absence.

HOMEWORK ON FACTS

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

RESPONSIBILITIES OF STUDENTS

In order to maintain satisfactory grades at PCS, students should:

1. Complete homework correctly, per the teacher's instructions.
2. Complete and submit homework on time.
3. Complete and submit any late work no later than one week after the original due date.

RESPONSIBILITIES OF PARENTS

The attitude of the parent toward their child's homework is most important, for it has a great influence on the way a child feels about it. For parents to help their children make the best use of time we suggest:

1. Set a definite time and place for study.
2. Take an active interest in what the child is doing.
3. Give encouragement, but do not do the work for the child. Give personal supervision where it is needed.
4. Confer with the teacher as to specific help needed.

ABSENTEE HOMEWORK POLICY (Illness)

When a student misses school due to illness, the following is PCS policy:

1. One day's grace for each day's absence due to illness for:
 - o Daily class assignments during the absence.
 - o Homework assigned during the absence or on the day prior to the student becoming ill.
2. Long-term assignments and previously assigned projects are due on their pre-scheduled date at the time of day noted by the teacher. Being absent does not excuse the student from turning in the assignment on time.
3. 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.
4. Alternative arrangements are made only at the teacher's discretion.
5. Homework requests from teachers may be made after two consecutive days of absence and must be requested before 11:30 for pick-up at the office at 3:30.

SCHOOL RULES & STUDENT CONDUCT

The following code of conduct is based on having appropriate relationships with faculty, staff, and other students, as well as respect for school property.

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51-52, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Romans 12:18). And the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of Pasadena Christian School, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work cooperatively for the students' good. Since we teach the 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.

We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. Please be aware that the administration reserves the right to make discipline decisions on an individual basis.

Our goal should always be to obey the Scripture that says, "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" (Colossians 3:17). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of Pasadena Christian School, both on and off campus, so that we might all live and work happily together.

BEHAVIOR

1. Be courteous and respectful in your relationship with administration, teachers, staff, fellow students, and visitors to our campus. 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 undesirable practices that are illegal for minors or undesirable practices recognized to be harmful to health and Christian character. This behavior is to be upheld on and off campus while students at Pasadena Christian School.
4. Students are to abstain from profanity and vulgar or abusive speech and actions. Such speaking is harmful to others and is certainly not appropriate or conducive to 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.
6. Leave all dangerous or distracting items such as knives, lighters, matches, water guns, and toys at home.
7. Students are to do their own work. Copying other student work or giving away 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 and is to be displayed at all times by students.
8. Students are to maintain good conduct in the classroom. Each teacher will have class procedures for maintaining order and students are required to follow these.
9. Fighting is not allowed on campus. Pushing and shoving can quickly lead to fighting and injury and is not allowed. Always keep your hands to yourself.
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, etc.
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

In an effort to create a safe and loving school environment, The Board of Directors, administration, staff and faculty of Pasadena Christian School have developed the following Harassment and Bullying Policy.

Pasadena Christian School realizes that while harassment and bullying may occur as a natural result of the spiritual, emotional and social immaturity of the student body, it is never to be tolerated. It is the responsibility of the school, as it partners with parents, to grow and mature students to the level that they reflect the Fruit of the Spirit (love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control) toward each other.

Definition

Generally, harassment or bullying is repeated aggressive or mean behavior or actions involving an imbalance of power that are 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 because the conduct, as reasonably perceived by the person, is so severe, pervasive, and objectively offensive or threatening as to have this effect.

It can be done through spoken words, gestures or written, graphic, or physical acts (including electronically transmitted acts –i.e. internet, cell phone, Facebook, Twitter, Snapchat, Instagram, 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).

As used in this policy, harassment and bullying includes sexual harassment.

Whether conduct rises to the level of harassment or bullying will be determined at the discretion of the 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.; or
- 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 reported immediately 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 with sufficient detail will be thoroughly investigated by the school's administration.
2. If the investigation finds that an inappropriate behavior occurred, it will result in prompt and remedial action. Consequences for students will be unique to the individual 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 of which they become aware (whether the staff receives a report from someone or witnesses the behavior). All reports will be promptly shared with the principal of the students involved.
4. If the situation warrants, parents of both victim and perpetrator may be informed by email and /or a phone call and summoned to the school for a meeting about the problem.
5. The bullying behavior or threats will be investigated quickly and fully by administration with both victim and perpetrator informed that the behavior will/must stop immediately.
6. All substantiated incidences that are reported will be documented in the student information system in the student's behavioral record (FACTS).
7. The one guilty of the inappropriate behavior may be asked to genuinely apologize to the victim seeking reconciliation and forgiveness from the victim and/or, if the victim prefers, will sign a letter promising to avoid all future contact with the victim. Because of the nature of harassment certain types of harassment would prevent a face-to-face apology.
8. There may be a range of punitive responses up to suspension or expulsion for the perpetrator.
9. After the incident has been thoroughly investigated and dealt with, faculty and administration will monitor both students (including regular "check-ins") to ensure that harassment or bullying does not resume or reoccur.
10. In severe instances, local police may be notified.

Confidentiality

Every reasonable effort 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

Retaliation or false accusations against any target of bullying, a witness or a person for good faith reporting any suspected harassing or bullying is prohibited.

Retaliation against any person for harassing or bullying is also prohibited. Students should report harassing or bullying behavior, not retaliate or try to get even themselves.

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

False Reports

Intentionally false reporting harassing or bullying behavior is prohibited and 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 the answers to the following questions:

1. Who was involved?
2. What happened?
3. Where at school 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

We understand that it can be hard for school leadership to pinpoint the specific acts of harassment or bullying as they usually take place beyond direct supervision. 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,

A) All staff will lead by example as they seek to love others as image-bearers of God and will teach that a proper understanding of one's self is found in their identity in Christ. We encourage the promotion of positive interpersonal relations between members of the school community.

B) We will take an active role in resolving conflicts and encouraging students to resolve conflict in a God-pleasing way.

C) 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 in keeping with their level of development and maturity. All staff should intervene immediately when they witness mean or aggressive behavior. Staff will confront and stop the behavior immediately.

D) School leadership will partner with parents to bring out the truth of each situation and correct unacceptable behavior of students participating in any bullying act. 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 Head of School and the Principal are responsible to ensure that this policy is implemented.

On-Going Training

PCS shall attempt to conduct annual training for administrators, school employees, and volunteers who have significant contact with pupils for preventing, identifying, responding to, and reporting incidents of bullying.

DISCIPLINE SANCTIONS & PROCEDURES

The school and parents must 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 the school rules. A cooperative spirit between home and school is the goal. 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 as seen by school officials. Conferences will be arranged when it is appropriate. If a parent has new or different information about a situation that involves the student, the school would like to know about it. The administration makes the final decision concerning discipline. The Head of School may, at his discretion, 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 against school rules with a view to correcting student behavior before it gets to 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 of school rules 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 consistently uncooperative attitude. All citations expire at the end of the quarter.
 - a. The Conduct Citation is sent to the principal.
 - b. First Citation: The Student will be sent to the principal for counsel. The parent will be notified.
 - c. Second Citation: The Student will be sent to the principal and a parent conference may be requested.
 - d. Third Citation: The Student will be sent to the principal. A parent conference may be requested. The Student will be placed on Disciplinary Probation.
 - e. Further Conduct Citations may result in suspension or expulsion.
3. Disciplinary Probation: A student is placed on disciplinary probation upon receiving three Conduct Citations in a quarter. A student may also be placed on disciplinary probation for a single serious violation.
 - a. A letter will be sent to the family specifying the reasons for the probation.
 - b. The probationary period will last for nine (9) weeks at least. If the probation begins during the fourth quarter, it will extend into the first quarter of the next school year.
 - c. While on disciplinary probation a student may not participate in extracurricular activities and may be excluded from off-campus activities such as field trips.
 - d. 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 judged by the administration.
 - e. More than two consecutive periods of disciplinary probation constitutes grounds for suspension or expulsion.

4. Suspension: Given 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 the student or others.
 - a. At the discretion of the administration, suspensions will be served either at home or at school.
 - b. Suspensions from school may be up to five (5) days.
 - c. Suspensions are placed on the student's permanent record.
 - d. Students are expected to complete all of their class assignments while on suspension and any other assignments given by the principal. Re-admittance following suspension will be on the condition that homework is finished and shown to the principal.
 - e. 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: Given for continued disobedience to school rules. 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 any time 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 felt to be the best course of action.

CHEATING POLICY

As cheating becomes a greater problem in society, it is important that we set high standards in dealing with this issue, both as an educational institution and as a Christian community. Initial incidents provide opportunity for remediation, but repeated cheating will result in severe consequences, as such behavior patterns can lead to far more serious problems later in life.

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 pass them off 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 to 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 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 its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. School technology will be used to meet the goals of our curriculum. In order to assist students in learning to use technology responsibly, the school will take steps to insure that students access the resources appropriately. This includes:

- Providing an Internet connection protected by content filters to block sites which are objectionable because of content, language, or a variety of other factors.
- Supervising students while they are using the Internet.
- Student instruction about what is available, how to search for material, how to use and properly cite sources, and Internet safety & etiquette (or digital citizenship)

Student Responsibility:

It is to be understood that technology access for students is a privilege, not a right. All users of the school's technology will 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 fashion.
- I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others with whom I communicate on the Internet and/or via e-mail.
- 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 purposely access sites that contain immoral, impure, and sexually explicit or other material deemed inappropriate.

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 at any time will result in suspension and/or revoking of these privileges and possible further consequences and disciplinary action. Examples of unacceptable use are (but not limited to):

- Using technology for any illegal activity.
- Using technology for any financial activities.
- Damaging or disrupting the 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 files, disks, or information.)
- Posting personal communications 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 the aforementioned 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 computers/cell phones/tablets on campus, but the devices must be turned completely off during school hours unless a student has the permission of the 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 computer/cell phone/tablet while on campus (before, during, or after school). The faculty or staff member must be in the immediate vicinity of the student while the computer/phone/tablet 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 computers/phones/tablets except by the permission of the teacher. No headphones or earbuds may be used outside a classroom or in the library. Absolutely no walking on the campus with headphones/earbuds in ears or around the neck.
- The campus "Technology Policy" must be honored in all computer/cell phone/tablet use.

Schoolwide Policies

Cell Phones, Computers, iPads and other Electronic devices: To the extent that a student brings any electronic device to school, that student does so at his/her own risk. The school will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring

such devices to school must comply with all PCS rules and regulations. **Smart watches may not be worn during the school day or during any field trips.**

Students may not use their cell phones at ANY time during the school day. Students' phones must be turned off and placed in their lockers until the end of the school day. Smart watches may not be worn by students during the school day or during any field trips. If they are brought to school, they must be stored in the student's locker along with the phone. The only exceptions are in a classroom setting where the teacher has specifically authorized the use of the device during that particular class for education purposes. Students may also ask for permission to use their cell phones at lunch under the direct supervision of a faculty member. Students may also go to the school office during break and lunch to use the office phone to call their parents. Laptops must be used for education purposes and students must comply with the guidelines relating to such use. Further, 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, to 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 for the test/examination/quiz and referred to the Principal.

The teacher has the right to ask a student to leave his/her 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 misuse: Parents will be notified of violation by the teacher, and the cell phone will be sent home with the student.
- Second misuse: Students will receive a negative observation. Parents will be required to pick up the cell phone from the front office.
- Third misuse: Students will receive a conduct citation. Parents will be required to pick up the cell phone from the office and meet with administration.

CONSEQUENCES FOR VIOLATION OF ELECTRONIC DEVICE POLICY (Middle School)

The following consequences are accrued over one school year.

- **1st Violation**
Confiscation of electronic device; parents must pick up phone from the Principal; student receives a negative observation
- **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 4 full school weeks.
- **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 year.
- **4th Violation or more**
All of the above consequences apply. Student is subject to suspension

- **Electronic device use while in the restroom.**

Automatic one-day suspension

PERSONAL PROPERTY

The student 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, in every way possible, endeavor to protect all personal property; but in the final analysis, the student is responsible. Be sure your property is well identified. Large sums of money and jewelry of either real or keepsake value should not be brought to school. Items of value should not be left at school overnight.

LOCKERS AT Middle School

Each middle school student will be assigned his own locker. No student is to go into another student's locker or tamper with it or the lock. There is to be absolutely no writing on the exterior or interior of the lockers. It is the responsibility of each student to keep his/her own locker clean. All students need to carefully work at keeping the locker areas free of trash. Lockers are school property. It is a privilege, not a right, for students to use these. Lockers may be searched for health and safety reasons, when deemed necessary by the administration.

LOST AND FOUND

Please mark your 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 located across from the computer classroom or the middle school locker area. All unclaimed and unmarked items are given to a charitable organization at the end of each month.

PCS COMMUNICATION PROCESS

Parents, if there is an issue with your child that you would like to discuss, please adhere to the following protocol:

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

All communication is expected to be professional and respectful.

ATTENDANCE

ATTENDANCE POLICY

Regular and punctual attendance is essential to successful class work. The school calendar provides generous vacation opportunities and we encourage ALL families to plan out-of-town trips to coincide with the days in which the school is closed. We strongly discourage parents from removing their children on regular school days. Faithful attendance fosters a positive attitude of commitment to a strong educational program. Unnecessary absences force students to miss valuable instruction and unfairly increase the teachers' 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 4 full days in one school year will receive a warning letter via email. Pupils accumulating 6 full days of absence without 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, the 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 not sufficient. When you call, you need to give the reason for the absence and how many days you anticipate 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 work. In cases where a student is frequently absent, the school may request doctor verification of illness to excuse an absence.

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 child so the teacher will be aware that the child will miss some class time. Students are responsible for all missed work.

Sometimes it is necessary for students to leave the school during the day for appointments. Students must check out and back in through the school office. Parents are not to go to the classrooms to pick up their children.

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

ONE-DAY ABSENCE

The need to have your child 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, e.g., skiing, beach trips, amusement parks, etc. 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. If such one-day requests are frequent, they will not be excused and the student will receive a zero for the day.

The school policy is ONE DAY'S GRACE IS 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 be given a zero.

LONG TERM ABSENCES

Requests for an excused absence longer than one day must be presented to the Attendance Waiver Committee. 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 their child's absence. Occasionally, a parent may need to hire a tutor to accomplish this purpose. Teachers will not be expected to re-teach subject matter to the student upon their return from the absence.

The Attendance Waiver Committee alone 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 committee will not approve the absence. In this case, the student will not be provided the opportunity to make up missed assignments.

TARDIES

Students are encouraged to be on time for school and for classes. If a student is tardy for any reason they will be marked tardy. 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 8:10.
- 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 not in the classroom 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 in order 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 goodies.

UNIFORM POLICY

Uniform Policy Guidelines

- Student dress should be comfortable, clean, modest, and neat. Please do not wear frayed or torn clothing.
- **Shirts: Polo shirt styles only** in solid school uniform colors: white, navy blue, yellow (gold) or hunter green. *T-shirts of any kind are NOT allowed on uniform days.*
- **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 of any kind are NOT allowed on uniform days. Do not wear athletic gear*
- **Skirts, Jumpers, and Skorts:** Solid colors (black, navy blue, or khaki) or highland plaid: These must be 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.
- **Outerwear:**
Sweatshirts: Students must wear navy blue, hunter green or gray sweatshirts in *solid colors only*. NO LOGOS. Students may also wear official PCS sweatshirts with PCS logos.

Rain coats: Rain coats may be of any color. NO LOGOS

- **Shoes:** Must be safe for school wear and must be worn at all times. Sandals, flip flops, clogs, and shoes with cleats are not permitted. Heels over one inch may not be worn. Appropriate shoes for PE must be worn or brought to school. Middle School girls may wear sandals with heel straps.
- **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.
- **Makeup:** May be worn by Middle School girls only. It is not appropriate at the elementary level (TK-6). Earrings must be safe. *Boys are not permitted to wear earrings.*
- **Hair:** Must be all one color and that color must be a natural hair color. Hair must not inhibit students’ vision causing a potential safety hazard.

- **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 can be purchased at Modella Uniforms (www.modellauniforms.com), Lands' End (Hunter Classic Navy Plaid), or CKW School Uniforms in Temple City (Plaid #55 at CKW).

Free Dress Days

On free dress days, students are to use the basic guidelines of neatness, cleanliness, safety, and modesty (including lengths) as on PSW 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.

ATHLETIC GEAR IS NOT ALLOWED TO BE WORN ON FREE DRESS DAYS! Appropriate logos may be worn, but these must comply with the PCS standard of promoting only wholesome products, music groups, celebrities, etc.

After School Events and BYH

The uniform policy applies to students staying at BYH or attending after-school events. If it is a free dress day, then free dress policies apply to these activities.

Student Non-Compliance

We are happy to work with our families to ensure compliance to the uniform policy. We want to avoid financial hardships on our families for dress requirements or embarrassing students when they arrive at school out of compliance. 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 by the parent. 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 (such as shoes, etc.).

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 more 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 7:30 a.m., with the exception of those in day care. The playground is supervised from 7:30 a.m. until classes convene at 8:10 a.m.
2. Students may be placed in day care beginning at 7:00 a.m. until 7:30 a.m.
3. 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. At the close of the school day, 3:00 p.m., students are to start promptly for home. Those who travel by car must be careful not to hold up the car line.
2. Students are not permitted to leave campus prior to 3:00 p.m. without written permission from a parent. In such cases, the student will check out through the office.
3. All students are to be off the campus by 3:30 p.m. with the exception of those who are engaged in after-school sports or special activities, and those in day care. Students remaining after 3:30 p.m. will be taken to daycare. Students not picked up from after-school sports activities by 5:15 p.m. will be taken to day care.
4. 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.
5. Prompt pickup of athletes after practice and games (in car line only – not on Los Robles) is necessary and appreciated. On practice days, athletes still on campus at 5:15 p.m. will be escorted to daycare where parents may pick them up.

CAR LINE

1. DO NOT PICK UP OR DROP OFF STUDENTS AT THE LOS ROBLES ENTRANCE. Excessive traffic on Los Robles Ave makes this dangerous and the City of Pasadena zoning 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. PULL FORWARD AS FAR AS POSSIBLE BEFORE STOPPING TO PICK UP STUDENTS. TURN RIGHT ONTO HOWARD STREET 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 plan to be picked up between 3:00 and 3:30 p.m. Students not picked up by this time will be taken to the daycare 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 the 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, etc. in carline.
11. If a child needs to return to campus to retrieve a book, school supplies, etc. parents/carpool drivers must park and accompany the child into campus. Teachers will not permit students to return to campus; it holds up the movement of carline.
12. Do not use the Howard Entrance as a pedestrian or driving in a car.

CARPOOL INFORMATION

1. If you ride in a carpool, it is important that you remember that the driver of the car is in complete control and must be obeyed. It is also important that you cooperate with whatever time schedule is agreed upon to get you to school or home on time.
2. Carpool drivers should try to transport no more than six passengers in a regular size car. California State Law limits transportation in a van or station wagon to eight passengers, including the driver. Please honor that law and do not transport more than six children at a time. It is also 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 SCHOOL

1. If you walk to school, be courteous and thoughtful of people you pass on the way to and from school, but do keep walking in a business-like manner. Respect the properties that you pass. Do not walk on lawns or pick flowers. Don't be a litterbug.
2. NEVER accept a ride with anyone but a very close relative or friend.
3. Leave the school promptly after dismissal at 3:00 p.m. Enter or exit the school either at the car line entrance on Garfield or through the school office.
4. Go directly home and "report in" after school before going anywhere else.

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.

MEDICATIONS IN SCHOOL

To protect all children and to conform 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.

Please note that this applies to non-prescription drugs as well. Our office staff will not dispense over the counter pain medication (i.e. Tylenol or Advil), cough drops, etc., unless we are instructed by your physician in writing and you have sent the medication to school in its original container.

AIR POLLUTION PROCEDURES

PCS is located in a geographical area where there will be, on occasion, unhealthful air quality. In response to this reality, 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 appropriate 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.

It is the responsibility of the parent to notify the office in writing if a student has any heart or respiratory ailment, which would necessitate modified activities in the event of unhealthful air quality conditions. Please note this on the student's emergency form. A list of these students is provided to teachers, physical education personnel, coaches, etc.

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

In the event that a major earthquake happens when your child is at school, the following list of procedures will be implemented for their 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 for the area.
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, so no other entrance will be open.
5. Since in all likelihood you will not be able to communicate with the school or with persons normally designated to pick up your child, 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 will 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 discuss the do's and don'ts with your child, and emphasize 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 excellent 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 or holidays or when a student is absent due to illness. 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. Parents are

encouraged to help students take responsibility for their own library obligations by allowing them to pay library fines from an allowance or from money earned by doing special chores at home.

If a student thinks the librarian has made an error on an overdue slip or fine slip, he or she should make a point of checking with the librarian as soon as possible.

DAMAGED LIBRARY BOOKS

There will be a charge for undue 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.

LOST LIBRARY BOOKS

The price paid for the 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. In addition, if the student seems to be having unusual trouble managing his or her library obligations, the librarian will email to 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 yearbooks at the yearbook assembly, but will receive them upon payment.

I/We (the undersigned) have read the student handbook for the 2020-2021 Pasadena Christian School academic year and understand all the information, policies, and procedures outlined in the handbook. I/We (the undersigned) have also received a copy of these policies and procedures for our records and references.

By signing this agreement, we consent to all the handbook policies and procedures and agree to them.

Date: _____

Student Name: _____

Parent/Guardian Signature
