

**PORTLAND**



**CHRISTIAN SCHOOL**

***2020-2021***  
***School Year***

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### 1.1 Mission Statement

Portland Christian School is committed to honoring our Lord and Savior Jesus Christ, the Creator of all things, with a learning environment that is based on biblical principles and is intellectually stimulating. Our mission is to work cooperatively with the student's home and church "so that the man of God may be thoroughly equipped for every good work." II Timothy 3:17 (NIV)

### 1.2 Statement of Faith

1. We believe the Bible to be the inspired and **only** infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).
2. We believe there is one God, eternally existent in three persons – Father, Son and the Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the following:
  - A. the deity of Christ (John 10:33)
  - B. His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35)
  - C. His sinless life (Hebrews 4:15, Hebrews 7:26)
  - D. His miracles (John 2:11)
  - E. His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9)
  - F. His resurrection (John 11:25, I Corinthians 15:4)
  - G. His ascension to the right hand of the Father (Mark 16:19)
  - H. His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe that all people sin and can be saved only by God's grace through faith in Christ crucified and raised from the dead (Romans 3:23, Ephesians 2:8-9, I Corinthians 15:1-5), that such are justified freely through the redemption that came by Christ Jesus (Romans 3:24, Ephesians 1:7), that unless one is born again of water and the Spirit he cannot enter the kingdom of God (John 3:3-7), that repentance is an essential part of true faith (Mark 1:15, Luke 13:3-5, Acts 20:21), that immersion in water is God's intended outward way of demonstrating one's inward faith and repentance and the union with Christ that results (Matthew 28:19-20, Acts 2:38, Romans 6:1-4).
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 (John 5:28-29).
6. We believe God created the sacrament of marriage to be the union of one man and one woman and is a reflection of Christ's relationship to his church (Ephesians 5:25-27).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
8. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).

9. We believe that Christians' top priorities are the Great Commandment and the Great Commission in that we should seek for ourselves and our students that we love the Lord with all our being, love our neighbor as ourselves, and seek to make disciples of the Lord Jesus in all the world (Matthew 22:36-40, Matthew 28:18-20).

### **1.3 Core Values**

1. We will provide a Christ-centered atmosphere that promotes measurable academic excellence within our student body.
2. Biblical instruction and values will be an integral part of our curriculum and extracurricular activities.
3. Faculty and staff will be chosen who strive to exhibit Christ-like character and serve as Christian role models for our students.

### **1.4 Vision Statement**

Portland Christian School students will demonstrate acquired wisdom and knowledge through a biblical perspective of self and the world as evidenced by a Godly lifestyle of character, leadership, service, stewardship, and worship.

### **1.5 Role of the Parent and Student Handbook**

Each student in grades 5-12 and a parent of every student enrolled at Portland Christian School (PCS) is expected to read and understand the philosophy, goals, principles, regulations and other information contained in this Parent and Student Handbook. Doing so will help each student to have a successful educational experience while attending PCS. **All parents and students are required to sign a statement each year agreeing to cooperate with Portland Christian School in meeting these standards.**

### **1.6 History**

“On opening day the fifty students expected arrived plus fifteen more.” This is how an account of the opening of Portland Christian School reads. From 1924 through 1963 there were four teachers in the school who were so closely associated with its beginning and subsequent development that their names and that of the school were almost synonymous. These four were Lura Bornwasser, Florence and Claude Neal, and Stanford Chambers.

The school opened in 1924 with grades one through nine and had an enrollment of eighty-one students before the year was out. A grade was added each year until the full twelve grades were offered in the 1927-28 school year, which ended with the graduation of the first senior class. There has been a graduating class each year since 1928.

There were eleven members of the first graduating class in 1928. The PCS class of 1985, with thirty-four members, was the largest ever to graduate. At present, the total number of graduates is over one thousand.

From the second year of its operation until the 1957-1958 school year the enrollment of the school remained below two hundred. However, when Kentucky Bible College, which had been occupying the same grounds and buildings for five years, moved to Winchester, Kentucky, the new PCS building, erected in 1949, made it possible for the school to expand. The enrollment was between

two hundred and two hundred forty from 1958 through 1969 when another expansion program made it possible to handle approximately three hundred students.

During the 1973-74 school year, the fiftieth year was celebrated with the overall theme being “What God Hath Wrought.” In the fall of 1978, Portland Christian School opened the newly remodeled PCS Elementary Campus on Montgomery Street. The facility, formerly known as the Emma Dolfinger School, is on the National Historic Register and housed students in grades K-8.

Since then several lots adjacent to the Portland Avenue property have been purchased. This has increased the parking and recreational areas. During the 1998-1999 school year, in conjunction with the 75<sup>th</sup> anniversary of PCS, a new lobby connecting the one-story and two-story buildings on the high school campus was planned. It provided additional office space and restroom facilities and was completed in the 1999-2000 school year.

In the fall of 2002, Portland Christian School – North Bullitt Campus opened in the facilities of North Bullitt Christian Church. Shortly following, the Lord allowed PCS to serve in Oldham County serving up to 30 families. In the fall of 2007 Portland Christian School folded these two campuses into a newly purchased campus on Taylorsville Road. This property was purchased from Living Stone Church, formally Southeast Church of Christ. PCS was blessed to serve grades K – 8 at Taylorsville Road for four years. Beginning in the fall of 2011 the Lord made way for PCS to acquire a larger facility on Westport Road able to accommodate 500 students. This property was first leased and then a purchase became reality in the spring of 2012. PCS was blessed with the largest number of students in the school history – part of this story was the folding in of a local Christian school. In the fall of 2012 PCS was blessed by the joining of many of the students, faculty and leadership of Eastside Christian Academy of Louisville. Eastside Christian Academy was a ministry of New Life Church. The Lord joined these two ministries together to accomplish His will.

A new ministry also began in the fall of 2011. Portland Christian Little School opened its doors to families of children ages 2 – 5 on Westport Road. In its first year, over 60 children were enrolled as either part time or full time. We are so humbled to be called into new areas of ministry for the Lord.

In the 2012 school year, the Westport Road campus began serving students in preschool through high school. Portland Avenue campus continued to serve students in kindergarten through eighth grade. In the summer of 2013 the PCS Board of Directors asked for prayer and input concerning a drop in enrollment in grades K – 6 at the Portland Avenue Campus. After much prayer and deliberation, a decision was made that all PCS students would be served at one campus location for the 2013 -2014 school year. For the first time in 35 years all of PCS would be together served under one roof at 8509 Westport Road.

PCS continues to exist through the gifts of those seeking to support Christian education in today’s world. God’s blessing upon the church’s effort to start PCS was evident in 1924. Each year tells another story of God’s faithfulness in meeting the needs of this work. Approximately one third of the total cost to operate PCS is provided by gifts. Many have cheerfully given in love and have been blessed in return by God.

In 1924, the members of the Portland Avenue Church of Christ decided, whatever might be the cost to themselves, they would open a school in which their children could have the benefit of daily

Bible teaching together with the state curriculum for the public schools. The church secured dedicated teachers who carried forward the school regardless of whether or not they received much pay for their services. The school began as a work of faith and a labor of love supported by free-will offerings.

As Robert H. Boll, minister of Portland Avenue Church of Christ, indicated in 1924, “It is our desire to see all who avail themselves of the opportunity to attend PCS giving as much as they can and wish to give in its support.”

We believe that every giver motivated by God’s love to share in this work will be blessed in return by God. “Test me in this,” says the Lord Almighty, “and see if I will not throw open the floodgates of heaven and pour out so much blessing that you will not have room enough for it.” Malachi 3:10b.

### **1.7 Today**

Portland Christian School is not a substitute for the Christian home or Christian parents or congregational activity but is a supplement to them.

Portland Christian School is founded upon the fact that the “chief part of knowledge (and wisdom) is the fear of Jehovah” (Proverbs 1:7) It is dedicated to presenting every subject in the light of the reality of God and of the revelation of Himself to man in the Word of God, the Bible, and to the specific teaching of the Bible. The staff is composed of Christians who are dedicated to serving God and youth.

Portland Christian School was first accredited by the Kentucky Board of Education in 1931 and has maintained that status to the present. The Association of Christian Schools International (ACSI) and AdvancEd, which are recognized by the Commonwealth of Kentucky, currently accredit the school. PCS is certified by the Ky. State Board of Education.

### **1.8 Philosophy and Goals**

We believe education concerns the whole nature of man -- body, mind and spirit. To educate and train this mind and this body to the neglect of the spiritual nature is to not satisfy the quest for a complete education which is filled with the truth of God’s Word as its foundation. It is in man’s spiritual nature that he is most like or unlike God who created him to be in His image. The greatest tool in the hands of man for education of his spirit is the Bible. PCS focuses on the formation of character after the pattern of Christ.



## 2.1 Admissions

1. ONE OF THE MOST IMPORTANT TASKS UNDERTAKEN BY THE SCHOOL IS ADMISSIONS. Portland Christian School is unable to admit all applicants. Generally, this is due to limited resources, such as lack of space, full classes, etc; but in some cases it is because of academic, social, moral or physical problems which the school is not equipped to serve. Each new student will be given a list of requirements for applying for admission, including immunization certificates, appropriate school physicals, recommendations, signed statement of faith and support agreement, and other academic information as outlined in the admissions packet.
2. Tests will be given to aid in the proper placement of new students.
3. In applying for admission, parents agree to assume financial responsibility for replacement of any property of the school or others damaged directly or indirectly by their children, whether such damage was intentional or accidental.
4. The Administration reserves the right to award certificates instead of diplomas in certain cases.
5. Applicants who are parents, married, divorced, or expectant parents will not be admitted as students. These conditions may also affect the status of an enrolled student.
6. When information comes to the attention of the Administration that a student should not have been admitted and/or should not continue in the PCS program, that student's enrollment status will be reviewed by the admissions committee and a recommendation will be given to the Administration.
7. Any incomplete, inaccurate, or untruthful information or statement made, or any pertinent information withheld on application forms, or made or omitted during the admission process can result in the denial of admission or the termination of enrollment regardless of whenever such is discovered.

## 2.2 Church Attendance Requirement

A commitment to regular attendance in an appropriate church program which is in agreement with the PCS Statement of Faith is compulsory for students in grades K through 12. Failure to comply with this regulation may be considered adequate grounds for expulsion or non-readmission..

“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another and all the more as you see the Day approaching.” Hebrews 10:25

## 2.3 Tuition and Fees

Tuition covers only a portion of the operating expenses and none of the capital improvements. PCS remains dependent upon the support and prayers of faithful contributors, dedicated staff and teachers, committed volunteers, cooperative parents, and other interested parties.

**Tuition, Registration, Book Rental Fees, Technology Fee and Class Fees:** Tuition and fees may be paid-in-full up front or paid on a monthly basis. Since tuition and fee payment dates are subject

to yearly changes, parents (guardians) should refer to the information in the current enrollment forms. Many of these fees are NOT refundable.

**Athletic fees:** An athletic fee is charged for each sport in which a student participates. Athletic fees are determined and published annually, and are non-refundable.

**Graduation Fee:** Information and amount is provided annually to senior families and will be billed to the student account in May.

**Delinquent tuition and/or fees:** Each year, all families sign a commitment to pay the agreed upon tuition. If special circumstances arise that may cause a change in a family's ability to meet their agreed upon financial commitments, it is necessary *for the family* to contact the Director of Finance as soon as such circumstances arise. Any student whose tuition and/or fees are two months or more behind at the semester break **may be** dismissed from school.

All senior transcripts are prepared for release. Final grades will not be posted until satisfaction of all end of year requirements, including all financial obligations are satisfied.

## 2.4 Tuition Assistance

Portland Christian School is committed to providing a Christian education choice for families. A financial aid program is made possible through donations to PCS. Families seeking need-based financial aid will apply through a third party evaluation service which determines eligibility. All inquiries for financial assistance should be sent to the attention of the Director of Finance at Portland Christian School, 8509 Westport Road, Louisville, KY 40242, who shall forward them for processing. The Director of Finance does NOT determine who is awarded tuition assistance or the amount thereof.

## 2.5 Textbooks and Chromebooks Care Policy

Students are charged a book and technology fee each year for the use of books, materials and chromebooks. It is the responsibility of the student to care for these items and return them in good order. Lost, defaced or damaged books, materials or chromebooks will result in replacement costs being charged to the student's account.

## 2.6 Insurance

Portland Christian School carries supplemental school-time accident insurance. This insurance may cover accidental injuries sustained at the school or at school-sponsored events, but only after any primary insurance carried by the parents (guardians) of the student involved. Any time a parent (guardian) has insurance that will cover an accidental injury, that insurance must pay to the full limit of coverage before the school insurance may pay anything. All parents/guardians who wish to file under the school insurance should contact the business office in order to get the appropriate forms to file before any coverage may lapse.

## **2.7 Requests for Review and Release of Student Records**

During the academic year Portland Christian School will attempt to respond to requests to review or release student records within ten school days. During the summer months, PCS will attempt to respond within fifteen business days. A business day is one in which support personnel is on duty in the respective administrative office.

## **2.8 School Closings**

### **Weather Closings**

Whenever the weather is inclement, the following procedure will be used to determine whether Portland Christian School should be closed or delayed for the day. If classes are canceled or delayed, we will make every effort to announce the information to local media before 6:00 a.m.

We encourage parents to sign up with a local media channel to receive a text alert of any emergency closings or information.

PCS also uses Reach Alert. This service sends text messages directly to phone numbers registered for emergency reasons, such as weather delay, closings, or information about happenings on campus. Parents/Guardians must register for this service. Information will be coming from your student's main office.

### **Two (2) Hour Delay**

PCS students come from several counties and Indiana. There may be times that the local public schools will be open, but those coming to PCS from greater distances would have difficulty arriving at the regular morning times. When such conditions exist, the beginning of the school day for PCS will be delayed two hours. When a two-hour delay is announced for Portland Christian, everything that morning will begin two hours later; thus:

- Each bus stop will be delayed two hours.
- The morning tardy bell will ring at 10:00 a.m.
- The morning extended supervision will begin at 9:30 a.m.
- The school day will end at the regular time.

It is possible that the weather may turn worse after a two-hour delay has been announced and school will need to be canceled. This information will be announced to the media as soon as possible after the decision is made.

**Parents (guardians) should never send students to school if in their opinion it is dangerous and unsafe to do so from where they live. Such absences would be excused and make-up opportunities would be given.**

### **Emergency Closings**

If there were an area-wide emergency that involves **any Portland Christian School campus**, we will follow the procedures announced by the local civil authorities without any special PCS announcement being made.

## **2.9 Computer Policy**

Each student will be issued a chromebook for schoolwork and homework use as needed throughout the school year. All students and parents must sign the PCS computer policy to be given their chromebook. Students and parents must also note the chromebook care policy in 2.5 in which students are responsible for the care of the chromebook while it is signed out in their name.

## **2.10 Parent/Teacher Fellowship (PTF)**

Each year PCS parents are given the opportunity to join the PTF to support and sponsor school activities, teacher events, and student events. IT is a great way to get involved while also getting to know other parents! The PTF is a great support to the PCS faculty and staff and an important part of our PCS community.

## **2.11 Traffic**

Once cars enter the school property drivers must note that students from age of 2 and up could be walking through the parking lot. Please **slow down, be cautious** and follow the directions you have been given each year for carpool. Also, if you are on campus during the school day please park in the guest parking and avoid areas that are marked off and designated for the bus and van.

There are specific directions for the beginning of this year (2020-21)to align with the required health screenings that are temporarily in place. At the beginning of the year, temperatures of students will be taken before they enter the building. Morning personnel may be coming to the car to complete a temperature scan before a student enters the building.

## **2.12 Visitors and Volunteers**

Approved visitors are welcome in our school building during the school day. All visitors must sign in at the office and wear a Visitor's Badge. Arrangements can be made for your visit through your campus office.

Parent helpers are welcome to work in the school in a variety of ways including being a teacher's helper, tutor, school library assistant, cafeteria helper, and a parent helper for school parties and special activities. Contact the classroom teacher or appropriate principal for ways that you can volunteer in the school. A background check is required of any parent helper who works regularly in the school (See section 6.6 for more information on background checks). The required paperwork is available in the office.

Parents who would like to eat lunch with their child during their child's lunchtime are welcome to call in the morning before 9 a.m. and order the school lunch. Parents may also bring lunch for their child, but please do not bring soft drinks for students to drink.

## **2.13 Attendance Policy**

A student's attendance is extremely important. Regular attendance is necessary for the intellectual, spiritual, and character development of every student and is a requirement by state law for every

child in the Commonwealth of Kentucky. With this in mind, PCS strongly encourages parents to make every effort to daily have students to school on time. If possible, please make doctor and dental appointments after school or during school breaks to avoid missing instructional time.

**Excused Absences:** While it is vitally important for all students to be here regularly, PCS recognizes that sometimes absences are unavoidable. Whatever the reason for absence, **a written explanation signed by a parent or guardian must be received in the school office when the student first returns to school. Failure to bring this explanation will result in any absence being unexcused.** The following are absences that may be considered excused:

- Sickness (as defined in 7.2 Sick Policy)
- Death in the family
- Doctor's appointment (with signed doctor's note)
- Weather conditions which make travel hazardous (such as ice on roads – see Emergency Closing of School section 8.14)
- Pre-approved absence (see below)

**Unexcused Absences:** Unexcused absences are all absences that are not included in the above list, or absences in which no written explanation has been provided. When a student has accumulated three (3) unexcused absences without explanation, that student is considered truant under state law (see KRS 159.150 and KRS 600.020). Once a student is considered truant, the school administrator will contact parents and guardians to discuss the reason for truancy. Continued truancy after this initial contact may warrant a meeting with the Admissions and Release Committee and/or reporting to the appropriate legal authorities. ***Parents are expected to contact the school Administration at least five days prior to any student's non-emergency absence.***

**Pre-approved Absences:** PCS recognizes that students may have special opportunities that will require them to be absent that would normally be in the unexcused category. For these absences to be considered excused, pre-approval must be granted. The conditions for pre-approval are as follows: 1) Arrangements are made at least 5 days in advance with both an administrator and the student's teacher(s), and 2) Administration conferring with teacher(s) to determine if absences may adversely affect student progress. Parents will be notified if there are concerns that the time away would negatively impact the student's success.

**Quarantine Days:** During the school year it is likely that students will need to quarantine due to exposure to Covid 19. These days are not considered to be absent. Students are expected to log on and be present and participate in remote learning activities in their daily classes. Students will be noted as remote learning/present.

**FULL DAY AND HALF DAY PRESENT:** To be considered present for a full day, a student must be at school for a minimum of 5 hours during the school day. If a student is at school for at least 2 hours, but less than 5 hours, then they will be marked absent for a half-day. If a student is at school for less than 2 hours, they will be considered absent for the entire day. The absence will be considered excused or unexcused depending on the reason.

**Early Dismissal:** A student may be excused early from school for illness, doctor appointments which could not be made outside school hours, or emergencies by request of their parent or guardian either in person, by phone, or in writing. The authorized person picking up the student must come to the office to sign out the student.

**Tardy Policy:** Tardiness to school or to class causes students to miss important routines and valuable instructional time. Not only does tardiness cause a disruption to the daily classroom routine, it also communicates an inappropriate message that being on time is not important. While we realize that occasionally unforeseen circumstances can cause a family or student to run late, it is important to make every effort to be punctual. Tardies to school will be considered excused only in the case of emergency situations, scheduled doctor appointments, or unforeseen traffic issues. **All students that are tardy must report to the office to get a note before being admitted to class.**

## 2.14 Sick Policy

In order to ensure a safe and healthy environment for students, we request that parents take the responsibility for making sure their children are well before coming to school. A child should *not* be sent to school when any of the following conditions are present:

- Fever higher than 100 degrees
- Vomiting or diarrhea
- Any known contagious childhood disease such as scarlet fever, German measles, mumps, chicken pox, whooping cough, meningitis, hepatitis, etc.
- Sore throat or strep infection
- Croup
- Any unexplained rash or infection - ringworm, impetigo, pink eye, etc.
- Lice

Students who are absent from school due to illness must be fever-free and symptom-free for 24 hours before returning to school.

If a student shows signs of illness during the school day, including a temperature higher than 99 degrees, the parents will be contacted and asked to pick up the child as soon as it can be arranged.

If a student has evidence of lice, parents will be contacted to pick up the student and have the condition treated before returning to school. Students returning to school after treatment will be checked by office personnel before returning to class. The scalp and the hair must be free of all nits or lice for the student to be allowed to return to class.

## 2.15 School Nurse - Medication Policy

Over-the-counter or prescribed medicines can be administered by designated staff members only when the following conditions are met:

- A Medical Release Form is completed and on file in the school office
- Specific instructions for administering the medication are provided with parent's or guardian's signature

- Medication is properly labeled in the original bottle with the name of the student, name of medication, and method of Administration. Improperly labeled medication will not be administered.

*For the safety of all students in the building, all medications must be stored under the safe supervision of our school nurse unless otherwise directed by the physician (i.e. possibly an inhaler or Epi-pen).*

*Should the health status of your child change during the school year, the parent or guardian must notify the office of those changes in writing.*

**2020-21 School Year:**

*At the beginning of this year we are working with the CDC, Ky Dept. of Health and our local health department to defeat the Coronavirus. Several recommendations are in place for schools throughout the state. One of those recommendations is the completion of a daily health screening by parent/guardian. Each day the following check must be completed before entering school.*

- \* *Temperature greater than 100 degrees*
- \* *A new cough that causes difficulty breathing (for students with chronic allergy/asthmatic cough, a change in their cough from baseline)*
- \* *Sore throat*
- \* *Diarrhea, vomiting, or abdominal pain*
- \* *New onset of severe headache, especially with a fever*
- \* *Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed Covid-19.*

*If any of these symptoms are present, I agree, as a parent/guardian to not allow my child or myself to enter Portland Christian School Campus/property or sponsored event.*

## **2.16 Parent Communication**

Partnership and open communication between the parent and the school is vital in supporting the academic and spiritual growth of the child. As the person primarily responsible and accountable for the child's discipleship and education, parents should be aware and informed of their child's academic, social, and spiritual progress, and have an open line of communication with the child's teacher(s) and the Administration.

PCS has several methods in place to enhance parental involvement and maintain open communication. This may include, but is not limited to, the use of weekly assignment sheets, an agenda book, parent conferences, e-mail, and phone calls home. In addition, parents will receive log-in information for a parent portal in which they may check their child's academic progress and other pertinent information the teacher may post. The parent portal is RenWeb. Grades will be updated weekly allowing parents access to regular updates of their child's academic progress. In addition, parents are encouraged to contact their child's teacher if they have concerns or questions related to the child's academic, social, or spiritual development.

*In accordance with the Family Educational Rights and Privacy (FERPA), PCS staff can only discuss student issues or concerns with the parent or legal guardian of that particular student.*

## 2.17 Early Arrivals

Student supervision is available beginning at 7:30 a.m. Students should not arrive at school before that time. Special arrangements may be made for those who need to drop their child off prior to 7:30 a.m. There is a charge for childcare provided before 7:30 a.m. Students are expected to maintain appropriate behavior during Before and After School Supervision.

## 2.18 Extended Supervision

All students who do not have a way home immediately after school or are waiting for an after school activity to begin **must report to extended supervision** unless they are with a parent or guardian, or under the direction of a teacher, coach, or sponsor. Students reporting to extended supervision must sign in and remain in extended supervision until they leave for home or until their after school activity begins. (The students are not to leave until the coach or sponsor comes to get them).

Extended Supervision will be available daily, you must fill out a registration form for this service. It is available from your student's school office. During Extended Supervision, students will have snacks, restrooms, study tables, and recess areas accessible. (This year, temporarily, due to Covid-19 restrictions, students must bring their own snacks.)

### Fees for Extended Supervision

1. There is **no charge** for any student waiting to **participate** in after school activities.
2. There is a charge per hour (or any portion thereof) for a student waiting for transportation from school.
3. There is a charge per hour (or any portion thereof) for a student waiting for a sibling who is participating in an after school activity.
4. There is an additional late charge for picking up a child after 6:00pm. This charge is assessed every fifteen (15) minutes (or portion thereof) late on pickup.

## 2.19 Leaving School Grounds

Students are not to leave the school grounds for any reason without parental/guardian permission during school day. For grades K-9, a parent or guardian must be physically present to sign the child out. Students in high school that have a driver's license need a note from the parent/guardian or the parent or guardian must contact the school directly by phone to be able to sign out.

## 2.20 Bus/Van Riders

Riding the bus or van is a privilege and not a requirement. Students who ride the bus or van to school must adhere to the rules and guidelines outlined. Failure to adhere to the conduct policy students may be no longer allowed to participate in this service.



## **2.21 Walkers**

Students who live within walking distance to the school need to fill out the Authorized Pick Up for Student Dismissal form. This will communicate permission for the student to walk home after school.

## **2.22 Emergency Procedures and Drills**

Student safety is a top priority at PCS. PCS will conduct regular safety drills including: fire, tornado, earthquake, lock down (including shelter in place), and bus evacuations. Emergency routes and procedures are posted in all student areas and classrooms. Emergency plans are available in the school office.

## **2.23 Counseling and Academic Support**

The Psalmist wrote, “This God is our God forever and ever; He will be our guide even unto death.” God has promised, “I will guide thee with mine eye.” We believe the student who has an open heart toward God and seeks to be led of the Lord becomes increasingly sensitive to God’s choices and will retain that sensitivity for their life. We are also aware that many students frequently need individual help. Teachers, principals and other staff are willing to advise individual students as the need arises.

The school works with students and parents regarding educational, vocational, personal or spiritual needs. It is our goal to help students make a realistic appraisal of their interests, abilities, values and aptitudes which will enable them to make wise choices in their academic program.

Also, we want to help students choose wisely concerning college and career choices while being especially sensitive to their individual commitment to Christ and His kingdom.

PCS can partner with parents should it be determined that outside professional testing is needed in order to determine whether a learning difference may affect the academic or social progress of a student. Exceptional child educational programs are available to all children through their local school districts. PCS may not always be able to provide recommended services but is willing to partner with the parent or guardian to help determine a recommendation for each student to have a successful educational experience.

## **2.24 Reporting Child Abuse and Neglect**

In accordance with state law, PCS adheres to the following standard regarding the reporting of child abuse and neglect: "Anyone who knows or has reasonable cause to believe that a child is neglected or abused shall immediately cause a report to be made to the proper authorities in accordance with state law."

## **2.25 Anti-bullying, harassment, or intimidation**

PCS is committed to a safe and Christ-honoring environment for all students, employees, volunteers, and guests which is free from harassment, intimidation, or bullying. We define harassment, bullying, and intimidation to be interchangeable terms and believe this act occurs when individuals intentionally and persistently engage in any of the following behaviors:

- Physically harms a student or damages a student's property
- Substantially interferes with a student's education
- Creates an intimidating or threatening educational environment
- Disrupts the orderly operation of the school

Intimidation, harassment or bullying can take many forms, including pranks, gestures, physical attacks, written or verbal threats (including via social or electronic media), and/or physical actions. An intentional act refers to the individual's conscious or deliberate choice to inflict physical, mental, or emotional harm or suffering on another individual. When violation of this policy is deemed to have occurred, counseling and corrective disciplinary measures, including the possibility of suspension and/or expulsion, will be used to address and change the behavior of the student and remediate the impact upon the victim. Additionally, false reports and/or retaliation for intimidation, harassment, or bullying constitute violations of this policy.

## **2.26 Nutrition Services**

All PCS students and staff will have a lunch period during every full school day. Students may bring their lunch to school or purchase a lunch from the cafeteria. Students who bring their lunch will not have access to a refrigerator or microwave oven. If your child does bring a lunch, please do not allow them to bring a soda or highly caffeinated energy drink (such as Monster).

Students ordering a lunch will make their selection at the beginning of the day. Parents/Guardians will be notified at the beginning of the school year about the process of ordering and paying for school lunches.

All food must be eaten in the lunchroom unless a class or student has received permission or instruction from the Administration to eat elsewhere.

***Students are not to leave school grounds during the lunch period.***

## **2.27 Standardized Testing Program**

Each year students in grades K-11 are given a national standardized battery of tests in April. Students are tested in all major academic areas, and test results are shared with parents once received from the testing company.

Information received from standardized testing helps Administration improve student academic achievement and increase the effectiveness of the teaching and learning in the classrooms. Individual student progress is measured and the reports include the student's national ranking in percentile and stanine scores.

The National Percentile (NP) scores rank test performance from 1-99. An NP score of 75% means that the student's score is higher than the scores of 75% of the students in the norm group for that grade at that time of year.

The National Stanine (NS) is a scale that divides the scores of the norm group into nine units. A stanine score of 1, 2, or 3 is considered “Below Average;” 4, 5, or 6 “Average;” 7, 8, or 9 “Above Average.”

Student performance can be adversely affected by several factors including lack of motivation, lack of sleep, illness or emotional factors. It is always helpful for students to get plenty of sleep before the day of the test, eat a hearty breakfast, and arrive on time for each test day. **Doctor or dentist appointments should not be scheduled for the week of testing.**

Parents and guardians with questions about their child’s reports are welcome to schedule an appointment with the appropriate principal or administrator to review their child’s test results.

## **2.28 Chapel**

Chapel is an important part of the K-12 PCS experience. It is designed to be relevant and engaging to our students and faculty. A theme is chosen and incorporated throughout the school year. Parents are welcome to attend our weekly chapels for each grade level.

## **ELEMENTARY POLICIES AND PROCEDURES**

**3.0**

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### **3.1 Citizenship**

Just as academic progress is assessed and reported, student behavior and citizenship is also assessed and reported to parents. Student conduct, work habits, and attitude will be evaluated for all students in grade K-6 on the report card. PCS recognizes outstanding students and their leadership skills at various opportunities throughout the school year. A parent conference may be required for students that are not meeting age-appropriate expectations in one or more areas of citizenship.

### **3.2 Dress Code**

PCS promotes a school culture that honors the Lord and reflects value and respect for each student. As Christians we are reminded in I Corinthians 6:19 – 20, “...You are not your own; you were bought at a price. Therefore honor God with your body.” Parents and students have expressed difficulty in finding school wear items that are of modest fit and design for daily schoolwear. PCS has partnered with a local department store to identify clothing items for daily schoolwear. PCS Schoolwear is required to be worn during the school day unless otherwise directed. The full line of clothing choices for boys and girls will be available at Shaheen’s Department Store.

We would like to be able to express our code in the following quotes and leave it without any other statements: “...that women adorn themselves in modest apparel” (I Tim. 2:9) and “the younger men likewise exhort to be sober minded (sensible)” (Titus 2:6). However, we have found that sober mindedness and modesty have a broad range of definitions. Listed below is the current PCS dress code.

## PCS SCHOOLWEAR GRADES K – 6

- Shirts** White oxford style button down shirts for boys and girls: (long sleeve or short sleeve)  
Polo shirts: black, green, gray or white (long sleeve or short sleeve)  
PCS sweatshirts and t-shirts (sold through PCS) may be worn for the school day.  
Turtlenecks: black, green, gray or white
- Sweaters** Pullovers and v – necks: black, green, gray  
Cardigan sweaters: black, green, gray (a PCS Schoolwear shirt must be worn underneath)  
No undergarments should be visible.
- Pants** Schoolwear pants are identified at Shaheen’s: khaki or black – no “skinny fit”  
Jeans that are not patched, ragged or torn may be worn – must be of loose fit.
- Leggings** Girls may wear leggings under PCS Schoolwear skirts and skorts: solid black, white, green, gray
- Track Suit** Black with PCS logo available at Shaheen’s, or through school Spirit Wear order
- Kilts** Girls may wear PCS Schoolwear Kilts - available in green plaid
- Skirts/jumpers** PCS Schoolwear skirts/jumpers are available in khaki, black, gray and green plaid.  
Skirts must be no shorter than the top of the knee when standing or sitting.
- Shorts/skorts** Must be the designated PCS Schoolwear shorts/skorts: khaki or black
- A “substitute twin” garment is an exact duplicate (identical) in style, color and design with garments identified as PCS Schoolwear. “Substitute twin” items can be found through parent swaps, uniform shops and in patterns for those who sew.
- Hats/caps/hoods** are not to be worn during the school day.
- Belts** A belt must be worn if needed.
- Shoes** Rubber soled athletic shoes with socks should be worn on P.E. days. No shoes with wheels attached. No flip-flops or swimmer shoes.
- Jewelry/Misc.** Only a minimum amount of jewelry should be worn to school by boys or girls.  
Boys: No earrings. No visible tattoos.  
Girls: Small earrings may be worn. Minimum amount of jewelry of other kinds allowed. No extreme makeup. No visible tattoos.
- Hairstyles** No extreme styles or unnatural coloring for either boys or girls.  
Boys: Hair should not be longer than the top of the collar or the middle of the ears, and bangs should be cut above the eyebrows. Buns, ponytails, and/or hair bands are not permitted.
- Items are added through the Spiritwear options at PCS. PCS approved Spiritwear is appropriate for school day wear.

### After School Dresscode

Clothing and accessories should not display graphics or lettering that endorse a message contrary to the Christian mission or rules of the school. On some occasions, students may be asked to maintain a higher standard in order to participate in certain events. The administration has the right to send home, request the student to change into different garments or refuse admittance to school or to any school function for a student who does not comply. Administration has the authority to interpret and enforce the dress code.

### **3.3 Discipline**

The purpose of discipline at Portland Christian School is to guide students toward Christ-like behavior and attitudes. With this in mind, our teachers and administrators seek to maintain standards of behavior in accordance with Biblical principles as set forth in the Scripture. It is the belief of the PCS Board of Directors and Administration that every student deserves a learning environment that is orderly, loving, and Christ-honoring.

2 Timothy 3:16 tells us that all Scripture is good for discipline. PCS desires to work with students to encourage good decisions. One of the unique blessings of being in a Christian school is to be able to share Biblical teachings about how to make choices. It is our joy and privilege to work with children and parents to support standards of living a Christian life. At Portland Christian School, Biblical standards of lifestyle and behavior are the guide for all choices.

**Behavior Guidelines:** Classroom teachers will teach, train, and implement the expectations and procedures they have for the students in their classrooms. Parents or guardians will be informed of these expectations at the beginning of the year. When a student fails to follow classroom rules, potential consequences may include the following:

- 1) Instruction and correction given to the child by the teacher
- 2) Loss of recess time or privilege
- 3) Notification of parent
- 4) Removal from classroom (to the Principal's office)

Sometimes it may be necessary to send a student to the Principal immediately if deemed necessary by the teacher. When a student is sent to the Principal's office, one of the following actions may be taken:

- 1) Discussion of problem with student
- 2) Written assignment or contract with student (parent informed)
- 3) Detention (lunch or after school)
- 4) Conference with parent
- 5) In-school suspension
- 6) Out-of-school suspension

Examples of more serious offenses would include the following (this list is not exhaustive, but gives examples of offenses that would require immediate attention of the principal):

- 1) Disrespect, insolence, or disobedience towards staff or faculty member
- 2) Use of profanity or harmful words
- 3) Fighting or intent to harm another student
- 4) Bullying, taunting, or teasing
- 5) Damaging or defacing school property

- 6) Bringing dangerous or inappropriate items to school
- 7) Harassment or intentional embarrassment intended toward others in-person or on social media

### 3.4 Expulsion or Denial of Admission - Admissions Committee

If the corrective measures of the school are not having sufficient positive impact upon the behavior of the student, or if the nature of a student offense is considered serious enough to have an adverse impact on the safety and/or learning environment of other students, a student may be recommended for expulsion to the Admissions and Release Committee. In such cases, the student and parent or guardian may be required to appear before the Admissions and Release Committee to determine whether the student will remain enrolled at PCS. The family will be notified by an administrator of the Admissions and Release Committee's decision in a timely manner. If the family would like to appeal the decision of the Admissions and Release Committee, they may make a written request to appear before the PCS Board of Directors. If the request to review is granted, the decision of the PCS Board of Directors is final.

*PCS reserves the right to expel, refuse to readmit, or deny admission to any individual whose personal lifestyle is not in harmony with the stated philosophy and purposes of Portland Christian School, or who, in the opinion of the Administration, does not reflect the spirit of the school.*

### 3.5 Chapel

Bible study and worship time are an integral part of the campus life at PCS. In addition to Biblical integration throughout the curriculum, students will daily have a Bible class and chapel at least once a week. While Bible is an academic course, the purpose of Bible class and chapel is to encourage students to grow in their knowledge of who God is, and in the application of His Word to their lives. The Bible class/chapel schedule will be announced at the beginning of the year. Parents are welcome to attend chapel.

### 3.6 Grade Reports

Report cards are issued every nine weeks for grades K-6. Report cards must be signed by one parent or legal guardian and returned to the classroom teacher. The signature indicates that the parent or guardian has seen the report. It does not necessarily indicate satisfaction or approval of the work. Parents are encouraged to communicate frequently with teachers.

### 3.7 Grading Scale

Grading System Grades	
Grades	Percentages
A+	98% - 100%
A	93% - 97%
A-	90% - 92%
B+	88% - 89%

B	83% - 87%
B-	80% - 82%
C+	78% - 79%
C	73% - 77%
C-	70% - 72%
D+	68% - 69%
D	63% - 67%
D-	60% - 62%
F1	50% - 59%
F2	>50%

Each student is directly accountable to God Himself for his studies. “Study to show thyself approved unto God...” II Timothy 2:15. The grading system of the school represents the teacher’s evaluation of the progress of the student.

### 3.8 Parent-Teacher Conferences

Parent/Teacher Conferences are required in order to pick up the first report card of the year for grades K-6. Conferences are scheduled with the classroom teacher. See the school calendar for scheduled dates. Conferences may be scheduled at a time that is made available by the teacher in order to meet with all families.

### 3.9 Promotion, Retention and Re-admission policy

Students who successfully complete their core subjects and Bible are eligible for promotion to the next grade level.

A student who does not receive a grade of C or above in core classes or in Bible may be required to participate in an appropriate and approved summer program to be eligible for promotion and/or readmission.

PCS students who need to complete summer make-up work for promotion or re-enrollment must provide in a timely manner documentation of successful completion of course or courses needed as determined by Administration.

Students who have been retained in a grade for the second time will not be readmitted to PCS following a second unsuccessful year (as determined by grades). PCS students that withdraw from PCS in good standing may re-apply.

GRADES K-4                      Promotion is primarily determined by school-related skills, including appropriate academic and social development.

GRADES 5-6                      Students need to have reached competency in each of their core subjects, particularly math and language arts, to be able to be successful at the next grade level. A failing grade in any of the core subjects **may** require remediation before the student is promoted.

### 3.10 Class Parties

Parents who wish to celebrate a child's birthday or a special event must make arrangements with their child's teacher in the elementary grades. Any gifts delivered to the school for a child will be held in the office until the end of the school day for the student to pick up. Invitations to private parties should not be distributed during school hours.

### 3.11 Homework Guidelines

Homework is a time to practice and gain mastery of skills introduced and modeled while at school. Homework is designed to compliment classroom instruction. Students should expect to have homework regularly. Study hall periods during the school day are not enough time for thorough preparation of lessons for all classes. Students should develop the habit of regular home study.

Recommended homework time frames for elementary grades are:

Kindergarten-1<sup>st</sup> grade – 15-20 minutes daily\*

Second and Third grade – 20-30 minutes daily\*

Fourth through Sixth grade – 45 minutes daily\*

*\*Please note that these times will vary from student to student. Some students may require extra study time or reinforcement time to master required skills. Also, unfinished class work, procrastination on long-term assignments, and/or make-up work can contribute to more homework on a given evening. However, if you find that your child continually needs more time than the recommended time frames, please contact your child's teacher.*

No new homework assignments are given on Wednesday evenings so that students may participate in church activities. Long-term assignments may be given on any day of the week.

### 3.12 Field Trips

Field trips to complement or reinforce the curriculum are planned each year for students in all elementary grades. Much of a child's learning is derived from experiences and opportunities of discovery outside of the classroom. Teachers plan field trips to accomplish educational objectives, so it is important for all students to attend the planned field trip. Teachers will send home information concerning the trip including the cost and what to bring and how to dress for the occasion. Permission slips must be signed and returned for all field trips. It is extremely important for students to participate in their scheduled field trips.

Parents are often needed to chaperone trips. The role of a chaperone is to help with the security and safety of our students during the trip. It is important for each chaperone to be attentive to assigned students. It is also a special time for the parent to spend with their elementary child. Chaperones are not allowed to bring guests, including other children.

In addition chaperones must have a school-approved background check on file in the school office. This is not only a PCS policy, it is Kentucky law. This should be completed at the beginning of the



school year so that the background check can be completed and returned before any field trip. ***Please note: The Commonwealth of Kentucky now charges a fee for conducting background checks. This fee will be the responsibility of the person requesting the check. Current Kentucky background checks are good for 3 years from the date of completion***

### **3.13 Attendance - See 2.13**

### **3.14 Tardy to School Policy**

Tardiness to school or to class causes students to miss important routines and valuable instructional time. Not only does tardiness cause a disruption to the daily classroom routine, it also communicates an inappropriate message that being on time is not important. While we realize that occasionally unforeseen circumstances can cause a family or student to run late, it is important to make every effort to be punctual. Tardies to school will be considered excused only in the case of emergency situations, scheduled doctor appointments, or unforeseen traffic issues. **All students that are tardy must report to the office to get a note before being admitted to class.**

Students are allowed three tardies to school per grading period without penalty. Teachers may need to allow the student to use recess time to make up for lost instructional time.

### **3.15 Make-Up Work**

PCS students are responsible to see their teachers for make-up work whether it be daily work or tests. Parents have the responsibility to see that the student has made up, within the allotted time, all work missed because of any absence, whether excused or not. A single “zero” grade can have a serious negative impact upon GPA. Parents are encouraged to contact their child's teacher(s) if there are questions or concerns.

**Daily Work:** When a student is absent, the time allowed for making up daily work for credit will be one day for each day absent not counting the first day back in school. Therefore, a student who is absent for two days (e.g. Thursday and Friday) will have two days to make up the work missed. If the student were to return to school on Monday, the student would have until Thursday morning to turn in make-up work. Exceptional cases justifying deviation from this schedule may be made between the student and teacher.

**Tests:** It is the student's responsibility to make appropriate arrangements within the time limits set above to take any tests missed due to an excused absence.

## **ACADEMICS**

### **4.1 Grade Reports**

Report cards are issued every nine weeks for grades K-12. Report cards must be signed by one parent or legal guardian and returned to the homeroom teacher. The signature indicates that the parent or guardian has seen the report. It does not necessarily indicate satisfaction or approval of the work. Parents are encouraged to communicate frequently with teachers. They may do so through Edline – our school web-based communication system, e-mail, conference requests or by calling their child’s campus and leaving a return phone number.

### **4.2 Grading Scale**

The grading system is as follows:

Grading System Grades	
Grades	Percentages
A+	98% - 100%
A	93% - 97%
A-	90% - 92%
B+	88% - 89%
B	83% - 87%
B-	80% - 82%
C+	78% - 79%
C	73% - 77%
C-	70% - 72%
D+	68% - 69%
D	63% - 67%
D-	60% - 62%
F1	50% - 59%
F2	>50%

Each student is directly accountable to God Himself for his studies. “Study to show thyself approved unto God...” II Timothy 2:15. The grading system of the school represents the teacher’s evaluation of the progress of the student.

### **4.3 Parent/Teacher Conferences**

Teachers may call parents to request a conference or parents may call to request a conference with a teacher. Teachers may be contacted through email or by leaving a message with the school office. Teachers are available to respond to such requests during their planning periods or after regular school hours.

### **4.4 Graduation Requirements**

Currently, each student must earn a total of twenty-four (24) credits in order to graduate from Portland Christian High School. Those credits include the following minimum requirements:

<b>Bible</b> 4 credits*
<b>English</b> 4 credits
<b>Mathematics</b> 4 credits
<b>Science</b> 3 credits
<b>Social Studies</b> 3 credits
<b>History and Appreciation of Visual or Performing Arts</b> 1 credit
<b>Health</b> 0.5 credit
<b>Physical Education</b> 0.5 credit

In addition to high school graduation requirements above the state of Kentucky requires the following:

1. Students must demonstrate competency in technology
2. Beginning with the 2018-2019 school year, all students graduating with a regular diploma (or higher) must pass a civics test before graduation.
3. Students who enter high school in 2020 will have to meet a financial studies requirement

\*One (1) credit must be earned in Bible for each year the student attends Portland Christian High School. Example: a student who entered PCS as a junior (11<sup>th</sup> grade) would be required to have (2) credits in Bible plus twenty-two additional appropriate credits in order to graduate. Students who fail Bible are required to earn a passing grade in summer school Bible class in order to attend PCS the following year.

Advanced Placement (AP) classes and Dual credit courses are available and can be discussed with the high school counselor.

#### 4.5 Homework

Homework is a time to practice and gain mastery of skills introduced and modeled while at school. Homework is designed to compliment classroom instruction. Students should expect to have homework regularly. Study hall periods during the school day are not enough time for thorough preparation of lessons for all classes. Students should develop the habit of regular home study.

Students may need up to 2 hours set aside for study, task completion, reading, or assignments each evening. This amount can vary depending on a student's course load and challenge level. As an example, an AP (Advanced Placement) course is designed to include a larger homework load. Some high school courses will require more time at different times throughout the school year.

Typically, a middle school student should not have more than 1-1 ½ hours of homework though this can occasionally vary if the student has procrastinated, failed to finish in-class assignments, or is an atypically methodical worker.

No new homework assignments are given on Wednesday evenings so that students may participate in church activities. Long-term assignments may be given on any day of the week.

#### **4.6 Academic Probation**

A student may be placed on academic probation at the time of enrollment into PCS or at any time during a school year that the Administration deems necessary. The student and parents will be notified in writing by the school when a student is placed on probation. Students at PCS are expected to maintain GPAs that are consistent with their academic ability. The goal of a period of academic probation is to determine if PCS is an appropriate and successful placement for a student. Should it be determined that a student is not making appropriate academic gains, the Admissions and Release Committee will then review the student's progress to determine if continued enrollment is appropriate.

#### **4.7 Promotion, Retention and Re-admission Policy**

GRADES 7-8                      The student must pass (yearly average) Bible, English, mathematics, science and social science to be promoted.

Students may make up one core credit in summer school through a program approved by PCS Administration. However; a student earning an F for the year-end grade in two or more classes may be recommended for retention or a review of their enrollment status by the Admissions and Release Committee.

(See 4.6 Summer School.)

#### **GRADES 9-12**

When a student's failing grade in a course is below 60%, the course must be repeated through a program that is acceptable and pre-approved by the Administration. Evidence of successful completion must be provided for acceptance of credit onto the student's transcript.

Since twenty-four credits are necessary for graduation, it is extremely important that the student pass every subject taken. Poor performance may result in the student spending an additional year in school to complete the minimum requirements for graduation.

Students cannot hold a class office nor can they qualify for certain honors unless they are members of their class.

To be classified as a member of the 10<sup>th</sup> grade, the student must have earned a minimum of 5.0 credits, including 9<sup>th</sup> grade Bible. (see section 4.3 for transfer students)

To be classified as a member of the 11<sup>th</sup> grade, the student must have earned a minimum of 10 credits, including 9<sup>th</sup> and 10<sup>th</sup> grade Bible. (see section 4.3 for transfer students)

To be classified as a member of the 12<sup>th</sup> grade, the student must have earned a minimum of 17 credits, including 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade Bible. (See section 4.3 for transfer students)

#### **4.8 Summer School**

Students required to attend summer school must have the program approved in advance by PCS Administration. Occasionally PCS offers a summer school program on campus. If offered, there may be a Biblical component required. Summer school work is an opportunity granted to students to make-up work they have failed during the regular school year. *Students may need to pass the summer work to advance to the next grade and/or re-enter PCS for the following school year.*

*Adequate documentation must be provided for students to receive credit for summer school participation and completion.*

#### **4.9 Graduation**

##### **Diplomas:**

**High Honor Diploma:** Any graduate who has earned 26 credits (including one Bible credit for each year at PCS), completed 4 higher level courses (as indicated in the course planning folder), completed the pre-college curriculum, and has a cumulative GPA of 3.00 or better will receive a High Honor Diploma.

**Honor Diploma:** Any graduate who has earned 26 credits (including one Bible credit for each year at PCS), completed the pre-college curriculum, and has a cumulative GPA of 2.60 or better will receive an Honor Diploma.

**Standard Diploma:** Any graduate who has earned 24 credits (including one Bible Credit for each year at PCS) will receive a Standard Diploma.

##### **Awards and Honors**

**First Honor Awards:** All students who graduate with a cumulative high school grade point average (GPA) of 3.51 or better will be given the First Honor Award at graduation. These awards will be based on GPA only and not based on the type of diploma earned.

**Valedictorian and Salutatorian:** The criteria for Valedictorian and Salutatorian are as follows:

- Valedictorian will be the student with the highest GPA.
- Salutatorian will be the student with the second highest GPA.
- Students must have attended PCS for at least 2 years of high school.
- No more than one year of high school can be homeschooled.
- Must be a student in good standing.

- Preference will be given first to students earning a high honor diploma and then to students with an honor diploma.
- Students will not have retaken any courses during high school.

**Student Speakers at Graduation and Baccalaureate:** Student speakers will be chosen from class officers, homecoming representatives, First Honor students and students in good standing.

#### **4.10 Grade Point Average (GPA) and Honor Roll**

**Weighted GPA:** PCS will weigh high school student GPAs based on the difficulty of the class. Advanced Placement (AP) classes will be weighted an additional grade point. For example, a student making an “A” in an AP class would earn five points towards their GPA. Honors courses will be weighted an additional half point (a student could earn a 4.5 in such a class).

#### **Honor Roll:**

Honor Roll award is for students with a GPA of 3.51 or higher.

#### **7-8 Honors Luncheon**

Students that qualify for the honor roll will be eligible to attend the honors luncheon.

#### **9-12 Honors Banquet**

Students that qualify for the honor roll will be eligible to attend the honors banquet.

#### **4.11 Attendance - See 2.14**

**College Visit Days:** Juniors and seniors will be given 3 days in which they can go scheduled college visits during school which will not count as school absences. Students must turn in verification from the school visited and all work must be made up. Students are encouraged to visit colleges, universities or trade schools before making their post-graduation plans..

**Tardy to School Policy:** Tardiness to school or to class causes students to miss important routines and valuable instructional time. Not only does tardiness cause a disruption to the daily classroom routine, it also communicates an inappropriate message that being on time is not important. While we realize that occasionally unforeseen circumstances can cause a family or student to run late, it is important to make every effort to be punctual. Tardies to school will be considered excused only in the case of emergency situations, scheduled doctor appointments, or unforeseen traffic issues. **All students that are tardy must report to the office to get a note before being admitted to class.**

After the 3rd tardy, the student may be assigned a detention.

**Tardy to Class Policy:** Once a student has been tardy to any period (including 1<sup>st</sup> period) three times, a detention will be assigned. All tardies to class will be considered unexcused unless the student has written permission from a teacher, administrator or authorized staff member granting permission.

***Detentions may be scheduled during school, after school or on Saturdays. Parents may expect a 24 hour notice for after school and/or Saturday detentions***

If tardiness is a persistent problem, a student may be considered truant (see section on Truancy above). In such cases, the student and parent/guardian(s) may be required to meet with the Administration and Admissions and Release Committee.

#### **4.12 Make-up Work**

PCS students are responsible to see their teachers for make-up work whether it be daily work or tests. Parents have the responsibility to see that the student has made up, within the allotted time, all work missed because of any absence, whether excused or not. A single “zero” grade can have a serious negative impact upon GPA. Parents are encouraged to contact their child's teacher(s) if there are questions or concerns.

**Daily Work:** When a student is absent, the time allowed for making up daily work for credit will be one day for each day absent not counting the first day back in school. Therefore, a student who is absent for two days (e.g. Thursday and Friday) will have two days to make up the work missed. If the student were to return to school on Monday, the student would have until Thursday morning to turn in make-up work. Exceptional cases justifying deviation from this schedule may be made between the student and teacher.

**Tests:** It is the student's responsibility to make appropriate arrangements within the time limits set above to take any tests missed due to an excused absence.

#### **4.13 Changing High School Elective Courses**

Returning students are sent a schedule for the upcoming school year usually by the end of July. A deadline will be announced each year for changing schedules. Transfer students' schedules will be determined upon completion of enrollment.

No refund on books, fees or materials will be made when a student drops a class. All rented books and/or materials must be returned. Failure to return books and materials in a timely manner will result in the student being charged the cost to replace them.

Students will be permitted to drop and add courses once school begins. However, once the deadline is passed, students will be unable to drop or add courses until the semester change, if possible at that time.

All students are expected to enroll in a sufficient number of courses to earn a minimum of 6 credits. Whenever a course must be added to insure this number of credits, approval from the Administration and teacher(s) involved must be obtained. When a student withdraws from a course after the established deadline a “WF” (withdrew failing) or a “WP” (withdrew passing) is made part of the permanent student record.

Before a student can be released from a dropped course and admitted to a different course the following must occur:

1. All necessary signatures must be obtained.
2. All relevant fees must have been paid.

## **GUIDANCE**

### **4.14 Guidance Services**

The Psalmist wrote, “This God is our God forever and ever; He will be our guide even unto death.” God has promised, “I will guide thee with mine eye.” We believe the student who has an open heart toward God and seeks to be led of the Lord becomes increasingly sensitive to God’s choices and will retain that sensitivity for their life. We are also aware that many students frequently need individual help. Teachers, principals and other staff are willing to advise individual students as the need arises.

The school works with students and parents regarding educational, vocational, personal or spiritual needs. It is our goal to help students make a realistic appraisal of their interests, abilities, values and aptitudes which will enable them to make wise choices in their academic program.

Also, we want to help students choose wisely concerning college and career choices while being especially sensitive to their individual commitment to Christ and His kingdom.

PCS can partner with parents should it be determined that outside professional testing is needed in order to determine whether a learning difference may affect the academic or social progress of a student. Exceptional child educational programs are available to all children through their local school districts. PCS may not always be able to provide recommended services but is willing to partner with the parent or guardian to help determine a recommendation for each student to have a successful educational experience.

## **STUDENT LIFE**

### **4.15 Class Activities**

Each year high school classes are assigned two class sponsors. These two teachers work with that class by supervising class events, overseeing class elections and class meetings, and helping the class organize several events through their time in high school. Class sponsors are annually announced by the Administration.

Seventh and Eighth grade work with their teachers for various activities throughout the school year. Rather than have specific sponsors per class middle school teachers work together and take care of different events throughout the school year.

### **4.16 Election of High School Class Officers**



Serving as a class officer is a privilege. To be eligible for nomination for class officer, a student must have met the following requirements:

1. Attended PCS for at least one previous semester.
2. Passed all courses for the previous semester with average G.P.A. of 2.0 or above.
3. Maintain a good citizenship record. A student with a history of disciplinary issues may be determined ineligible by the Administration.
4. No student on probation is eligible to hold office.

*Any student elected as a class officer must continue to satisfy these requirements. Should a student fail to do so, the student may be replaced via class election.*

#### **4.17 Eligibility for Extracurricular Activities**

PCS offers many extracurricular opportunities for our students. Students are encouraged to participate in order to enrich their school experience. Extracurricular opportunities include athletics, clubs, school-sponsored mission trips and volunteer opportunities.

To participate in extracurricular activities students must maintain at least a "C" average in their academic classes and must maintain appropriate behavior in the classroom. *For specifics for athletic eligibility please see the PCS Athletic Handbook.*

#### **4.18 Annual Events**

In addition to the baccalaureate services and graduation exercises, several other events have become an annual tradition. The following is a brief description of these events:

**Senior Retreat: (Attendance is required)** At the beginning of the school year, all seniors attend a three-day retreat. This is a time of outdoor recreation and spiritual emphasis. There is a fee to the students to cover housing, activities, and meals. Students are expected to observe PCS standards of dress and conduct during the retreat.

**Junior-Senior Banquet: (Attendance is required)** Each spring the junior class sponsors a banquet to entertain and say farewell to the seniors who are the guests of honor. School personnel are also typically invited. Dress is Sunday best to formal; information concerning appropriate dress will be sent home from the Administration for parents to sign. Junior parents help prepare the meal and clean up afterward. Typically sophomores are requested to help with the serving.

**Senior Trip: (Attendance is required)** The seniors plan a four or five-day trip as their last class project. Money earned as a group during the school year pays for part of the expenses, and the individual student pays the balance. Students are expected to observe PCS standards of dress and conduct during the trip.

**Junior Ring Party:** The junior ring party is a celebration in the spring of a student's junior year of all they have accomplished until that point. Students may be given an opportunity to purchase a class ring through an approved vendor. However, students and parents can purchase rings from any

source they deem necessary and give it to the PCS Administration for this ceremony. All juniors are recognized whether or not they purchase a class ring.

**Fall Social Event:** The Fall Social Event is usually a dance in the fall of the school year for grades 9-12. This is usually a casual dance. This event is optional and guests are welcome once their guest form is approved by the principal.

**Winter Ball:** Winter Ball is a dance in the spring semester of the school year for grades 9-12. This is usually a more formal dance. This event is optional and guests are welcome once their guest form is approved by the principal.

**8th grade Trip to Tremont:** The 8th grade class takes a trip each year to the Great Smoky Mountains Tremont Institute. During these few days they are focussed on outdoor learning and activities, community engagement and a respect for God's creation.

**School or Class Parties:** Parents are responsible for seeing that any party or gathering that they sponsor or host which includes PCS students is adequately chaperoned.

The use of alcohol or drugs at parties, or at any time, by PCS students will result in disciplinary action that may include suspension or expulsion.

**Alumni Banquet: (Attendance required by Seniors)** This is the yearly dinner meeting of the Portland Christian School Alumni Association at which the graduating seniors are introduced and welcomed into the association. Seniors are the guests of honor, but are not to invite guests other than immediate family members.

**Eligible students are required to attend baccalaureate and graduation services, the junior-senior banquet, the alumni banquet, and participate in the senior retreat and senior trip.**

#### **4.18 Office Telephone Usage**

Students may use the office telephone for emergencies. They may not receive incoming calls except from their parents (guardians). All calls should be limited to those which are absolutely necessary.

#### **4.19 Lockers, Backpacks, Purses and Cars**

In keeping with PCS's commitment to provide a safe learning environment, the Administration has the right to open lockers, backpacks, purses or other personal property, including cars, brought onto school grounds for any reason. In addition, Administration may retain and/or examine all cell phones, laptops, electronic devices or any other item of concern.

#### **4.20 Student Drivers**

Students may drive to school when they have earned their drivers license. They will need to complete a student driver form and pay a small fee to receive a student driver permit. Students will be assigned a parking spot for the school year. If a student earns their license in the middle of the school year they may still fill out the correct form and purchase a permit and receive a parking space as available.

## **CONDUCT**

### **4.21 Parent Communication**

Partnership and open communication between the parent and the school is vital in supporting the academic and spiritual growth of the child. As the person primarily responsible and accountable for the child's discipleship and education, parents should be aware and informed of their child's academic, social, and spiritual progress, and have an open line of communication with the child's teacher(s) and the Administration.

PCS has several methods in place to enhance parental involvement and maintain open communication. This may include, but is not limited to, the use of weekly assignment sheets, an agenda book, parent conferences, e-mail, and phone calls home. In addition, parents will receive log-in information for a parent portal in which they may check their child's academic progress and other pertinent information the teacher may post. The parent portal is FACTS Grades will be updated weekly allowing parents access to regular updates of their child's academic progress. In addition, parents are encouraged to contact their child's teacher if they have concerns or questions related to the child's academic, social, or spiritual development.

***In accordance with the Family Educational Rights and Privacy (FERPA), PCS staff can only discuss student issues or concerns with the parent or legal guardian of that particular student.***

### **4.22 Dress Code**

PCS promotes a school culture that honors the Lord and reflects value and respect for each student. As Christians we are reminded in I Corinthians 6:19 – 20, "...You are not your own; you were bought at a price. Therefore honor God with your body." Parents and students have expressed difficulty in finding school wear items that are of modest fit and design for daily schoolwear. PCS has partnered with a local department store to identify clothing items for daily schoolwear. PCS Schoolwear is required to be worn during the school day unless otherwise directed. The full line of clothing choices for boys and girls will be available at Shaheen's Department Store.

We would like to be able to express our code in the following quotes and leave it without any other statements: "...that women adorn themselves in modest apparel" (I Tim. 2:9) and "the younger men likewise exhort to be sober minded (sensible)" (Titus 2:6). However, we have found that sober mindedness and modesty have a broad range of definitions. Listed below is the current PCS dress code.

## **PCS SCHOOLWEAR GRADES 7 – 12**

- Shirts** White or black oxford style button down shirts for boys and girls: (long sleeve or short sleeve)  
Polo shirts: black, green, gray or white (long sleeve or short sleeve)  
PCS sweatshirts and t-shirts (sold through PCS) may be worn for the school day.  
Turtlenecks: black, green, gray or white
- Sweaters** Pullovers and v – necks: black, green, gray  
Cardigan sweaters: black, green, gray (a PCS Schoolwear shirt must be worn underneath)  
No undergarments should be visible.
- Pants** Schoolwear pants are identified at Shaheen’s: khaki or black  
All pants are of modest (loose) fit. (“skinny fit” is not appropriate for schoolwear)
- Leggings** Girls may wear leggings under PCS Schoolwear skirts: solid black, white, green, gray
- Track Suit** Black with PCS logo available at Shaheen’s and through school Spirit Wear order
- Kilts** Girls may wear PCS Schoolwear Kilts - available in green plaid
- Skirts** PCS Schoolwear skirts are available in khaki, black and gray. Skirts must be no shorter than the top of the knee when standing or sitting.
- Shorts** Must be the designated PCS Schoolwear shorts: khaki or black

A “substitute twin” garment is an exact duplicate (identical) in style, color and design with garments identified as PCS Schoolwear. “Substitute twin” items can be found through parent swaps, uniform shops and in patterns for those who sew.

**Hats/caps/hoods** are not to be worn during the school day.

**Belts** A belt must be worn if needed.

**Shoes** Shoes must be worn at all times. No flip-flops or swimmer shoes.

**Grooming** No body piercings are permitted except earrings for girls. No spacers, gages or extreme jewelry.

No visible tattoos

Facial hair must be neatly trimmed

No extreme hairstyles, jewelry or make-up

Natural hair dye colors only for boys and girls

Boys: hair should not be longer than the top of the collar or the middle of the ears, and bangs should be cut above the eyebrows. Buns, ponytails, and/or hair bands are not permitted.

**After School** Clothing and accessories should not display graphics or lettering that endorse a message contrary to the Christian mission or rules of the school. Appropriate jeans, t-shirts, etc. may be worn for school functions. On some occasions, students may be asked to maintain a higher standard in order to participate in certain events. The administration has the right to send home, request different garments or refuse admittance to school or to any school function for a student who does not comply. Administration has the authority to interpret and enforce the dress code.

#### **4.23 Discipline**

The Old and New Testaments provide clear guidelines for human behavior. In many areas of moral and ethical conduct, biblical imperatives are explicit. Since the Bible does not provide specifics on all matters of behavior, Christian communities historically have followed diverse practices in a number of areas such as dress and entertainment standards. Each Christian community will have its own norms and standards which reflect its interpretation of Scripture, its response to its cultural environment and its tradition. While it is understood that some members of such a community may not have personal convictions regarding all of its standards, it is expected that those who attend Portland Christian School have evaluated its standards and have made a decision to live by them.

The following examples of behaviors may require disciplinary action:

- 1) Use of tobacco or alcohol or abuse of drugs and/or related substances
- 2) Disrespect for people or property
- 3) Insolence
- 4) Being unprepared for class activities
- 5) Fighting
- 6) Possession of knives, firearms, matches, lighters or any item that may be used to hurt or harm
- 7) Truancy
- 8) Inappropriate physical contact of any kind
- 9) Behavior determined by school Administration to be unbecoming to a gentleman or lady or that endangers, annoys or abuses others, or the student exhibiting such behavior
- 10) Failure to inform Administration of any actual or perceived threat to the school or individuals
- 11) Misuse of cell phones or any electronic device, etc.

The above list is not exhaustive. The teachers and principals have the discretion to determine which behaviors may constitute disciplinary offenses. There are many things that can occur during the day which require the teacher's appraisal of the situation. Not everyone will evaluate everything in the same way. It is our belief, however, that a good understanding of the foregoing framework will result in a better school due to a more unified approach to discipline.

The Attorney General of Kentucky has ruled that school authorities have responsibility and oversight for students from the time the students leave home for school until they return home after

school. Therefore, students are responsible to the school, in addition to their parents or guardians, for their behavior to and from school.

Students attending school functions (ball games, plays, etc.) whether or not with parents or guardians are under the jurisdiction of the school and are expected to display Christian behavior including **COMPLYING WITH AFTER SCHOOL DRESS CODES** at all times.

PCS reserves the right to use disciplinary actions deemed necessary for the good of the student.

Referrals will be given to students in grades 7-12 who do not comply with school rules. Records of referrals will be kept and students that earn more than 3 in a semester will be given after school detention. Students that receive more than 3 after school detentions during a semester may receive Saturday detention, in which the student must report to school on Saturday 8am-12pm. Parents will be notified of all detentions, Saturday Schools and continued discipline issues.

#### **4.24 Detention**

Students may be detained after school by a teacher to complete schoolwork or for discipline. The teacher must give at least one-day advance notice before detaining a student. Any student subject to such detention must inform parents or guardians and make arrangements to stay on the designated day or days.

A high school student sent out of a room by a teacher for disciplinary reasons should report to the office immediately unless instructed to do otherwise. If the student has not made satisfactory arrangements to be reinstated into the class by the beginning of that same period the next day, the student is to remain out of all classes until the problem is resolved. This will be considered an in-school suspension (see "Suspension"). Students are not to take class time to resolve their issues with a teacher.

#### **4.25 Suspension**

Serious or frequent offenders will be subject to suspension either in school or at home. Since the aim of all discipline is correction and not merely punishment, parents are expected to give their full cooperation as expressed below. Parents or guardians are encouraged to discuss their child's academic, behavioral, or spiritual issues with the Administration.

#### **4.26 Expulsion or Denial of Admission**

If the corrective measures of the school are not having sufficient positive impact upon the behavior of the student, or if the nature of a student offense is considered serious enough to have an adverse impact on the safety and/or learning environment of other students, a student may be recommended for expulsion to the Admissions and Release Committee. In such cases, the student and parent or guardian may be required to appear before the Admissions and Release Committee to determine whether the student will remain enrolled at PCS. The family will be notified in a timely manner by an Administrator of the Admissions and Release Committee's decision. If the family would like to appeal the decision of the Admissions and Release Committee, they may make a written request to appear before the PCS Board of Directors. If the request to review is granted, the decision of the PCS Board of Directors is final.

*PCS reserves the right to expel, refuse to readmit, or deny admission to any individual whose personal lifestyle is not in harmony with the stated philosophy and purposes of Portland Christian School, or who, in the opinion of the Administration, does not reflect the spirit of the school.*

#### **4.27 Cell Phone Policy**

Students may have cell phones on campus. However, they must be turned off and not visible during the school day. Any student that violates this policy will have the cell phone confiscated. The duration of the confiscation will be at the discretion of the Administration. A student's cell phone privilege may be revoked.

#### **4.28 Social Media Policy**

Ephesians 4:29 - 5:7 sets a standard of measure for our behaviors and words. We are told to be encouraging - "building each other up..." Various types of social and electronic media such as Facebook, Twitter, Instagram, texting, e-mail, blogging, etc. create a public forum allowing opportunity for both positive and negative communication. Statements and images can be shared or posted which can do a great deal of good or harm. Social media communications are evidence of our treatment of others. Students' on-line behaviors are reflections of lifestyle and behavior choices. We are responsible for our words and actions including what we write or post via social media. Inappropriate, immoral, or hurtful remarks, gestures, pictures, or other modes of communication will not be considered as behavior acceptable for PCS students. Disciplinary actions may be taken for a student's social media activity.

#### **4.29 Leaving School Grounds**

Students are not to leave the school grounds for any reason without parental/guardian permission during school day. For grades K-9, a parent or guardian must be physically present to sign the child out. Students in high school that have a driver's license need a note from the parent/guardian or the parent or guardian must contact the school directly by phone to be able to sign out.

## **LEGAL POLICIES AND AGREEMENTS**

**5.0**

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### **5.1 Reporting Child Abuse and Neglect**

In accordance with state law, PCS adheres to the following standard regarding the reporting of child abuse and neglect: "Anyone who knows or has reasonable cause to believe that a child is neglected or abused shall immediately cause a report to be made to the proper authorities in accordance with state law."

## **5.2 Anti-bullying, harassment, or intimidation**

PCS is committed to a safe and Christ-honoring environment for all students, employees, volunteers, and guests which is free from harassment, intimidation, or bullying. We define harassment, bullying, and intimidation to be interchangeable terms and believe this act occurs when individuals intentionally and persistently engage in any of the following behaviors:

- Physically harms a student or damages a student's property
- Substantially interferes with a student's education
- Creates an intimidating or threatening educational environment
- Disrupts the orderly operation of the school

Intimidation, harassment or bullying can take many forms, including pranks, gestures, physical attacks, written or verbal threats (including via social or electronic media), and/or physical actions. An intentional act refers to the individual's conscious or deliberate choice to inflict physical, mental, or emotional harm or suffering on another individual. When violation of this policy is deemed to have occurred, counseling and corrective disciplinary measures, including the possibility of suspension and/or expulsion, will be used to address and change the behavior of the student and remediate the impact upon the victim. Additionally, false reports and/or retaliation for intimidation, harassment, or bullying constitute violations of this policy.

## **5.3 Parental Cooperation Statement**

At the beginning of each school year, a parent (guardian) of every student is required to sign the current Parental Cooperation Statement and Handbook Agreement form.

## **5.4 Student Agreement for Grades 6 - 12**

At the beginning of each school year, each student in grades 6-12 is required to sign the current Student Agreement form.

## **5.5 Withdrawal Procedures**

Parents may decide that during a school year there may develop a reason to withdraw their child from classes at PCS. A parent or legal guardian, who is transferring their student(s) from PCS to another school during the school year, should inform the Principal as soon as possible and request a withdrawal form. This will help expedite the transfer of appropriate records to the next school. The withdrawal form will have a checklist of items that must be completed. The checklist is as follows, but not limited to:

1. Contact the business office to successfully close your account. ( student records, transcripts will be eligible for release with the approval from the business office that accounts are paid and up to date according to signed agreements from parent/guardian and PCS Business office)
2. Return all textbooks to the appropriate office.
3. Return all library books to the appropriate librarian.
4. Clean out locker (if applicable)
5. Return sports uniforms (if applicable)
6. Submit the withdrawal form to the appropriate office.



Student records will be prepared for release once the withdrawal checklist is completed. A student is considered to have withdrawn in good standing upon the completion of this process.

Parents that decide to not re-enroll their student(s) at the end of the year can fill out the re-enrollment information that will be sent home during the school year. Records request can be made by calling the appropriate office at the end of the school year.

## **APPENDICES**

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### **Appendix A. School Songs**

#### **The School for Me**

At the dawning of the morning,  
Or when noontide beams on me,  
Or when evening shades are falling,  
One fond vision clear I see.  
P.C.S. our Alma Mater;  
Portland High, the school for me;  
Ever standing like a tower,  
Shedding light that all may see.

Near the banks of the Ohio,  
Indiana's hills in view,  
Here the home of Alma Mater,  
And her children not a few.  
May thy classrooms ever echo  
With God's Word we've found so true.  
May the vision of thy founders  
Be thy children's vision, too.

Compromise shall never swerve us  
From the plea that we have heard;  
Reason for the hope within us,  
We shall give from God's own Word.  
Praise the Rock of our salvation;  
Hail the school that's true to Him;  
Sending light to every nation –  
Light that never shall grow dim.

P.C.S. our Alma Mater,  
Portland High, the school for me;  
May she ever be a tower  
Shedding light that all may see.

## **PCHS**

PCHS in the truth so free,  
School of fond hope and liberty.  
Gladly we hail thee from afar,  
Faithful to thee our guiding star.

School of the humble, true and brave,  
Long may thy banner ever wave.  
Gladly we hail thee from afar,  
Faithful to thee our guiding star.

Banner of beauty, emblem of the free,  
Symbol of duty, love and purity.

## **PCS Our Alma Mater**

PCS our Alma Mater,  
We all join in doing Thee honor,  
Thou art worthy of our praises,  
Ever sung in our several places.  
Here we are all friends together,  
Here we are all birds of a feather.  
Here's to friends of our dear school,  
And here's to you.

## **Appendix B. Study Helps**

God's will for students includes the mastery of school subjects. Students should devote themselves to their studies as earnestly as a missionary translator does to the God-appointed task of translating the Word of God into another tongue. Studies are the most important part of their school training. The following suggestions are mechanics that can help the efficiency and effectiveness of the student's study. Proper study begins with the attitude of the heart, along with accepting this responsibility as being from God and accomplishing it "as unto the Lord."

1. Schedule a regular time and place for study; start promptly without procrastination.
2. Collect all of the materials needed; set aside all distractions.
3. Study in a quiet place where one can concentrate.
4. Before beginning to study, commit that study time to God in prayer.
5. Concentrate on the work at hand and refuse to entertain irrelevant thoughts.  
THINK – study requires the active exercising of the mind.
6. Allow sufficient time to cover all subjects.
7. Skim over the whole assignment to get the main points; re-read for details; think through the work without the book to recall the sequence of events or procedure.
8. Outline; write topic sentences; make notes.
9. Carefully study examples, maps, charts, and footnotes.
10. Review your work.
11. Do independent research and study on topics that are related to class assignments.

12. Be curious.
13. Do your own work.
14. Ask questions. Ask for help when needed.
15. Only be satisfied with your effort when it uses all the ability God has given you.

**Appendix C. Parent Agreement Form**

**Appendix D. Student Agreement Form**

**Appendix E. COVID Healthy Only at School Plan 2020-2021 School Year**