



2023-2024
Lower School

Parent & Student
Handbook

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1.0 FOUNDATIONAL BELIEFS

Portland Christian Lower School believes parents are the primary educators of their children. We partner with families to provide an excellent Christian education in a safe and nurturing environment where individual needs are met and every child's special abilities are celebrated. Our students are challenged and inspired to grow spiritually, academically, and emotionally.

At Portland Christian Lower School we believe in educating the whole child. The first step in this process is teaching a student who they are – a child of God, created by Him, for Him, with an important role to play in God's world. From the time your child steps foot on campus, we help them discover God's plan for their life. This begins with a holy transformation that takes place as students frame their understanding through a distinctively Christian worldview saturated in the truths of God's Word. – Romans 12:2

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

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

- 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.
- 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).
- 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).
- 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).
- We believe that Christians' top priorities are the Great Commandment and the Great Commission: that we should seek for ourselves and our students that we love the Lord with all our being, and 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

ACADEMIC EXCELLENCE

Students are challenged and well prepared in a wide variety of academic and extracurricular areas. We believe in providing students a multilevel academic program that stretches and challenges students of all academic levels. By striving for excellence in our academic programs, our students are better equipped for the next phase of their lives and empowered to serve as leaders in their workplace, home, church, and community.

BIBLICAL AUTHORITY

We believe the Bible is the inspired and infallible Word of God. It speaks with final authority concerning truth, morality, and the proper conduct of mankind. We embrace the Bible as the sole and final source of all that we accept as truth.

SPIRITUAL GROWTH

We have the opportunity for students to grow in their relationship with God and in their understanding of His claim on their lives every day of the week. We value students having opportunities to grow spiritually during the school day as well as outside of the classroom. We desire our students to own their faith and be enabled to use their gifts, talents, and treasures to actively live out their faith. We are determined to have our community of students, faculty, and staff make an impact for God.

CHRIST-CENTERED COMMUNITY

Our community treats each other with Christ-like love. As an educational institution, we achieve our goals and honor Christ with excellence when we provide a harmonious educational environment through partnership with our families and our larger community. Our community champions the vision and values of the school, holds to the highest standards, speaks the truth in love, and models Jesus.

STUDENT-CENTRIC

Decisions are made only if they honor Christ and if they are in the best interest of our students. We are committed to helping students succeed in and out of the classroom and first consider the student when making decisions about programs and policies that affect them.

WELL ROUNDED

We believe God has blessed each student with numerous gifts and talents that can be used for His glory. Many of these still may be undiscovered or developed. Our school provides the opportunity to explore and develop these gifts and talents. We encourage students to stretch themselves academically by being exposed to a variety of disciplines and also encourage students to expand their horizons by their involvement in activities outside of the classroom.

ATTRACT AND RETAIN OUTSTANDING CHRISTIAN FACULTY AND STAFF

Our faculty and staff are our school's biggest strength. They are the driving force behind the quality of education our students receive and preserve our culture. Our faculty and staff exhibit maturity in their faith as outlined in our Faculty-Staff Handbook under Personal/Spiritual Qualifications. They actively mentor students toward Christian maturity and develop leaders who will serve God, their families, and positively impact their communities and the world. Our faculty and staff stay aligned with our vision and champion our culture. Once employed, every staff member must be willing to be developed, to continually improve and to pursue excellence in their personal and professional endeavors. At Portland Christian we are committed to providing a work environment that attracts and retains the best Christian teachers in their subject area. This includes attractive compensation, benefits, and teaching assignments.

1.4 Biblical Authority

The Statement of Faith does not exhaust the extent of our faith. The Bible is the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind. It is the sole and final source of all we believe. For purposes of school doctrine, practice, policy, and discipline, our Board of Directors is the school's final interpretive authority on the Bible's meaning and application.

1.5 Philosophy of Education

Consistent with our name, we strive to teach students how to view their world and their lives through the Bible and to make decisions and responses based on this guidance.

It is the purpose of the school to provide an excellent academic program permeated with Christian love and faith. Each person affiliated with the school is capable and well trained for their particular task and has a deep concern for the spiritual development of the students.

PCS attempts to establish and maintain an atmosphere that encourages growth in personal faith in Christ and the building of Christian character. PCS is unique because it presents and develops a

distinctively biblical worldview in its curriculum and discipline systems. The school prepares students not only for college academics but for "works of service so that the body of Christ may be built up" (Ephesians 4:12). The Bible presents the explicit view that God created the universe, its laws, and human beings. Sin, redemption and reconciliation are concepts that the Bible presents to describe God's view of the human condition. Christ, the Son of God, is the answer to the human condition of sinfulness. PCS is governed by this biblical message and recognizes the Creator and Redeemer God. The Bible declares, "The knowledge of God is the beginning of wisdom" (Proverbs 15:3). PCS seeks to integrate the knowledge of God's creation with training in righteous living in order to develop true wisdom and character in students.

As God's children, life only makes sense when we recognize that Jesus is Lord of everything. Romans 11:36 is very clear on this. It states, "For from Him and through Him and to Him are all things. To Him be the glory forever."

At PCS, our prayer is that our students will identify and develop their God-given talents to live a life of service for the Lord.

2.0 SPIRITUAL EMPHASIS

The Board of Directors urges parents to recognize their scriptural responsibility (Deuteronomy 6:1–9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a protestant Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). PCS was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally protestant Christian environment. PCS will consider admission for students from families who are willing to support Portland Christian's philosophy of protestant Christian education, student conduct requirements, and the school's above-stated positions and who are willing to allow their children to be educated and influenced in an intentionally protestant Christian environment. Continued enrollment at PCS is contingent upon this same understanding and support.

2.1 Statement of Objectives

- To study Scripture as the only inspired, infallible, authoritative Word of God.
- To study all subjects through the light of God's Word.
- To help students confront the sin in their lives and respond obediently to Christ.
- To equip students to be active witnesses for Christ.
- To emphasize high standards of morality.
- To train and discipline students with Christ's redemptive love.
- To train students to be responsible citizens.
- To challenge students to use their abilities to their fullest potential.
- To encourage student creativity.

2.2 Bible Version Information

PCS has adopted the The New International Version (NIV) Bible as our primary version that we

will use K-12. The NIV is a completely original translation of the Bible developed by more than one hundred scholars working from the best available Hebrew, Aramaic, and Greek texts. This does not mean that we will not reference other translations, but this will be our primary version.

2.3 Bible Teaching Policy

Since PCS is a non-denominational school, is not affiliated with any one church, and because we recognize that we serve families from many different backgrounds, we attempt to emphasize those matters of doctrine upon which we agree rather than emphasize those matters upon which there is disagreement among sincere protestant Christians. The school has a general doctrinal statement that agrees with orthodox, conservative, protestant Christianity. Aside from the fundamentals of the faith, which are written in our doctrinal statement, we do not dwell upon the specifics of any group or denomination, and we ask that students do the same.

2.4 Genesis Doctrinal Statement

It is the position of PCS that the following is true regarding the infallibility of the Bible, and more specifically the interpretation of the first eleven chapters of Genesis. God created the entire world and all that is living. This was a divine act with every step directed by His hand. The whole of the Bible is infallible, meaning all events and characters as recorded in its writing are historical, true, and real. God created man unique and in His own image God created man for the purpose of glorifying Him and serving on His behalf. (This rules out any possibility that man could have had any evolutionary forbearers or evolved from another state.) Adam and Eve fell into sin and the whole of humanity was made sinful by this act.

2.5 Marriage and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning. It is sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has prohibited intimate sexual activity outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex) or advocacy of sexual immorality, is sinful and offensive to God. If a student advocates or practices lifestyles outlined in this paragraph and does not repent of it, they likely will not be retained as a student at PCS.

2.6 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-5. 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

2.7 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.

3.0 POLICIES AND PROCEDURES

As with any organization we find it necessary to have rules that guide an organization's procedures. The purpose would be to provide consistency, uniform standards, and set a tone for coming to school.

3.1 Admissions

Subject to the Constitution of the United States and all applicable state and federal laws, Portland Christian School does not discriminate against students on the basis of race, color, and national or ethnic origin in its admissions or in the administration of its education policies, programs, or activities. A completed application and a student and parent interview with an administrator are required before a student is accepted. We reserve the right to drug test any new student as part of the admissions process.

3.2 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 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.

3.3 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.

3.4 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.

3.5 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.

3.6 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.

3.7 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.

3.8 Requests for Student Records

During the academic year Portland Christian Lower 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.

3.9 Parent Communication

Partnership and open communication between the parent and the school is vital in supporting the academic, emotional 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, emotional, 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.

3.10 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. While it is vitally important for all students to be here regularly, PCS recognizes that sometimes absences are unavoidable, such as sickness, death in the family, doctor's appointments, weather conditions and a pre-notified absence. Due to the importance of attendance after 10 absences you may be required to meet with the elementary principal or the Enrollment Review Committee.

REPORTING ABSENCES

All student absences are to be reported to the school. This notification should be done no later than 8:00 AM on the day of the absence. This must be done each morning of the student's absence unless the school has been pre-notified of the absence.

PRE-NOTIFIED ABSENCES

PCS recognizes that students may have special opportunities that will require them to be absent. We ask that students and parents notify the school of a planned absence as follows:

- Arrangements made at least 5 days in advance with both an administrator and the student's teacher(s)
- Administration will confer 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.

FULL DAY AND HALF DAY PRESENCE

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.

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 Elementary office to sign out the student.***

TARDY POLICY

Tardiness to school 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. All students that are tardy must report to the office to get a note before being admitted to class.

3.11 Illness 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 without the aid of fever or symptom reducing medication - i.e. Tylenol, Ibuprofen, Pepto-Bismol, etc. 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.

3.12 Medication Policy

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

- A Medicine Authorization Form is completed and on file in the school office. (*This form can be found on the school website*)
- Specific instructions for administering the medication are provided with the 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.

3.13 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.

TWO HOUR DELAYS

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:

- The morning tardy bell will ring at 10:00 a.m.
- The morning supervision will begin at 9:30 a.m. Pre-registered Early Supervision will begin at 9:00 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 we will follow the procedures announced by the local civil authorities without any special PCS announcement being made.

3.14 Emergency Procedures and Drills

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

3.15 Visitors and Volunteers

Approved visitors are welcome in our school building during the school day. All visitors must sign in at the elementary office (Door 5 entrance) 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 school library assistant, cafeteria helper, and a parent helper for school parties and special activities. Contact the elementary office or PTF for ways that you can volunteer in the school. A background check is required of any parent helper who works regularly in the school. 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.

3.16 Early Arrivals

Student supervision is available beginning at 7:30 a.m. Students should not arrive at school before that time. There is a charge for supervision provided beginning at 7:00 a.m. Families who wish to utilize the Before School Supervision must pre-register. Students are expected to maintain appropriate behavior during Before School Supervision.

3.17 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 After School 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 After School 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). There is a charge for supervision provided from 3:45 p.m. until 6:00 p.m. Pre-registration is required.

3.18 Leaving School Grounds

Students are not to leave the school grounds for any reason without parental/guardian permission during school day. For grades K-5, a parent or guardian must be physically present to sign the child out. Parents do not need to walk in to sign a student out, just call the school office when you arrive. 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.

3.19 Walkers or Bike Riders

Students who live within walking distance to the school need to fill out the Bicycle/Walking Permission Form found on the school website. This will communicate permission for the student to walk home after school.

3.20 Counseling and Academic Support

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. Each counseling and academic support program is described at each level.

3.21 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."

3.22 Grade Reports

Report cards are issued every nine weeks for grades K-5. Report Cards are emailed home each quarter. Hard copies are available upon request. Parents are encouraged to communicate frequently with teachers. They may do so through email, conference requests or by leaving a message with the school office. ***Please allow 24 hours for teachers to respond to all correspondence.***

3.23 Grading Scale

<u>Grades</u>	<u>Percentages</u>
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%
F	59% or Below

3.24 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 the 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-3 Promotion is primarily determined by school-related skills, including appropriate academic and social development.

GRADES 4-5 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.

3.25 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. Students should develop the habit of regular home study.

Recommended homework time frames for elementary grades are:

Kindergarten-1st grade – 15-20 minutes daily*

Second and Third grade – 20-30 minutes daily*

Fourth and Fifth 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.

3.26 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 missed work. 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/QUIZZES AND PROJECTS

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.

3.27 Academic Integrity

ARTIFICIAL INTELLIGENCE (AI)

Teachers have autonomy in their classroom to incorporate or limit the use of AI to suit the learning needs of students. Teachers will set clear expectations and guidelines for the use of AI in the classroom. Students must understand that the unsanctioned use of AI in their assignments or submissions will be regarded as a violation of academic integrity, classified as cheating, and a major violation of the discipline code.

PLAGIARISM

Plagiarism is using someone else's words or ideas in your writing without proper acknowledgement and documentation. (International students will be given appropriate guidelines.) Plagiarism, which is a synonym for piracy, is cheating and a major violation of the discipline code. **Examples:**

- Copying or sharing answers on ANY assignment, test, quiz, exam, etc.;
- Having another person write a paper for you and turning it in as your work;
- Turning in or copying another student's work as your own;
- Starting with someone else's work and modifying words or phrases to avoid citation;
- Copying a paper from a source without proper acknowledgement;
- Copying materials, words, or ideas from a source, supplying the proper acknowledgement, but not using quotation marks;
- Paraphrasing materials, words, or ideas from a source without using proper documentation;
- Buying a paper from a research service or term paper mill;
- Turning in a paper from a "free" or paid term paper website.
- Inappropriate use of an online translator for foreign language classes.
- Copying or purchasing a piece of writing and running it through a program which re-words it to avoid detection.

Issues of plagiarism are taken seriously at PCS. All teachers now have the discretion to run electronically submitted assignments through a plagiarism detection tool or Google's originality reports, to scan papers against major indexes and databases of submitted works.

Any incident on any assignment, test, project, etc. will result in disciplinary action which may include the student serving an in-school suspension. Students will be allowed to resubmit the assignment (or an appropriate alternative). The teacher will grade the assignment and will give the student credit for 60% of the score. Any subsequent incident will be considered a major violation and result in out-of-school suspension. Note that both taking and giving answers is considered cheating and both will result in disciplinary action.

3.28 Academic Support

The Portland Christian Lower School Resource Department serves students K-5 who have documented learning differences. The resource team works collaboratively with students, parents, and teachers to help ensure the success of all PCS students. A plan of accommodations/modifications may be developed for students who have current educational testing.

3.29 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.

3.30 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.

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 KY 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.

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.

3.31 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 lunch from the cafeteria. Students who bring their lunch will not have access to a refrigerator. If your child does bring lunch, please do not allow them to bring a soda or highly caffeinated energy drink.

Students ordering 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 or have food delivered to campus.***

3.32 Student Behavior

Just as academic progress is assessed and reported, student behavior and citizenship is also assessed and reported to parents. 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.

3.33 Harassment/Bullying

Portland Christian faculty and staff will ensure that all students are celebrated for who God created them to be. Students who marginalize, harass, make fun of, or otherwise mistreat individual students or groups of students because of how God created them, historical events, unfortunate life events, or for their family's socioeconomic status will be formally disciplined.

This includes words and actions, written and spoken, on and off campus, during the school year, during school holidays, and during the summer. Specifically, the mistreatment of fellow students for the following distinctives: sex, ethnicity, physical disability, mental disability, emotional disability, and socioeconomic status. This list is not intended to be all-inclusive. This policy does not allow for student promotion of or participation in sinful lifestyles related to sexually deviant behaviors or confusion over one's sex assigned to them by God at birth.

Any form of harassment or discrimination directed toward any member of our school community by another member of the community is contrary to these Christian values and is not acceptable at any time.

Harassment or discrimination, including bullying, hazing, intimidation for initiation into memberships, or anything which constitutes teasing/taunting consistently, is prohibited. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward a student. Has the purpose or effect of creating an intimidating, hostile, or offensive environment. Has the purpose or effect of unreasonably interfering with a student's academic performance. Otherwise adversely affects a student's academic opportunities.

3.34 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. 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:

- Instruction and correction given to the child by the teacher
- Loss of free play time or privilege during recess (Physical activities like walking laps may be implemented during loss of free play during recess)
- Notification of parent
- 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:

- Discussion of problem with student
- Written assignment or contract with student (parent informed)
- Lunch detention
- Conference with parent
- In-school suspension
- 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):

- Disrespect, insolence, or disobedience towards staff or faculty member
- Use of profanity or harmful words
- Fighting or intent to harm another student
- Bullying, taunting, or teasing
- Damaging or defacing school property
- Bringing dangerous or inappropriate items to school
- Harassment or intentional embarrassment intended toward others in-person or on social media

STUDENT RIGHTS AND DUE PROCESS

Inherent in the discipline process is the following:

- Attendance at PCS is a privilege, not a right.
- Students and parents may expect to be treated in a manner that is safe, dignified, biblical, and handled with appropriate confidentiality.
- Christians are to follow the format laid down in Matthew 18:15-17 to resolve

complaints or problems.

SUSPENSION

The administrator may suspend any student for violating the discipline policy set forth above and for neglecting to comply with previously imposed discipline. The purpose of suspending a student is to remove the student from fellowship in the general student population thereby sending him/her a strong message that the student is in jeopardy of losing the privilege of attending PCS. This time away gives students the opportunity to think about their choices with the hope that they will repent and change their hearts and actions. In general, suspensions are two types:

- ***In school:*** Suspended students will be assigned to a room in the school for the term of the suspension. Suspended students are not to have any contact with other students without the expressed permission of administration.
- ***At home:*** It is the parent's responsibility to supervise students while on at home suspension. Students will be given 50% on work due during a suspension, tests included.

PROBATION

Probation may be academic or disciplinary or both. Probation is a period of time during which the student is expected to make significant academic or behavioral progress in order to show that he/she has changed sufficiently to allow them to stay at PCS. During this time, the student must demonstrate real change in behavior and personal growth. Probation may include the loss of privileges, such as attending certain extracurricular activities for a period of time. Students who successfully complete a period of probation may be restored to full student privileges.

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 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.

WITHDRAWAL

In some circumstances, the administration may recommend that a family withdraw their student from school in the interests of the student and/or the school. Re-admittance to PCS after any withdrawal, especially a disciplinary withdrawal, requires an administrative review upon

admittance. A family who withdraws a student during the school year – whether voluntary or involuntary – will be charged the full tuition for the month withdrawn, plus a \$750 withdrawal fee per student. This fee is used to reimburse PCSS for digital textbook licenses and other resources PCS commits to during a student’s enrollment.

PARENTAL COOPERATION

At Portland Christian, we value our partnership with families in educating our students. To this end, all communication and interaction is expected to be professional and respectful. Normally a student is not to be deprived of Christian education or otherwise held responsible for the actions of parents. However, the administrator may require withdrawal of a student when parents have been persistently and overtly uncooperative with school staff, policies, regulations, programs or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other students. Documentation of the basis for this action and of all consultation with the parents on the matter must be retained on file.

LIFESTYLE BEHAVIORS

Since the school bears the name of Jesus Christ, a high standard of conduct is expected of staff and students. Public conduct should be consistent with our basic concept of life, and since we profess to love God above all and our neighbor as ourselves, we should reflect that love in all our actions, as well as in our attitudes toward each other and our work.

The Bible teaches that parents are responsible for the training and instruction of their children. The Christian school stands ready to assist parents in their God-given responsibilities. PCS seeks not to assume a task that God gives parents, but rather to serve as the parents’ appointed and authorized representatives in the training process. The school expects the parents to support the administering of discipline. The administration determines compliance with policy and has the final word in all instances.

3.35 Student Code of Conduct

“For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.” (Hebrews 12:11)

An essential part of PCS’s mission is *“equipping students today to become culture changers for Christ tomorrow”*. PCS expects its students to behave in a manner that is glorifying to God, hopefully resulting in a safe, secure, and orderly school environment for all our students. A reality of school life, however, is that some students may occasionally act in ways that cross the lines between expected behavior and unacceptable behavior. The Student Code of Conduct has been developed to deal with situations when those lines have been crossed. All PCS students and parents/guardians are expected to be familiar with the following conduct policies and to willingly abide by them.

GENERAL STUDENT AND FAMILY EXPECTATIONS

PCS students should not engage in any immoral, unethical, or illegal activities (refer to our Statement of Faith) or any other activities that have a negative effect on the name of the Lord Jesus Christ, our school, other students, faculty or staff members, the community, or the offending

student. The Code of Conduct is designed for the benefit of all and will be enforced.

DESIRED CHARACTERISTICS OF A PCS STUDENT

Appropriate behavior is always expected from our PCS students. Violations of school rules should be behavior that is out of the ordinary. The PCS student should be characterized by his/her respect for him/herself as a creation of God, respect for others, and respect for creation and property. A PCS student should:

- Pray and worship sincerely, and respect others while they pray and worship.
- Tell the truth and demonstrate integrity.
- Speak kindly about others, hold confidences, and do not gossip.
- Respect all adults, obeying them, calling them by their proper title, and making eye contact when speaking to them.
- Take responsibility for their own actions.
- Be polite and use proper social manners, saying please and thank you, opening doors for others, saying hello when you pass someone, using one's name when speaking to other students and adults.
- Listen attentively.
- Be diligent with all responsibilities, whether in the classroom or during activities.
- Appreciate the efforts of others, whether in academics, athletics, the arts, or leadership.
- Encourage teamwork and community, and not sow discord.
- Accept direction and correction from any authority without being defensive or evasive, and without quibbling.
- Put others before themselves.
- Encourage others to seek out their gifts, reach their potential, and grow to be more Christ-like.

GUIDING PRINCIPLES

Discipline addresses the areas of prevention, correction, and restoration. Discipline decisions must consider the good of the individual and the good of the whole school community. This handbook addresses many rules and consequences but is not exhaustive. The Administration will use its best judgment in all cases of misconduct.

OFF-CAMPUS MISCONDUCT

The Student Disciplinary Code and all PCS penalties may apply to conduct off school grounds, particularly those that may endanger the health or safety of PCS students within the school setting or substantially interfere with the educational process.

Examples of off-campus misconduct that may be subject to PCS discipline include, but are not limited to, illegal activity, threats of violence, alcohol possession/use, fighting, inappropriate social media postings, hazing, drug possession/use or sales, firearm possession, violent offenses, robbery, burglary, arson, and sexual assaults.

PCS considers a student an official member of the student body from their first day of acceptance at PCS until graduated, withdrawn, or removed. PCS has a "24-7-365" aspect to the PCS Code of

Conduct. PCS reserves the right to discipline for both on-campus and off-campus misbehavior during the student's tenure at PCS.

When deemed necessary and/or required by law, certain acts of student misbehavior, whether on campus or off-campus, may be reported to appropriate authorities.

PCS parents or guardians shall not knowingly facilitate or allow the violation of rules of PCS or the law, such as the failure of parents to adequately safeguard any alcohol or drugs they possess, or to provide reasonable supervision standards in order to significantly minimize the possibility of alcohol or drugs being brought into the home, another location of social gathering, or to school functions or property. When parents or guardians knowingly facilitate or allow the violation of rules of PCS or the law, the result may include the immediate termination of the relationship between the family and PCS. It is not the responsibility of the school, nor does it have the resources or ability to police a student's behavior off campus during non-school hours or days. Members of the PCS family who become aware of violations of school policies that occur beyond school property, school activities, or school hours should first consider speaking directly to the other families involved, as PCS often is not in the best position to do anything about the concern under such circumstances.

STUDENT RESPONSIBILITIES WHEN WRONGDOING OCCURS

Occasionally, a PCS student may find himself/herself in a situation when clear violations of this Code of Conduct (e.g., consuming alcohol, taking drugs, immoral behavior, etc.) are occurring. It is the responsibility of that student to take immediate and reasonable steps to remove himself/herself from the location of the wrongdoing. If such steps are not taken, the student may be subject to disciplinary action. When PCS employees request truthful answers from a student regarding allegations about their own actions or the actions of others, it is done with a presumption of full disclosure.

3.36 Conflict Management - The Matthew 18 Principle

All student conflict is handled at each grade level in such a way that is appropriate to that age level. When there is a student conflict the Matthew 18 principle is the basis for resolving these conflicts. God clearly lays out the steps to take to deal with someone who has sinned against you in Matthew 18. The teacher and principal will help students walk through this process to resolve any conflicts that may arise.

STUDENT/STUDENT CONFLICT

We are all human and will have conflict at some point in our relationships. Thankfully God has given us an outline of how to resolve conflict and disagreements with those around us. If a student finds themselves in a conflict or disagreement with another student the following process should be followed:

- The student should go to the one who offended them and kindly and confidentially discuss the issue. This can be a hard process especially when you are in school but PCS faculty and administration encourage students to work out their issues between themselves if at all possible.

- If going to the student kindly and confidentially does not work it is important to ask for help. God has blessed PCS with faculty and administration that desire to serve through helping students, especially young believers, to resolve their differences in such a way that they grow from the experience. If a student is having a hard time approaching the one they are in conflict with they may ask a teacher to help them walk through that process to reconcile the problem and restore the relationship.
- If the issue is still ongoing and not resolved then, under the leadership of the teacher, the matter will be taken to the principal. The principal will be asked to offer wisdom and direction for the student. At this time the principal will decide if this matter needs to be addressed further by school policy or if there is support teachers and administrators can offer to help reconcile the issue.
- The goal of all conflict resolution is reconciliation and restoration of the relationship. PCS desires to guide students to be peacemakers and to foster relationships that can be open, honest and God honoring.

STUDENT/PARENT/TEACHER CONFLICT

Just as students have disagreements between themselves, students may also have disagreements with teachers. Students are always encouraged to share their disagreements with parents for guidance and support. However, sometimes if these disagreements cannot be resolved by the teacher and student a parent may need to be involved. God has outlined for us to resolve our conflicts according to the Matthew 18 principle even when it may involve a student and teacher or a teacher and parent. If such a situation arises we ask that the following process should be followed:

- Students and parents should always address questions, concerns or disagreements directly to the teacher. In a kind and respectful manner a meeting should be requested to discuss the issue at hand. The goal of the meeting will be to resolve the conflict and restore the teacher/student relationship. Once the matter has been discussed with the teacher and if a resolution has not been met then the student or parent may then go to the principal and address the matter.
- The principal will then discuss the matter with the student or parent and host a meeting with the student/parent, teacher and him or herself. The goal of the meeting will be to resolve the issue and restore the relationship between the student and teacher. Once the conflict or disagreement has been discussed and if a resolution has not been met then the student/teacher/parent and/or principal will then make an appointment with the Executive Director.
- The goal of all conflict resolution is reconciliation and restoration of the relationship. PCS desires to foster relationships that can be open, honest and God honoring.

3.37 Zero Tolerance Policy

A student who at any time is in possession of or in the use of illegal drugs, alcohol, or lethal weapons on the Portland Christian School campus or at any school-related event will immediately be suspended from school pending an investigation with expulsion from school as a potential outcome.

It is illegal and forbidden to use, sell or possess firearms/weapons/explosives, drugs or alcohol on campus, traveling to or from campus or at any school function, including school- sponsored trips and occasions when one is representing the school. This includes attending any school function when one is under the influence of drugs or alcohol. Law enforcement officials shall be notified where deemed necessary. Students are encouraged to lessen consequences by coming forward on their own under the guidelines of the Self- Reporting process outlined below.

If an agent of the school becomes aware of alcohol and/or drug use involving our students, this information will be shared with the parents and the appropriate school authorities. PCS will investigate the details and PCS's Zero Tolerance Policy will be implemented.

3.38 Self-Reporting

Students who choose to seek help and who recognize and confess that their behavior and action is in violation of PCS's standards exhibit high character and maturity and will stand a much better chance of lessening potential consequences, although PCS reserves the right to administer discipline according to the situation at hand. The process for self-reporting is as follows:

1. A student may contact a faculty or staff member on campus with whom he/she is close and confide in that person the problem that he/she is planning to correct.
2. The student must then inform his/her parents of the problem. (Note: the student is welcome to have the faculty or staff member present.)
3. The faculty will notify the Principal and Head of School.
4. The student must agree to submit to a correction plan that is designed collaboratively by the school, student, and the parents.

Notwithstanding these policies on discipline and behavior, PCS reserves the right and authority to govern and rule regarding all matters of student behavior, whether listed here or not; and reserves the right and authority to govern and rule regarding any matter concerning a student who is involved in illegal activities, whether on-campus or off-campus.

3.39 Social Media and Personal Communications Policy

Portland Christian School believes students should portray Christ-like character on and off campus. This also includes the area of social media. It is impossible to make an all-inclusive list of inappropriate or offensive behaviors, however, following is a list that includes some things that would be considered inappropriate or offensive. If a student chooses to participate in them, appropriate disciplinary action will take place, including possible expulsion. Personal electronic devices should not contain any content of a sexual or graphic nature. Photos, videos, online content, text/picture messages, links to websites, tweets/re-tweets, comments, images, inappropriate memes, or posts that deal with any of the following areas:

- The personal use or possession of alcohol, drugs, and tobacco products, or items that condone drug-related activity. This includes any drug paraphernalia.
- Content that is of a sexual nature.
- Actions that might be considered cyber-bullying, include content that is unsportsmanlike, derogatory, demeaning, or threatening toward any individual or entity.

Examples of these include comments regarding teachers, staff or our school, another school, coaches, or students as well as against any race or gender.

- Content that depicts or encourages unacceptable, inappropriate, disrespectful, violent, or illegal activities. Examples of these include hazing, sexting, sexual harassment/assault, full or partial nudity, inappropriate gestures, stalking, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug/alcohol use.

PCS seeks to help our students build a positive legacy. Students should always remember that they live in a digital world and create digital footprints with anything they do online—the internet is permanent. Please keep in mind that college admissions counselors and future employers do read online profiles and make decisions based upon the information they find. Students should be careful about sharing personal information online and the digital reputation they build. PCS expects students to model Christ even through their online activities.

3.40 Technology Use Policy

This policy defines the boundaries of acceptable use of PCS computing and communication resources, including computers, devices, electronic data, networks, services, information sources, communication services, and other communication resources.

PCS's computing and communication resources are the property of PCS. They are to be used for the advancement of PCS's spiritual, educational, service, community outreach, administrative, and business purposes. Computing and communication resources are provided for the use of faculty, staff, currently admitted or enrolled students, and other properly authorized users.

REQUIREMENTS AND PROHIBITED USES

Requirements for the Use of PCS Computing and Communications Resources

- Users must comply with all applicable local, state, and federal laws and regulations, and with PCS policies. Users must be truthful and accurate in personal and computer identification.
- Users must respect the rights and privacy of others, including intellectual property and personal property rights. Users must not compromise the integrity of electronic networks, must avoid restricted areas, and must refrain from activities that may damage the network, or transmitted or stored data.
- Users must maintain the security of their accounts and are to protect their account passwords.

Prohibited Uses of PCS Computing and Communications Resources

- Unlawful posts or communications, including threats of violence, obscenity, pornography, and harassing communications, are prohibited.
- Any alteration of addresses, uniform resource locator (URL), or other action that masks any PCS domain as a host site is prohibited unless authorized by the PCS Technology Department.
- Unauthorized anonymous and/or pseudonymous communications are prohibited. All users are required to cooperate with appropriate PCS personnel or other authorized

personnel when investigating the source of anonymous messages.

- Misrepresenting or forging the identity of the sender or the source of an electronic communication is prohibited.
- Unauthorized acquisition attempts to acquire and use of passwords of others are prohibited.
- Revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access without authorization by the PCS Technology Department is prohibited.
- Unauthorized use and attempts to use the computer accounts of others are prohibited.
- Altering the content of data or communications originating from another person or computer with intent to deceive is prohibited.
- Unauthorized modification of or deletion of another person's files, account, or communications is prohibited.
- Use of PCS computer resources or electronic services without authorization or beyond one's level of authorization is prohibited.
- Making PCS computing resources available to individuals not affiliated with PCS without approval of the PCS Technology Department is prohibited.
- Interception or attempted interception of data or communications by parties not authorized or intended to receive them is prohibited.
- Compromising the privacy or security of electronic information is prohibited.
- Infringing upon the copyright, trademark, patent, or other intellectual property rights of others in computer programs for electronic information (including plagiarism and unauthorized use or reproduction) is prohibited. The unauthorized storing, copying or use of audio files, images, graphics, computer software, data sets, bibliographic records and other protected property is prohibited except as permitted by law.
- The act or attempt to circumvent, alter, interfere with, disable, or disrupt any computer or network accounts, applications, communications, services, systems, or equipment is prohibited.
- The propagation of computer "worms", "viruses", "trojans" or "malware", the sending of electronic chain mail, and inappropriate "broadcasting" of messages to individuals or hosts are prohibited.
- Failure to comply with requests from appropriate PCS officials to discontinue activities that threaten the operation or integrity of computers, systems, or networks, or otherwise violate this policy is prohibited.
- Altering or attempting to alter files or systems without authorization is prohibited.
- Scanning of networks, networked devices, or applications for security vulnerabilities without specific authorization by the PCS Technology Department is prohibited.
- Attempting to alter or connect any computing or networking components/services (including, but not limited to, bridges, routers, firewalls, DNS servers, DHCP servers, wireless access points or "hot spots", switches and hubs) on the PCS network/campus without approval of the PCS Technology Department is prohibited.
- Installation or alteration of wiring, including attempts to create network connections, or any extension or retransmission of any computer or network services without the approval of the PCS Technology Department is prohibited.
- Conduct leading to disruption of electronic networks or services is prohibited.

- Conduct leading to the damage of PCS electronic information/data, computing/networking equipment, and resources is prohibited.
- Unauthorized use of PCS trademarks or logos and other protected trademarks and logos is prohibited.
- PCS and department Web pages may link to commercial Web sites, but any link that generates, or has the potential to generate, revenue to PCS or to any individual or company, including click trade or banner advertising, must be approved by the PCS Development Office.
- Use of PCS computer resources for private business or commercial activities, fund-raising or advertising on behalf of non-PCS organizations is prohibited.
- The unauthorized reselling of PCS computer resources is prohibited.

PRIVACY AND SECURITY

Confidentiality

Confidentiality of communications and other network transmissions cannot be assured. Therefore, all users should exercise caution when sending personal, financial, confidential, or sensitive information electronically.

Routine Logging and Monitoring

Certain electronic and network activities are routinely logged and monitored. These activities include but are not limited to:

- Use of passwords and accounts accessed
- Time, duration, and amount of activity
- Access and use of PCS equipment and services access
- Use of Web pages and Internet services access
- Use of electronic resources and services

Detailed Session Logging

In cases of suspected violations of PCS policies, especially unauthorized access to computing systems, the PCS Technology Department or school administration, may authorize detailed session logging. This may involve a complete keystroke log, screen shots, application use, and transaction details of an entire session. In addition, the Technology Department or school administration may authorize searching of user files to gather evidence on a suspected violation.

Responsibility for Data Security

Software and physical limitations, computer viruses, and third-party intrusions can compromise security of data storage and communications. PCS takes reasonable precautions to minimize risk. PCS is not obligated to maintain backups of any file/data for any length of time.

Right to Examine Computers and Equipment

PCS-owned computers and equipment may be examined to detect illegal content and to evaluate the security of the network. Networks, networked devices, and applications may be scanned for vulnerabilities as authorized by the PCS Technology Department.

TERMINATION OF SERVICES

When a user's affiliation with PCS ends, PCS will terminate access to computing and communications resources, electronic services and accounts. The user will have one week to request access to any user generated documents or communications stored. After that time, the user's data will be deleted. PCS may, at its discretion, permit the user to have access to accounts and have communications forwarded or redirected for a limited period of time. PCS may keep select files as examples to assist with future classes.

3.41 Cell Phone Usage Policy

Students may have cell phones on campus. **However, they must be turned off and remain in their backpack/locker from 7:40 am - 3:00 pm.** 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 but a minimum of 1 school day.** Continued abuse of this policy may result in a student's privilege being revoked. Parents wishing to contact students should call the school office. Messages for students will be given to them promptly. **Please take care of any family logistical details prior to your child leaving for school in the morning.** Any device that can send or receive messages would be considered a violation of this policy and will be handled in kind.

3.42 Dress Code Policy

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.

SHIRTS

- Oxford style button down shirts for boys and girls – white or black, short or long sleeved
- Polo shirts – solid color White, Black, Hunter Green, or Gray
- PCS shirts (*available to purchase through the Athletics Sideline Wear online store*)

SWEATERS/SWEATSHIRTS

- Cardigan sweaters – solid black, hunter green, or gray are allowed. PCS school wear shirt must be worn underneath.
- V-neck black sweater - Purchased through Shaheen's store with embroidered school crest.

- PCS hoodies, quarter zips and sweatshirts - Solid color White, Black, or Gray may be worn by K-5 grade students. A small emblem is acceptable. Items are available to purchase through Shaheen's and the Athletics Sideline Wear online store.

JACKETS/COATS

- Only PCS jackets may be worn in the classroom as needed. Other jackets/coats will need to be taken off upon entering the classroom.

PANTS/SHORTS

- School wear pants/shorts are to be identified as "School Uniform" style in khaki or black. All must be of modest fit. Joggers are NOT permitted.
- K-5 grade students may wear jeans with no rips, tears, holes or embellishments - i.e. embroidered hearts, guitars, frayed edges etc.
- Jean shorts are NOT permitted.

TRACK SUITS

- Track suits are available to purchase through Shaheen's and through the Athletic Sideline Wear Store.

SKIRTS/JUMPERS

- Girls may wear uniform skirts and jumpers in solid khaki, gray, black or PCS Green Plaid (available at Shaheen's). Skirts must be no shorter than the top of the knee when sitting or standing.
- Shorts (uniform, biker or athletic) or solid color leggings in black, white, green, or gray, may be worn underneath uniform skirts.

HATS/CAPS/HOODS

- Are NOT allowed during the school day.

BELTS

- A belt should be worn, if needed.

SHOES

- Rubber soled athletic shoes with socks must be worn during PE. All shoes must have a back. No flip-flops, athletic slides, or backless shoes of any kind are permitted.
- Crocs or similar style shoes are permitted as long as they are worn with a strap behind the heel.

HAIRSTYLES/JEWELRY/TATTOOS

- No extreme hairstyles are permitted, teachers must be able to see the student's eyes and face.
- No unnatural hair color is permitted.
- Extreme jewelry, such as gauges, are not permitted. Girls may wear small earrings, boys are NOT permitted to wear earrings.
- Visible body piercings are NOT allowed.

- Visible tattoos, temporary or permanent are not permitted.
- All undergarments must not be visible.

AFTERSCHOOL EVENTS

- Clothing and accessories should not display graphics or lettering that endorses a message contrary to the Christian mission or rules of the school. Appropriate jeans, t-shirts, shorts, 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 the student change into different garments, or refuse admittance to school or to any school function if the student does not meet dress code standards. Administration has the authority to interpret and enforce the dress code. **