



PORTLAND

CHRISTIAN SCHOOL

Upper School

Parent & Student Handbook

Teaching Truth, Transforming Lives.

Since 1924

FOUNDATIONAL BELIEFS

Statement of Faith	5-6
Core Values	6-7
Biblical Authority	7
Philosophy of Education	7-8
Statement of Objectives	8-9
Biblical Positions	9
Bible Teaching Policy	9
Genesis Doctrinal Statement	9
Marriage and Sexuality	9-10

POLICIES & PROCEDURES

Admissions	10
Tuition & Fees	10-11
Graduation Requirements	12-13
Christian Service	13-14
Earning College Credit	14
Advanced Placement	14
Dual Enrollment	14
Grade Requirements	15-20
Academic Probation	20
National Honor Society	20
Scheduling/Schedule Changes	20
Transfer Credits	21-22
Attendance	22
Wellness Policy	22-23
Absences/Make-Up Work	23-25
Tardy Policy	25-26
Student Conduct/Discipline	26-28
Lifestyle Behaviors	28-32
Expected Student Outcomes	32-33
Comprehensive Drug Abuse Policy	34-39
Social Media Policy	39-40
Kingdom Diversity Statement	40-45
Upper School Uniform Policy + Enforcement	46-47
Upper School Uniform Guidelines	48-49
Matthew 18 Principle	49-50
Eligibility for Extracurricular Activities	50-52

Reporting Child Abuse	52
School Hours/Closings	52-53
Chapel and Assemblies	53
National Anthem	53
School Fines	53
Closed Campus	53
Lunches	54
Water Bottle/Drinks	54
Vehicles/Student Driving	54
Phones/Messages	55
Lost and Found	55
Logo Use and Representation of PCS	55
Technology Use Policy	55-58

Parents and Students,

Since 1924, Portland Christian School has partnered with families and the local community to provide a rigorous, Christ-centered, family-friendly learning environment grounded in the truths of God's Word. We are so glad that you are a part of our school family, and we are excited about serving you and your children!

This handbook is intended to communicate our expectations to students and parents and to express our commitment to spiritual and academic excellence. We trust that you will find useful information and opportunities to meaningfully participate in the life of the school. Please encourage your children to support the school's mission and get involved in some of the many programs that we offer at Portland Christian Upper School. There are also many ways that you, as a parent, can share your time, talent, and treasure. Thank you for taking time to read this important document. Portland Christian Schools reserves the right and has sole discretion to make updates and changes as we see fit. Please refer to the [website](#) for the most recent edition.

Additionally, please check our [website](#) and FACTS for additional information and the latest school news. You can also stay up-to-date and connected through email and text updates and through our social media platforms (Facebook, Twitter, Instagram). We are continually seeking ways to enhance our communication channels. Thank you for giving us the gift of your children. Welcome to PCS!

Jason Hobbs, Ed.S.
Principal, Upper School
[Portland Christian School](#)

FOUNDATIONAL BELIEFS

Portland Christian 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, socially, and physically. We produce graduates who love God, love people, and serve their community

At Portland Christian 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

Statement of Faith

- *We believe the Bible to be the inspired, and only infallible, authoritative, inerrant Word of God. (II Timothy 3:16, 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).

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.

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.

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.

SPIRITUAL EMPHASIS

The Board of Directors urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5-8, 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.

Statement of Objectives

1. To study Scripture as the only inspired, infallible, authoritative Word of God.
2. To study all subjects through the light of God's Word.
3. To help students confront the sin in their lives and respond obediently to Christ.
4. To encourage students to develop Christian maturity by involvement in or with school activities.
5. To equip students to be active witnesses for Christ.
6. To emphasize high standards of morality.
7. To train and discipline students with Christ's redemptive love. To prepare and

- train students for college.
8. To train students to be responsible citizens.
 9. To challenge students to use their abilities to their fullest potential.
 10. To motivate students to research and seek out answers independently. To encourage student creativity.

Biblical Positions

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.

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.

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.

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.

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-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

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. A student attending Portland Christian Schools has signed a statement declaring they will abide by the rules and standards of the school.

Admissions

Subject to the Constitution of the United States and all applicable state and federal laws, Portland Christian Schools 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.

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.

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.

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.

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.

Requests for 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.

Portland Christian Upper School Graduation Requirements

A minimum of Twenty-four (24) credits are required for graduation. Those credits include the following minimum requirements:

Subject	Standard Credits	Pre-College Credits
Bible	4	4
English	4	4
Social Studies	3	3
Mathematics	4	4
Science	3	4
Health	0.5	0.5
PE	0.5	0.5
Visual and Performing Arts	1	1
Foreign Language	0	2
Electives	4	3
	24	26

PCS students must complete 24 credits to earn a Standard Diploma and 26 credits to earn the Pre-College diploma.

In addition to high school graduation requirements above the state of Kentucky requires the following: 1. Students must demonstrate competency in technology 2. Students must demonstrate knowledge in Civics (must pass a civics test) 3. Students must demonstrate financial literacy.

One credit must be earned in Bible for each year the student attends Portland Christian High School.

Example: a student who entered PCS in 11 th grade would be required to have two 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.

Honors, Advanced Placement (AP) and Dual credit courses are available. See the high school counselor for additional information.

Diploma Options

The following are diploma options available to students at Portland Christian School:

Standard Diploma

- Any student who has:

- Complete 24 credits
- This includes elective credits
- Complete the Standard Curriculum

Pre-College Diploma with High Honors

- Any student who has:

- Complete 26 credits
- This includes elective credits
- Completed the Pre-College Curriculum
- Standard +two years of same language and an additional science credit
- Completed 4 higher-level courses
- Courses are marked in the course catalog by **
- Higher-level courses may be weighted differently
- Earned a cumulative GPA of 3.5 or higher

Pre-College Diploma with Honors

- Any student who has:

- Completed 26 credits
- This includes elective credits
- Completed the Pre-College Curriculum
- Standard + two years of the same language and an additional science credit
- Completed 2 higher-level courses
- Courses are marked in the course catalog by **
- Higher-level courses may be weighted differently
- Earned a cumulative GPA of 3.0 or higher up to a 3.49

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
- Must be a student in good standing
- If GPA is .08 or less between students:
 - If GPA margin of difference is .08 or less between 2 graduating seniors there will be 2 valedictorians awarded and no salutatorian
 - If GPA margin of difference is .08 or less between 3 or more graduating seniors ACT score will determine class ranking between these graduating seniors.

Christian Service (High School)

At Portland Christian we desire our students to engage within their community, their state, their country, and their world. As our world continues to shrink with global technology and communication advances, Christians must learn how to navigate and interact with people of differing backgrounds, cultures, and experiences.

Christian Service hours are defined as the following, "Time spent glorifying God through acts of service in the church and in the community ('community' is defined as any non-profit organization that has an emphasis toward assisting the community, especially the disenfranchised)."

Each year, students are required to perform 4 hours per quarter (minimum) of Christian Service (16 hours total). Christian Service hours begin June 1st of the current school year and conclude the second week of May. Christian Service hours will be integrated into all Bible courses and count for 5% of the student's quarterly Bible grade. The Submission Form is on the school website. Seniors will not graduate unless Christian Service hours for their tenure at PCS are completed.

Earning College Credit

There are two methods by which eligible students can receive Upper School credit with the opportunity to also earn lower division college credits in a variety of content areas. There are prerequisites that students must meet to be accepted into these courses.

Advanced Placement (AP)

Students are enrolled into AP classes, with consideration to teacher recommendations, AP potential scores and previous grades. Once enrolled, students are required to take the AP exam at the end of the year and must submit payment for that test (appx. \$95.00 per test) by the end of the first month of school.

To receive college credit, one must take the exam and earn a score of typically a 3, 4, or 5. (Requirements differ between universities.) It is the student's responsibility to contact colleges or universities (of interest to them) regarding the requirements for acceptance of AP scores for credit.

Dual Credit (DC)

PCS currently uses Asbury University and Campbellsville University for DC courses. These courses are taught online with a university professor. PCS provides the technology, class period and a faculty facilitator for these classes. All grading and policies are strictly through the universities. It is the student's responsibility to contact colleges or universities of interest to them regarding the acceptance of DC credits. Students must register with the applicable college and pay that school's tuition and other fees. The colleges will grant students 3 or 4 college credits (amount varies per course) if they earn a "C" or higher for the semester. All DC courses are weighted on a 5.0-point scale and designated as DC on transcripts. Upon successful completion of these courses, it is the student's responsibility to send transcripts from the originating institution to the college or university of their choice.

Placement Testing

To assess the needs of students, incoming freshmen, and other new students when deemed necessary, will be given placement tests. Arrangements must be made through the school office to take the tests prior to enrolling in PCS.

Grades and Academic Honors

Grade Reports

Report cards are issued every nine weeks for grades 6-12. Report Cards are emailed home the 1st three quarters and then a hard copy is mailed home the fourth quarter. Parents are encouraged to communicate frequently with teachers. They may do so through FACTS – our school web-based communication system, e-mail, conference

requests or by calling their child's teacher. Please allow 24 hours for teachers to respond to all correspondence.

Parent/Teacher Conferences

Parents may request a conference with your student's teacher, counselor or academic support. Teachers may be contacted through email or by leaving a message with the school office. Teachers have 24 hours to respond, not including holidays or weekends.

Grade Point Average

A student's GPA is based on semester final grades with all courses included in accordance with the credit received. Quality points are assigned as follows: A=4.000, B+=3.333, B=3.000, B-=2.667, C+= 2.333, C=2.000, C-=1.667, D+= 1.333, D=1.000, D-=.667, F=0.00. Advanced Placement (AP) and Dual Credit (DC) classes will be based on the following grading scale (**this scale will be used for class rank purposes only**): A=5.000, B+=4.333, B=4.000, B-=3.667, C+=3.333, C=3.000, C-=2.667, D+=2.333, D=2.000, D-=1.667, F=0.00.

Letter Grade	Unweighted GPA	Weighted GPA	Percentage
A	4	5	90-100
B+	3.33	4.33	87-89
B	3	4	83-86
B-	2.67	3.67	80-82
C+	2.33	3.33	77-79
C	2	3	73-76
C-	1.67	2.67	70-72
D+	1.33	2.33	67-69
D	1	2	63-66
D-	0.67	1.67	60-62
F	0	0	59 and below

Homework

1. Students should expect regular homework assignments. Homework is assigned for the following reasons: To increase self-reliance and self-discipline; To reinforce and extend classroom learning; To provide practice in skills and problem solving; To provide opportunities for special projects, such as book reports, compositions and special research projects.
2. Teachers reduce the amount of homework or give students time in class to complete assignments on Wednesday night because of church services that many students attend. However, assignments made prior to Wednesday, which are due on Thursday, may require some preparation on Wednesday night.
3. Assignments are to be completed on time and composed properly. Good grammar, neatness, and correct spelling are expected on all assignments. Sloppiness, carelessness and thoughtless content will not be allowed. Such work may be returned to the student for revision.
4. Homework should be individual work, not to be shared, unless so specified by the teacher. Sharing homework is considered cheating, and is considered a major violation of the disciplinary code.

5. Students should use Internet resources appropriately. Information copied directly from Internet sites will be considered cheating. Sharing homework is considered cheating, and is considered a major violation of the disciplinary code.
6. The time required for homework will vary with the pace of the individual student and his/her course load. The amount of work required for advanced placement and honors-level courses is greater. Suggested amount of homework per night: 1-2 hours.
7. Students failing to complete daily homework assignments in the time allotted by the teacher will receive a grade reflecting a penalty. Each teacher's policy will be explained in the course syllabus given to students at the beginning of the course. The late work policy is determined by individual departments; please see the syllabus.

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. The use of online translators to complete work assignments for language classes would also be considered a violation. (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 rewords it to avoid detection.

How to avoid plagiarism in your writing:

- Document all direct quotations.
- Make sure that you have copied each quotation word for word and that the punctuation is the same as the original.
- Document information you've paraphrased or summarized. This includes all ideas and expressions that you adapted from your sources.
- Follow documentation style (MLA, APA, Chicago Manual, etc.) required by the course instructor.
- Consider Biblical instruction: "Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth"

(2 Timothy 2:15, New International Version).

NOTE: Sources include periodicals (magazines, journals, newspapers), internet sites, databases, digital media (all types), books, brochures, letters, television programs, films, artwork, musical compositions, speeches, charts, maps, organizations, individuals, and any additional printed or unprinted forms of communication.

The only information not requiring acknowledgment and documentation is common

knowledge. Common knowledge is information that can be found in several different sources, usually exists in more than one subject area, and is knowledge that many people possess.

Issues of cheating and 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.

Semester Exams & Projects (High School Only)

Semester exams are administered in the Upper School to measure the students' retention of the material studied and to give the students experience in taking comprehensive tests. These exams are usually given on the last four days of each semester. Some courses may require students to complete a project in place of an exam. Projects carry the same weight as exams. Refer to the class syllabus for specific information. Exams/Projects are a major factor in determining semester grades. They count as 10-20% of the semester grade (depending on grade level). Exams/Projects reflect the learning over 18 weeks and should be taken seriously as they help determine grades which are placed on their permanent Upper School transcripts. Planned absences are not allowed. Students missing an exam due to illness will be required to make arrangements to take the exam during the make-up period. A student who does not show up for a scheduled exam without the administrative approval will receive a 10% reduction of their semester exam grade.

Semester exams will be figured in the semester grade according to the following graduated scale:

Class Year	Percentage of Semester Grade
Freshmen	No more than 10% of semester grade
Sophomores	No more than 15% of semester grade
Juniors	No more than 15% of semester grade
Seniors	No more than 20% of semester grade

Students should be aware that mixed grade-level classes may affect the weight of the exam. Please refer to the class syllabus for the exam weight for a particular class.

PCS observes special scheduling for exams. Uninterrupted blocks of time are scheduled for exams. Two exams are given daily.

Exams must be rescheduled through the office prior to the exam day. Seniors may reschedule any exam that falls on graduation day at no charge. All other senior finals must be taken as scheduled. Students who reschedule exams for any other reason must have administrative approval and will be charged \$15 for each rescheduled exam.

Weighting of Grades - Each Quarter (9 Weeks)

Summative Assessments 60%

- Should have at least 1 per three weeks (15 school days)
- Exams, Projects, Papers, etc.

Daily Assignments/Formative Assessments/Homework/Participation 40%

- Should have 3-5 per week (5 school days)
- Formative Assessments would include Exit Slips, Low-stakes quizzes and polls, dip sticks, interview assessments, etc. Please include at least 1 recorded FA per week to help inform instruction; however, FA should be occurring daily.

Semester Grades

Example: Senior Class Semester Grade Example

First Quarter (9 Weeks Grade percentage x .4) 40%

Second Quarter (9 Weeks Grade percentage x .4) 40%

Final Exams (Semester Exam grade percentage x .2) 20%

Example: Sophomore/Junior Class Semester Grade Example

First Quarter (9 Weeks Grade percentage x .425) 42.5%

Second Quarter (9 Weeks Grade percentage x .425) 42.5%

Final Exams (Semester Exam grade percentage x .15) 15%

Example: Freshman Class Semester Grade Example

First Quarter (9 Weeks Grade percentage x .45) 45%

Second Quarter (9 Weeks Grade percentage x .45) 45%

Final Exams (Semester Exam grade percentage x .1) 10%

Questions about Grades

Since grades are recorded in FACTS we expect parents to routinely monitor their student’s grades. Questions about a grade must be initially addressed within one week of the grade being posted or released. We won’t entertain changes once grades are posted to the transcript.

Citizenship/Behavior Marks

Students will be given a citizenship mark on their grade reports for each class. PCS expects students to behave in a Christ-honoring way and believes this is an important part of educating students in the light of God’s Word.

Citizenship marks will be determined by the following rubric:

	O	S	N	U
Respect for God, Others, & Yourself Luke 10:27, Psalm	Always follows classroom rules. Including those related	Consistently follows classroom rules. Including those related	Frequently disregards classroom rules. Including those related	Consistently disregards classroom rules. Including those related

86:12, I Peter 2:17, Leviticus 19:18, Psalm 8:3-5, Psalm 19:14, Proverbs 12:22, Ephesians 4:25	to food, drink, preparation for class, distractions, and disruptions. Always works to the best of their ability.	to food, drink, preparation for class, distractions, and disruptions. Consistently works to the best of their ability.	to food, drink, preparation for class, distractions, and disruptions. Consistently does not work to the best of their ability.	to food, drink, preparation for class, distractions, and disruptions. Frequently does not work to the best of their ability.
Respect God's Facility I Chronicles 29:11 I Corinthians 4:2	Always respects school buildings, grounds, desks, etc.	Consistently respects school buildings, grounds, desks, etc.	Frequently disrespects school buildings, grounds, desks, etc.	Consistently disrespects school buildings, grounds, desks, etc.
Encourage Others I Thessalonians 4:18 Hebrews 3:13	Always encourages others through actions and words.	Consistently encourages others through actions and words.	Frequently inconsiderate to others through actions and words.	Consistently inconsiderate to others through actions and words.
Do When Asked Philippians 2:5	Always complies with directions, requests, or correction.	Consistently complies with directions, requests, or correction.	Frequently does not comply with directions, requests, or correction.	Consistently does not comply with directions, requests, or correction.

Incompletes

Students who receive an "incomplete" in a course must complete the work within two weeks of the end of the semester. Incompletes are only to be used in rare situations where a student has suffered a significant hardship preventing him or her from submitting a portion of the required work for a class. The two-week period is a grace period to allow the student to recover from the hardship. If the student does not make up the incomplete work, then the grade will be calculated with zero credit for the missing work.

Failures

Students who fail a required course must meet with their Academic Advisor and make immediate plans to satisfy the failed course requirement. Before enrolling in a course students must submit a course approval form. Seniors who fail a required first semester

course must complete an approved equivalent course by April 30 and submit an official transcript to participate in graduation. The monitoring and completion for an outside course is the sole responsibility of the student/parent. Seniors who fail a required second semester course must complete an approved equivalent course by August 1st to receive a PCS diploma. These students will not participate in graduation ceremonies.

Academic Probation

A student may be placed on academic probation at the discretion of the administration when a student is not on track to graduate. The administration may ask the student to leave the school when it becomes apparent that the student is not on track to graduate. Criteria for this decision may include course work deficiencies, lack of effort, and failure to cooperate with authority and school rules.

Some students may be accepted to PCS on academic probation. This is an alert to the student and parents that the student's academic progress will be monitored, and that the student will be expected to apply diligent attention to their academic progress in order to remain in the school. Students who fail to meet the school's eligibility requirements will also be placed on academic probation.

National Honor Society

The National Honor Society (NHS) began in 1921 as an organization that honors and recognizes students who demonstrate excellence in four areas: scholarship, leadership, service, and character. Seniors, juniors, and sophomores, who have completed their second semester and are in good standing with the school, are eligible for membership if they have earned and maintain an unweighted cumulative grade point average of 3.75 or higher. NHS students complete an additional ten hours of Christian service and participate in several important service projects throughout the school year.

Scheduling

It is important that students choose their Upper School courses wisely since their choices will affect their future education and work experiences. Obtaining a broad base of educational experience is essential in our rapidly changing society; therefore, students are encouraged to select courses from all areas of the curriculum. Wise planning will allow a student to adequately prepare for college, pursue career interests, and take courses for personal enjoyment and enrichment of life in general. Students and their parents are encouraged to seek the advice of teachers and staff as they make plans for registration.

Schedule Changes

All schedule changes must be coordinated through and approved in writing by the Advising Department. No schedule changes will be considered after the first full week of classes. All Schedule changes must be submitted in writing and must occur during the first full week of school ONLY!

Requests for specific teachers, sections, or to be with friends will not be considered. Teachers and/or administrators may initiate a student schedule change to improve student placement. Withdrawal from a course, two weeks after the start of each semester is done only when there are extenuating circumstances and must be approved in writing by the teacher, parent and administrator. Withdrawal after six weeks will result in an "F". The goal is to have a final class roster by the end of the first week of

the semester.

Transfer Credits

Portland Christian Upper School (PCS) will allow students enrolled in the Upper School to complete online courses during the school day. In addition, under special circumstances, PCS will allow students to take courses outside the regular school day. Transfer grades will be added to their PCS transcript and computed according to PCS criteria.

The rationale for allowing students to take courses outside of PCS is as follows:

- It provides students options in how and when they complete their school requirements for graduation.
- It provides students an opportunity to take courses which PCS does not currently offer.
- It allows students to explore fields of study which may guide them to a college major.
- It introduces students to online learning which is part of the college experience at many colleges.
- It allows for credit recovery by students needing to meet graduation requirements after failing a class taken at PCS.
- It provides options for students taking dual enrollment courses.
- It provides the Academic Advising Department more flexibility in scheduling classes to meet students' needs.

Which classes can be taken for credit?

- With prior approval by the Academic Advising Department, Upper School courses that PCS does not currently offer may be taken for credit outside of PCS.
- Under special circumstances, currently offered Upper School classes may be taken for credit outside of PCS with prior approval by the Academic Advising Department. (There must be a significant reason for taking a regularly offered class outside of PCS.)

When can these courses be taken?

- Online courses can be taken at PCS during the school day as arranged by the Academic Advising Department, or outside the school day with prior approval by the Academic Advising Department.
- Any currently enrolled PCS student in 9th through 12th grades may take courses that fit within these guidelines.

How many courses may be taken during a student's Upper School years?

- With prior approval by the Academic Advising Department, students are permitted to take up to a total of eight classes over their 4 years of Upper School outside of PCS. This includes regular Upper School courses and dual enrollment courses.
- Students may take a maximum of two classes per discipline outside of PCS over the course of their years at PCS.
- All classes taken outside of PCS must be taken through an accredited Christian education provider that is approved by the Academic Advising Department.

How are the credits counted?

- After completing an online course, the student must arrange for an official transcript to be sent to PCS. The course, credits and grade will be added to the student's official PCS transcript and will be calculated into the student's GPA.

What requirements must be met for a student to take an online course?

- A student will be required to graduate from PCS with the 28 required graduation credits.
- A student must take the required number of credits each semester—seven classes for 9th, 10th, and 11th grade students: six classes for seniors.
- A student must be available to attend weekly chapel services.
- All costs related to classes taken outside of PCS must be covered by the student's family.
- Prior to enrolling in any course outside of PCS, a student must submit the course name and number (if applicable), the organization from which the class will be taken, and the rationale for wanting to take the course to the Academic Advising Department.
- Once approved, it is the responsibility of the student and parents to be sure the class is completed.
- Once approved, the advising office assumes the completion of this credit and must be notified in writing if the student did not complete the course within the semester it is taken.

Grade Replacement

All courses that are being repeated, for whatever reason, need to be taken at PCS or approved by the Administration.

- Classes taken outside of PCS are entered on the transcript with the name of the institution from where the course was completed, along with the final grade.
- The student must send a transcript to PCS once a class is completed for it to be placed on the PCS transcript.

Attendance

Portland Christian Upper School sets a high standard of excellence in education. This high standard includes the expectation that all students will attend classes daily to achieve the full educational benefit. Absences should occur only when unavoidable circumstances arise. PCS must abide by state attendance laws.

Wellness Policy

Under no circumstances may a student come to school, or a parent bring a sick student to school, if the student is showing any signs of illness. Sick students have the potential to expose other students and staff members who they encounter. A sick student must remain off campus for 48 hours.

Symptoms Requiring Removal or Absence of a Student from School for 24 Hours

- Fever: Fever is defined as having a temperature of 100.4°F or higher taken with a non-contact thermometer (a student needs to be fever free for a minimum of 48

hours before returning to school, that means the student is fever free without the aid of Tylenol®, or any other fever reducing substance.)

- Vomiting: two or more times in a 24-hour period. Note: please do not bring your student if they have vomited during the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking, or continuous coughing.
- An unexplained or undiagnosed rash
- Pink eye/conjunctivitis – pink to red itchy eyes with a discharge
- Student is irritable or requires more attention than we can provide without hurting the health, safety, or well-being of the other students in our care.

Reporting Absences

All student absences are to be reported to the school. This notification should be done no later than 8:00am on the day of the absence.

This must be done each morning of the student's absence. If a parent is reporting a planned absence that is two or more consecutive days in length (i.e. vacation, college visit, or travel to family funeral) a student must follow the protocol listed under "Other Absence Information".

Maximum Number of Absences

The number of allowed absences (excused or unexcused) in a semester is 9. This is on a per class basis. If a student should receive 9 or more absences in a class during one semester, their record will be reviewed as to whether or not credit will be given for that semester. As a school, we would expect that the maximum of 9 absences would be reached only under unusual circumstances. Please keep in mind that it would be wise to vary doctors' appointments throughout the day, so they don't always fall on the same class period. As a rule, any absence from school other than school activities or college visits, would count towards the maximum 9 absences. Please keep in mind that absences with parent permission still count toward the maximum of 9. Following are some examples of circumstances that would apply toward the maximum number of absences:

- Personal illness
- Doctor appointments
- Family vacation
- Suspensions from school
- Truancy
- Extenuating circumstances resulting in more than 3 days of absence may require documentation for a student to be dismissed during school, a parent must call in or student must present a note to the front office. All Students are required to sign-out prior to leaving campus during the school day.

Other Absence Information

1. PCS Activity Absences. Certain PCS school activities require students to be absent from one or more classes. Some examples of activity absences are athletics, field trips, etc. These activity absences do not count towards the maximum of 9 absences.
2. A student participant must be in attendance half of the day to be eligible to practice or participate in any extra-curricular activity on that day. If the student is in

attendance less than four consecutive periods, he/she may observe the practice or event, but may not participate.

3. College Visits. PCS allows juniors and seniors to take two days per year for college visits. These absences do not count towards the maximum of 9. Any visits beyond two would count towards the maximum of 9.
4. Planned Absences. These are absences known about in advance, are two or more days in length, and are not PCS activities. Some examples of these would-be family vacations, college visits, or mission trips. If a student anticipates taking a planned absence, they must follow these steps:
 - a. Receive approved Administrative Absence form signed by the principal two weeks prior to the planned absence.
 - b. Have their teachers sign the Administrative Absence form and obtain from each of their teachers any work or assignments that may be missed. If possible, work should be turned in to the teacher in advance, unless other arrangements are made with that teacher.
 - c. Turn in the completed Administrative Absence form to the front office.
 - d. No planned absences approved during finals.
5. Long term documented medical absences will result in a conference with administration, teachers, parent/guardian, and student. Once the student has **exceeded the allowable absences, all further absences for the remainder of this school year must be verified by a health professional.**
6. Truancy/Unexcused Absences. Students who miss class for an unacceptable reason and without parent or guardian permission are considered truant/unexcused.

Makeup of Work Missed During Absences

- All work missed during absences must be made up, including tests and homework assignments.
- Homework assignments/projects assigned before the absence that were due on the day of an absence or on the day the student returns, must be turned in the day the student comes back to school.
- Students must also be prepared to take any tests assigned before the absence; on the day they return to school.
- Teachers may allow extra time to complete work assigned during an excused absence, but no more than double the number of days absent. Work not turned in during this time frame will be considered late work.

NOTE: It is the student's responsibility to check with teachers regarding their specific make-up work policies.

Homework assignments/tests/projects assigned before an all-day activity absence must be turned in or taken the day the student returns from the activity.

If the student is at school before an activity absence, they must turn in any work due that day or it will be considered late.

Students have the responsibility to check FACTS/Google Classroom for assignments given that day. Any work due the following day must be turned in on time.

Students who will be out for a day or more due to a school activity (i.e., tours, tournaments, club activities, etc.) need to get the work they will miss before they go. The assigned work will be due the day they return unless other arrangements are approved with the teacher.

Due dates for assignments requiring online submissions are due the day a student returns, as stated above.

Students will be given a maximum of 50% for work due during a suspension. However, tests and quizzes can be taken.

The student is held responsible for obtaining work missed due to absences of any kind.

Late Work

Students may turn in late homework assignments one class period (next day) after the original due date.

Students can receive up to 70% of the credit earned on any late homework assignment. Missing homework assignments will be marked as a zero in the grade book no later than 4:00 pm the following class period (day).

Late homework assignments will be marked as “late” in the grade book.

No late assignments will be accepted for classwork that was assigned when a student was present during that class.

Tardy Policy

Philosophy: For students to maximize their classroom learning and to teach self-discipline and responsibility, PCS requires students to come to class on time and fully prepared with the needed materials for class. Tardiness is defined as failing to be in class when the tardy bell rings and ready to learn. We are not only training our students academically, but also in the development of essential habits which will be important to their success later in life. There will be penalties for excessive tardiness. PCS does not distinguish between an excused and unexcused tardy as our policy already has flexibility regarding the number of tardies we allow before any consequences occur.

- Students arriving at school after 8:00 a.m. must sign-in in the office immediately upon arrival at school and before attending class.
- If a student is tardy to class because of another teacher, that student should bring a pass from that teacher explaining the situation. If marked excused, it will not be recorded as a tardy.
- Students more than 10 minutes tardy to class will be considered absent unless they have a pass from a school authority. All students arriving 10 minutes late to class without a pass must be sent to the front office.
- If a student receives a pass from the front office when arriving late to school, it does not necessarily mean that it is excused, the pass will be marked excused or tardy.
- If a student's parent calls in that a student will be late this does not necessarily mean it is an excused tardy.
- Every student who leaves the classroom during instructional time is required to have entered a digital hall pass.

Tardy Discipline: Tardies are accumulated from all classes on a semester basis.

Tardies Per Semester	Tardy Flow Chart
5	Email to notify parent
10	Detention
15	In-school- suspension
20+	Meeting with Administration (Attendance/Probation Contract Completed)

Student Conduct Discipline and Scripture

RESPECT FOR GOD:

Psalm 86:12 – I will praise you, Lord my God, with all my heart; I will glorify your name forever.

Luke 10:27 – Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind.

RESPECT FOR OTHERS:

1 Peter 2:17 – Show proper respect to everyone; love the family of believers, fear God, honor the king.

Leviticus 19:18 – Do not seek revenge or bear a grudge against anyone among your people, but love your neighbor as yourself.

RESPECT YOURSELF:

Psalm 19:14 – May these words of my mouth and this meditation of my heart be pleasing in your sight, O Lord, my Rock and my Redeemer.

Proverbs 12:22 – The Lord detests lying lips but delights in people who are trustworthy.

Psalm 8: 3-5 – When I consider your heavens, the work of your fingers, the moon and the stars, which you have set in place, what is mankind that you are mindful of them, the son of man, that you care for them? You made him lower than the heavenly beings and crowned him with glory and honor.

Ephesians 4:25 – Therefore, each of you must put off falsehood and speak truthfully...

RESPECT GOD'S FACILITY:

1 Chronicles 29:11 – Yours, O Lord, is the greatness and the power and the glory and the majesty and the splendor, for everything in heaven and earth is yours. Yours, O Lord, is the kingdom; you are exalted as head over all.

1 Corinthians 4:2 – Now it is required that those who have been given trust must prove faithful.

ENCOURAGE OTHERS:

Hebrews 3:13 – But encourage one another daily, as long as it is called Today, so that none of you may be hardened by sin's deceitfulness.

1 Thessalonians 4:18 – Therefore encourage each other...

DO WHEN ASKED:

Philippians 2:5 – Your attitude should be the same as that of Christ Jesus.

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.

Means of Discipline

By teachers: Teachers, for the most part, will handle discipline cases in their own way in harmony with school policy. Such discipline may range from reprimand to detention and may include conferences with parents.

By Administration: The administration will handle cases referred to them by staff, as well as cases occurring outside the classroom, and may use a wide range of disciplinary means.

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.

Detention

Detentions are issued by staff for minor infractions and offenses by the students. Using the detention system allows teachers to alert parents of infractions. They are served with the Detention Hall Supervisor for a 40-minute time period after school. Detentions begin promptly at 3:20 p.m. Detention slips are to be signed by the parent/guardian and returned with the student to the Detention Hall Supervisor. Failure to show up to detention or showing up without a signed detention slip will result in an additional detention. If students ride in a carpool or play after-school sports, they must make the necessary arrangements to serve their detentions as assigned.

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 or 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:

1. 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.
2. 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.

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 PCS for digital textbook licenses and other resources PCS commits to during a student's enrollment.

Expulsion

The administrators of the school may expel a student if, in their opinions, it is in the best interests of the school to do so. Expulsion may be the result of chronic violation of school rules and standards or refusal and/or inability to successfully complete the academic program of the school.

Expulsion may also be the result of a single incident or episode that endangers the safety, reputation, or environment of the school.

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.

Student Code of Conduct

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it" (Hebrews

Portland Christian Upper School operates as a Christ-centered college-preparatory school. 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 an 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 or her respect for himself or 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.

Zero Tolerance Policy

Portland Christian Upper School 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 Upper 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.

- Possession or use of Lethal Weapons, Drugs and Alcohol on Campus or at School Events – 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.
- Drug and Alcohol Abuse at Non-School Activities – 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.
- Immoral or illicit sexual behavior.
- Serious threats or intimidation.

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.

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. Finally, 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.

EXPECTED STUDENT OUTCOMES

MISSION STATEMENT: Since 1924, Portland Christian School has partnered with families and the local community to provide a rigorous, Christ-centered, family-friendly learning environment grounded in the truths of God's Word.

Accordingly, the school in dependence on the wisdom of the Godhead and the power of the Holy Spirit will accomplish the following expected student outcomes in the lives of students.

1. ACADEMIC OUTCOMES - Intellectual Achievement

Students should:

- a. Be well prepared in all academic disciplines, including mathematics, science, Bible, English, social studies, fine arts, applied arts, and foreign languages.
- b. Be skilled in reading, writing, speaking, listening, and thinking.
- c. Be able to enter the post-secondary institution of their choice.
- d. Demonstrate a commitment to life-long learning by developing critical thinking skills, valuing reading, using good problem-solving and decision-making skills, and engaging in the open exchange of ideas.
- e. Know how to utilize available resources including technology to find, analyze, and evaluate information.

2. SPIRITUAL OUTCOMES - Personal Beliefs and Behaviors

Students should:

- a. Love God with all their heart, soul, mind, and strength; have a personal relationship with Jesus Christ and are empowered by the Holy Spirit.
- b. Know and defend a Biblical worldview and the Christian faith.
- c. Know and apply God's Word to daily life.
- d. Exemplify Christ by pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
- e. Treat their body as a temple of the Holy Spirit.
- f. Be active in a local church.

3. SOCIAL OUTCOMES – Beliefs and Behaviors toward Others

Students should:

- a. Serve others as their service to Christ.
- b. Respect and relate appropriately to others at home, school, work, and society; demonstrating integrity, justice, mercy, and peacemaking, recognizing that every person has worth because they bear the image of God.
- c. Apply Christian principles such as loving others, carrying out the Great Commission, loving God's Word, and living a life based on prayer.
- d. Demonstrate responsible, Biblical citizenship—understanding and engaging in appropriate social and political activities, appreciating, and properly managing God's creation, and understanding that work has dignity as an expression of the nature of God.

- e. Implement Biblical personal values such as a commitment to healthy family living and proper stewardship of personal resources such as time, talents, and wealth.

4. PHYSICAL OUTCOMES - Beliefs about the Physical Body and Physical Fitness

Students should:

- a. Treat their bodies as a temple of the Holy Spirit.
- b. Present their bodies as a living sacrifice, holy and acceptable to God.
- c. Strengthen their bodies through physical education, extracurricular activities, and athletic competition.

Specific Items

Fighting - Fighting among students is absolutely prohibited. In almost all cases students involved in a fight will be suspended regardless of "who started it."

Academic Dishonesty – Any dishonesty in schoolwork will be reported to the parent(s) and the administration by the teacher. Dishonesty will result in a grade of "zero" for that assignment. Student will also receive a "U" Unsatisfactory on their conduct in the current grading period. Further disciplinary action may be taken by the administration. Students who continue this behavior face possible expulsion. If a student is using or appears to be using an electronic device during a test or quiz without the teacher's permission, it will be considered cheating.

Cheating - is defined as taking credit for work by any dishonest means or assisting another in doing so. Examples of cheating include, but are not limited to, lying to obtain an academic advantage; copying from another student's assignment or exam, writing a paper for another student, sharing your work with another student, and a student that takes or receives copies of an exam or using notes or other information devices during an exam.

Plagiarism is cheating and constitutes a form of academic dishonesty. Plagiarism involves copying another's work whether taken from a paper, speech, article, film, music, image, or online source – whether intentionally or accidentally, in whole or in part, and submitting it as your own work.

Disrespectful and/or Disruptive Actions, Language, Unsportsmanlike Conduct

(extracurricular activities) or Attitudes - Disruptions in class, unruly behavior, talking back to a teacher, staff member or coach, leaving class without permission, and defiant conduct will not be tolerated.

Obscene Behavior - Obscene behavior, which includes cursing, lewd, offensive, or vulgar language or gestures, whether physical, written or spoken, are not permitted and any violation will result in a consequence.

Leaving School without Permission - All students must have permission to leave campus for any reason and any violation will result in a consequence.

Defacing or Damaging School or Staff Property - Malicious or careless acts which result in damage to, or destruction of school, students' or staff members' property will

result in both appropriate disciplinary action and the replacement or repair of such property by the student and his or her parent(s) or guardian(s).

Theft - Theft of personal property or of school property is a serious offense and will not be tolerated. Theft will almost always be punished by suspension from school and police notification. Continued violations may result in administrative withdrawal or expulsion.

Felony - A student will not be retained without board approval if they have committed a felony.

Hazardous Items - Matches, lighters, fireworks, firearms, knives, items that simulate weapons, and other such items that expose students, school personnel, or property to danger are forbidden and should not be in the possession of any student.

Substance Abuse—Comprehensive Drug/Substance Abuse Policy

Purpose

As a Christian school, we believe and teach our students that our physical bodies are the temple of the Holy Spirit, “Do you not know that your body is the temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So, glorify God in your body” (I Corinthians 6:19 – 20). We want God’s best for all of our students in all areas of life, including mental, spiritual, emotional, and physical health (John 10:10).

Students who possess, use, or appear to be operating under the influence of mood or mind-altering chemicals represent an obstacle to providing a safe and healthy learning environment. Student use of nicotine, alcohol, and other drugs/substances impedes PCS’s mission of providing an excellent education in a healthy and safe educational environment to all students. Student behaviors that disrupt PCS’s ability to educate all students at high levels must be addressed efficiently.

The PURPOSE of Portland Christian’s Comprehensive Drug/Substance Abuse Policy is to:

1. Promote healthy lifestyles for all students, on and off campus, specifically related to physical health.
2. Ensure a safe, drug/substance free learning environment for all students.
3. Cultivate a culture where self-reporting and peer reporting of drug/substance usage is encouraged and celebrated.
4. Express God’s love, His desire for restoration, and His power to set students free from harmful addictions.

Goal

Drug/substance abuse occurs as a result of living in a sinful world. God exposes our sin because He loves us. Because He loves us, God wants to set us free from our sin and restore our relationship with Him and our relationships with others. The Word of God teaches us that, “Godly sorrow brings repentance that leads to salvation and leaves no regret, but worldly sorrow brings death” (II Corinthians 7:10).

We recognize that no one enjoys having their sin exposed; however, when a student has

chosen to use harmful drugs/substances, our prayer is that s/he recognizes this as an act of God's mercy and not his judgment. We want students to experience the godly sorrow that leads them to repentance so that they can be set free from harmful addictions and restored in all of their relationships, including their relationship with the school. Our desire is for students to see God's goodness in this process of repentance and restoration, realizing that God's kindness is intended to lead us to repentance (Romans 2:4).

THE GOAL of Portland Christian's Comprehensive Drug/Substance Abuse Policy is to:

1. Discover when students use banned drug/substances, on or off campus. This is not a passive process on behalf of the school.
2. Hold accountable every student who violates this policy in a way that efficiently facilitates changed behavior (Rom. 2:4).
3. Partner with students and parents to rehabilitate and restore students/families struggling with addiction.
4. Dismiss from PCS families who are not 1) fully supportive of and 2) fully cooperative with this policy.
5. Expel from PCS and legally prosecute students who distribute harmful and illegal drug/substances.

Consequences (for Positive Drug/Substance Tests)

Portland Christian desires all our students to live healthy lifestyles. For those students who have chosen to use harmful and illegal drugs/substances, they must repent, be set free, and be restored. This will always be the school's desired course of action. Disciplinary proceedings will be a part of this process.

Depending on the specific nature of each individual case, the outcome of a drug/substance screen may result in temporary suspension or permanent expulsion from Portland Christian Schools. In all cases, failure to immediately submit to a drug/substance screen as outlined here in our policies, including directives given by administration in "real time" may result in expulsion without further recourse. Additionally, failure to accept the results of a drug/substance screen may result in immediate expulsion without further recourse.

At the school's discretion, the Principal/Head of School may require both student and parent(s) to sign a contract outlining specific steps that must be taken by the student/family as part of the restorative process and as a condition for the student to remain at PCS. Failure to sign this contract may result in expulsion without further recourse. Drug/Substance usage, including nicotine, is an expellable offense, and disciplinary contracts should be viewed as an extension of mercy and an attempt at restoration on behalf of the school. The details of disciplinary contracts related to positive drug/substance tests are not negotiable, and the Administration will not hold meetings to discuss requested changes to these contracts. This contract may include, but will not be limited to: Bible studies, counseling, clinical treatment at designated facilities, a disciplinary probationary period, loss of school privileges, and mandatory tuition insurance. Any refusal to submit to or fully cooperate with the terms of this contract may result in expulsion without further recourse.

Students are responsible for what they put in their bodies, knowingly or unknowingly, both on and off campus. These policies are written to address consumption of harmful drugs/substances both on and off campus, knowingly or unknowingly. A claim of unknowingly ingesting banned drugs/substances will not be an acceptable excuse for positive tests. Students have a responsibility to distance themselves from individuals who are consuming or abusing drug/substances illegal for minors and/or specifically banned in our handbook.

Additional disciplinary consequences, including potential expulsion, will be in order for students who use banned drugs/substances on campus. Students who consume banned drugs/substances on campus face a greater risk of immediate expulsion and/or more restrictive disciplinary contract terms. Students who use banned drugs/substances on campus with other students face a significant risk of immediate expulsion.

Consequences (for Distribution/Selling)

Students are responsible for what they bring to campus. A claim of unknowingly bringing banned drugs/substances to campus (e.g., gummies, suckers, brownies, etc.) will not be an acceptable excuse. Students distributing banned drugs/substances on campus via “sharing” are subject to immediate expulsion. Students distributing banned drugs/substances (on or off campus) via “selling” those drugs/substances (in any form or setting) will be immediately expelled, and law enforcement will be notified.

Process (Self-Reporting)

Students who choose to seek help and who recognize and confess their sinful behaviors prior to submitting to a drug/substance screen may stand a better chance of lessening potential disciplinary consequences. However, each case is different, and the school reserves the right to administer discipline according to the specific details of each case. When a student self-reports, the following five points listed below should be taken into consideration. This list is not comprehensive.

1. A student may contact a faculty or staff member on campus with whom s/he is close and wants to confide in.
2. The student must then inform his/her parents of the problem. The student is welcome to have this PCS member present.
3. The faculty/staff member will notify appropriate school administration (Head of School, Principal, etc.).
4. The student will still be required to submit to a drug/substance screen according to school policy.
5. The student must submit to a contract as outlined in the consequences section above.

Process (Peer Reporting)

PCS desires to cultivate a culture that encourages peer reporting of student behaviors that are harmful to students and the school. To do this, we must continually stress that students who report negative behaviors of other students will be protected by remaining anonymous. In the real world, students often “figure out” who “ratted them out.”

Because of this reality, we implore you, our parents, to have difficult conversations with

your children around this issue. We know that true friends sometimes make unpopular decisions for those they care about. Please encourage your children according to the direction given to us in God's Word around this dynamic. This Bible verse speaks specifically to this dynamic, "Wounds from a friend can be trusted, but an enemy multiplies kisses" (Proverbs 27:6). If a student does report the drug/substance abuse usage of a peer, school administration will keep that information strictly confidential.

Process (Parent Reporting)

We are a family. The adult members of our PCS family have a responsibility to work together toward the greater good. We are our brother's keeper. Parents of PCS students have a responsibility to report behaviors of PCS students that are harmful to those students and detrimental to the culture of the school. Student drug/substance abuse is harmful to students and detrimental to the mission of Portland Christian.

Process (Determination for Testing)

PCS reserves the right to require same-day testing of any student at any time for any harmful/illegal/banned drug/substance. PCS will not divulge the nature of a student selection for a drug/substance test. Some students may be tested randomly. Other students may be tested because of reasonable suspicion.

Circumstances may dictate that a parent suspects their child is required to submit to a drug/substance test because of reasonable suspicion. In such cases, PCS administration will not hold meetings nor entertain discussions about "who" or "how" or "what" as it relates to evidence potentially gathered to determine the need for a drug/substance test. Again, PCS will not divulge the nature of a student selection for a drug/substance test. Every student required to submit to a drug/substance test will submit to that drug/substance test (same day) because they have been identified either randomly or because of reasonable suspicion.

Process (Method of Testing)

Identified students will submit to same day drug/substance testing at the toxicology lab of the school's choosing. Students will undergo a 5-panel hair follicle drug/substance test and/or a nicotine test, and/or an alcohol test. Students will be required to pay for the test at the point of service and will be reimbursed for negative test results. Students who self-report will not be reimbursed for a negative test.

If a student tests positive for any banned drug/substance, he or she will not be reimbursed for any negative tests taken at the same time. For example, if a student undergoes the 5-panel drug/substance test, the nicotine test, and the alcohol test, and the test comes back positive for marijuana only, the student will not be reimbursed for the nicotine and alcohol test. Failure to submit to same-day drug/substance testing may result in immediate expulsion.

If the school determines that a student is under the influence of a mind- or mood-altering drug/substance, that student will not be allowed to drive off campus. A parent/guardian will be required to immediately come and pick up their child.

Process (Test Results)

Test results will be returned directly to the school and will be shared with students/parents within one week of the school receiving the results. Students/parents who challenge the validity of test results may be immediately expelled. Student cooperation and parental support are essentially necessary elements for a student to remain at PCS (on probationary status) following a positive test result. Test results become a part of the student's formal disciplinary record.

At the discretion of the administration, if a positive drug/substance test result is highly anticipated, the school may require the student to learn from home pending the results of a drug/substance test. In some cases, the student may be suspended pending test results. In some cases, students may be prohibited from participating in extracurricular school events pending the results of a drug/substance test. These decisions are at the sole discretion of the school administration.

Some drugs/substances have higher addictive qualities than others. Additionally, different drugs/substances impact the human body in different ways to varying degrees. Even if a student is honest about the expected results of a drug/substance test prior to testing, positive test results indicating usage of certain drugs/substances may result in immediate dismissal.

Second-hand exposure to nicotine or other drugs/substances will never be an acceptable excuse for a positive test result. Exceptions will not be made. Any attempt to use this as an excuse for a positive test result will be viewed as a lack of cooperation by the student and a lack of parental support. This will make it more difficult for PCS to retain this student.

Process (Timelines & Testing)

Parents will not be notified prior to a student being called in, questioned about drug use, or given specific instructions for drug/substance testing. Once a student is called in to meet with the Principal/Head of School, or other designee, s/he may be informed of the drug/substance test. The student may be asked, "What might show up on this test? You cannot fool a same-day hair follicle test." A student's honesty or dishonesty during this conversation may impact, perhaps significantly, disciplinary measures for positive test results.

Once the student has had this conversation with the Principal/Head of School, or designee, s/he will call and inform his/her parents (in Administrative Offices) of the drug/substance screening. At this time, the Principal/Head of School or designee will be available to answer questions for parents. Administration will not disclose whether this is a random drug/substance screen or if the student has been identified for a drug/substance screen by means of reasonable suspicion.

If the student has informed the Principal/Head of School, or designee that a positive drug/substance test is possible, or even anticipated, the Principal/Head of School and the student will have a deeper conversation, and then the school will attempt to contact and involve parents.

Banned Drugs/Substances (Non-Comprehensive List)

Banned drugs/substances include, but are not limited to, any drugs/substances that are legally prohibited for consumption, inhalation, injection, or other use by minors. Specifically, though this list is not intended to be comprehensive, it includes nicotine (in any form), alcohol, and controlled drugs/substances, which include scheduled drugs/substances, both prescription and non-prescription. Additionally, at the school's discretion-, mind- or mood- altering substances (that may even be homemade) are considered banned drugs/substances at PCS, even if they are not formally identified by government entities as banned substances. Additionally, included is the consumption, inhalation, injection, or other use of drugs/substances intended for purposes other than what the student uses it for.

Finally, the misuse or abuse of any common household items (e.g., glue, lacquer, paint thinner, etc.) that is mind or mood altering is also considered a banned substance at Portland Christian.

Nicotine

Nicotine is a drug. It is harmful to the bodies that God has given us. Nicotine consumption is illegal for minors. Students will be disciplined for positive nicotine tests. Societally, nicotine usage by minors is seen by many as “not that big of a deal.” For PCS students, nicotine usage by minors is a big deal, even if consumed in the presence of parents/family members. This applies January – December and during all holidays/special events.

Alcohol

Alcoholic consumption by minors is illegal in Kentucky. And it is prohibited for PCS students. For PCS students, alcoholic consumption is a big deal, even if consumed in the presence of parents/family members. This applies January – December and during all holidays/special events.

Social Media and Personal Communications Policy

Portland Christian Upper School believes students should portray Christ-like character on and off this 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 do 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.

Kingdom Diversity Statement

At Portland Christian Upper School, we recognize and celebrate Kingdom Diversity. This is to say that we recognize and celebrate the beauty and truth in the well-known children's song, *Jesus Loves the Little Children* when it says, "Red & yellow, black & white, they are precious in His sight, Jesus loves the little children of the world." What a simple yet theologically rich song!

Sometimes, in our good faith efforts to be inclusive, we unintentionally adopt phrases that, while well intentioned, are ultimately not helpful. In fact, sometimes these well-intentioned efforts can be hurtful to the people we are trying to make feel special. One prominent example is when we say that we are colorblind; that we do not see color. This is not true; it cannot be true for any of us. We can no more ignore, despite our best efforts, differences in physical characteristics of people any more than we can force ourselves not to notice the differences between a rose and a sunflower. And we should not do either.

Ultimately, our identity is in Christ. We should never lose sight of this. Unity in Christ is our eternal destiny. This is our primary focus for everyone at Portland Christian Upper School – that we understand and embrace our identity as a member of God's family. We are all part of God's family; this is our collective core identity.

While we continually emphasize our collective core identity in Christ, we also recognize that people, as part of God's wonderfully diverse creation, are fantastic displays of our maker's creative genius. We should recognize and embrace each other's God-given uniqueness in ways that celebrate God's creativity and honor everyone. Placing our core identity in Christ does not strip us of our God-given ethnic identity, nor does Scripture compel us to ignore, suppress, or reject our ethnic heritage.

Unfortunately, the Bible has been incorrectly exegeted to justify this position of Christian eradication of ethnic identity and heritage. Galatians 3:28 is one prominent example. Consider this, are we not to embrace and celebrate the God ordained differences in men and women? Sadly, this is what our toxic culture is pushing upon us. Because early Jewish Christians were extraordinarily ethnocentric, and because Paul was speaking to a largely patriarchal society, Paul's intent here is to let everyone know that all are equal in

Christ, e.g., Jews do not hold a higher position in God's Kingdom than Greeks, nor men over women. In no way does Paul teach here that we are to ignore or suppress ethnicity any more than we are to ignore or suppress the uniqueness of manhood and womanhood.

The reality is that one's ethnicity is an integral part of who they are, regardless of ethnic heritage. Attempting to stifle, ignore, make fun of, or downplay someone's ethnicity is disrespectful to that person and dishonoring to God. The celebration of one's ethnic identity can be more or less important to people of different ethnicities, and there are often historical and cultural variables that account for this. Additionally, within each ethnic group, there exists a wide range of beliefs, opinions, and practices relative to the importance and celebration of one's ethnicity. We should never assume that "one speaks for all."

At Portland Christian Upper School, we affirm and respect each family's freedom to celebrate their God-given ethnic heritage, and we denounce those who would criticize them for doing so. We believe that celebrating one's ethnic heritage in positive ways honors God. We also believe that God is honored when members of the Body of Christ can freely celebrate each other's ethnic heritage without feeling threatened or marginalized.

A person's ethnic heritage is part of God's gift of individuality and a testimony of how much God values diversity within His Creation. At Portland Christian Upper School, we do not ignore, downplay, suppress, or otherwise pretend that we do not recognize the diversity of our student body. We celebrate God's creativity and the diversity of His creation. We seek to celebrate ourselves and each other for how God made each of us. The recognition and celebration of a diverse student body at Portland Christian Upper School involves saying to one another, "I see you, and I love you for who you are. I see God's creation in you, and I celebrate you, all of you."

Finally, our primary emphasis will always be what unifies us, and that is our collective unity in Jesus Christ – this will never change. We can and we will appropriately recognize and celebrate our God-given uniqueness as individuals without allowing those differences to distract us from our main mission. We will honor God and each other in these moments as well as we grow in celebrating Kingdom Diversity at Portland Christian.

Kingdom Diversity Policy

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. Students violating our Kingdom Diversity Policy will be referred to the Head of School for formal disciplinary proceedings.

This policy includes words and actions, written and spoken, on and off campus, during the school year, during school holidays, and during the summer. Specifically, this policy refers to 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.

A. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, where 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's evaluation, 2. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting such student, 3. Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive environment. Including, but not limited to:

- Unwelcome sexual flirtations or propositions.
- Verbal abuse of a sexual nature.
- Graphic verbal comments about an individual's body.
- Sexually degrading words used to describe an individual.
- Display of sexually suggestive objects or pictures in the educational environment.

B. 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.

C. Reporting Procedure:

In order to take corrective measures to remedy the situation of harassment or discrimination, the school must be informed of such an event. Any student who believes he/she has been a victim of harassment is encouraged to make a complaint verbally or in writing to any of the following:

- Head of School is the primary contact.
- Students and parents may also speak directly to any PCS teacher or staff member. Teachers or supervisors shall notify their Principal or Head of School immediately.
- Parents and/or guardians must submit a written report to school administration if reported outside of the school setting.
- Each complaint will be fully investigated individually. At its sole discretion, PCS may take interim action (e.g., suspension) pending a full investigation and resolution. All matters will be handled with discretion.

D. Investigation Procedure:

Upon notification of a harassment or discrimination complaint where the complainant self-identifies, the Administrator shall:

1. Inform the Board of Director's Chairman immediately, as appropriate.
2. Authorize the investigation of the complaint and supervise and/or investigate the complaint. The investigation will include interviews with a) the complainant; b) the accused; and c) any other persons the Administrator has reason to believe have relevant knowledge concerning the complaint. This may include victims of similar conduct.
3. Review information gathered through the investigation to determine whether the alleged conduct constitutes harassment or discrimination; considering all factual information, the totality of the circumstances, including the conduct and the context in which the alleged incident(s) occurred.
4. Report the results of the investigation and determination as to whether harassment or discrimination occurred to appropriate persons including the complainant, the accused, the supervisor, or director. If discipline is imposed, the discipline will not be communicated to the complainant.
5. Any student or employee who has been found, after investigation, to have engaged in behavior that PCS deems inappropriate or in violation of this policy will be subject to discipline, which may include immediate suspension or termination.
6. Take reasonable steps to protect the victim and other potential victims from further harassment and discrimination.
7. Take reasonable steps to protect the victim from any retaliation because of communicating the complaint.
8. Inform the Board of Directors, as appropriate.

Upon notification of a harassment or discrimination complaint where the complainant does not self-identify, the Administrator shall:

1. Inform the Board of Director's Chairman immediately, as appropriate.
2. Authorize the investigation of the complaint and supervise and/or investigate the complaint to the extent possible. Note that this situation can and must be handled differently, given that the complainant is not available for interview. At the discretion of the Administration, the investigation may include interviews with a) the accused, and b) any other persons the Administration has reason to believe may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
3. Review any information that was able to be gathered through the investigation to determine whether the alleged conduct constitutes harassment or discrimination; considering all factual information, the totality of the circumstances, including the conduct and the context in which the alleged incident(s) occurred.
4. Report the results of the investigation and determination as to whether harassment or discrimination occurred to appropriate persons including the accused, the supervisor, or director.
5. Any student or employee who has been found, after investigation, to have engaged in behavior that PCS deems inappropriate or in violation of this policy will be subject to discipline, which may include immediate

- suspension or termination.
6. Take reasonable steps to protect other potential victims from further harassment and discrimination.
 7. Inform the Board of Directors, as appropriate.

E. **False harassment or discrimination complaints**, or negative behavioral responses to complainant after making complaint, will result in appropriate disciplinary action. In all listed examples above, disciplinary action may include discharge from employment or dismissal from school.

Hazing Policy - Portland Christian Upper School enacts this policy to maintain a safe learning environment for students that is free from hazing. The school shall not tolerate any hazing of students as it is always prohibited.

Definition: Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct includes whipping, beating, branding, forced calisthenics, forced consumption of any food, beverage, or other substance, or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or that subjects such student or person to extreme mental stress, including deprivation of sleep or rest or extended isolation.

Where and when policy applies: This policy applies to behavior that occurs on or off school property; before, during, or after school hours; and including vacations and breaks.

Informal reporting: Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with an administrator, teacher, coach, or advisor. Staff members approached by students shall counsel them on options available to them under this policy. Staff members who have concerns about possible hazing behavior are encouraged to talk with an administrator, teacher, coach, or advisor. The school intends to use this informal reporting procedure to try to prevent hazing, not to determine intent or blame.

Formal reporting procedure: Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the school administrator.

Discipline: The school will discipline or take appropriate action against any student, teacher, administrator, coach, volunteer, contractor, or other employee who is found to have violated this policy. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

Sexuality – 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, lesbianism, 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, they likely will not be retained as a student at PCS.

Public Display of Affection - Inappropriate public display of affection will not be tolerated. Holding hands will be the limit of body contact and any violation will result in a consequence.

Transgenderism- *Biological sex* means the biological condition of being male or female by genetic code. Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

Display / Possession of Sexual Paraphernalia - The possession or display of sexual paraphernalia is a violation of school policy and any violation will result in a consequence.

Pregnancy - A pregnant student will not be allowed to continue classes. This policy applies equally to either a boy or a girl involved in a pregnancy whether the partner in the pregnancy is a PCS student. In all such cases, measures will be made to assist and counsel each student to encourage right choices and continuing education

Uniform Policy

POLICY MISSION + BENEFIT

PCS desires to promote a school culture that honors the Lord and reflects value and respect for each student. As 1 Corinthians 6:19-20 reminds us "...You are not your own; you were bought at a price. Therefore honor God with your bodies." 1 Timothy chapter 2 gives us guiding principles for dress. In summary, God wants us to dress in an orderly, moderate, reserved, and decent way – in a way that expresses our Christian character. Not messy, untucked, wrinkled, unkept; not wild, crazy, outlandish, extravagant, extreme; not sensual, sexually suggestive and enticing such as tight-fitting clothing revealing every curve of the body.

It is the desire of PCS that our students live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of our Savior, Jesus Christ. Standards

for appearance are a means of building character, obedience, and distinction in the lives of our students. *While some aspects of the standardized policy are not biblically mandated*, the idea of submitting to God-given authority is a biblical concept.

This is not intended to measure spirituality but rather to serve as a tool in fostering the academic and character development of the students as they participate in the business of education. In addition, this policy also relieves the peer pressure that some students may feel to dress in ways that are immodest or that reflect materialism or other inappropriate values.

A benefit of the Uniform Policy is the atmosphere created by well-dressed young people in the classroom and on the campus. We want the dress of our students to positively reflect our Christian values as well as promote a sharp, positive, and appropriate image to those in our community. Our desire is a Uniform Policy that promotes modesty and neatness without excessive restriction on individual expression.

While the uniform policy does not apply to school events (home and away), students will be expected to dress in an orderly, moderate, reserved, and decent way – in a way that expresses our Christian character. The administration has the right to send home, request a student to change, or refuse admittance to any school event or function for those who do not comply. All PCS school rules and the Code of Conduct apply at all times for school events. 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.

ENFORCEMENT

Enforcing the Uniform Policy is not the sole responsibility of the school. The cooperation of students, parents, and staff is necessary to maintain the Uniform Policy. *If parents and students have questions concerning whether a piece of clothing is acceptable attire, they may see the administration before wearing the clothing to school.*

Students not in compliance with the Uniform Policy will be subject to disciplinary action. The administration of PCS will be the final judges of Uniform Policy compliance and reserves the right to decide what is proper and fitting regarding attire for school and school events. Students out of Uniform Policy will have to change into school-issued clothing or could be sent home. Modesty issues involving female students that require further consideration will be dealt with by female PCS staff, with the full support of administration.

Students who are not in compliance with the Uniform Policy will be excluded from class(s) and/or events until the problem is corrected. Any class or part of a class missed will result in either a tardy, detention, or other disciplinary action. Repeated offenses will be considered in defiance of school policy. This will result in a parent conference with appropriate action taken by the administration which could be: Lunch detention,

After-School Detention, In-School Suspension, Saturday School, or Out-of-School Suspension.

POLICY VIOLATION PROCEDURE (All Uniform Policy Violations are recorded)

1st	Lunch Detention
2nd	After School Detention
3rd	In-School Suspension
4th	Saturday School (Full Day) *This includes a \$15.00 fee (date determined by staff availability)
5th	Student will be placed on a probationary contract
6th	Student/parent meeting with academic review committee to determine if student will be able to remain at PCS for the semester

UNIFORM GUIDELINES

The PCS Uniform Policy is identified below and must be worn during the school day unless otherwise directed.

TOPS

STYLE

- White oxford style button down shirts for boys and girls (long or short sleeve)
- Plain Polo shirts (no large logos; quarter sized acceptable) - Colors: black, green, gray or white (long or short sleeve)
- PCS polo shirts, t-shirts, sweatshirts, hoodies (sold through PCS Sideline Store)
- Pullover and V-neck sweaters - Colors: black, green, gray or white
- Cardigan sweaters (with a PCS-approved shirt underneath) - Colors: black, green, gray or white
- PCS track suit available at Shaheen’s or the PCS Sideline Store (see PCS website)
- Jackets must be plain (black, gray or green) or a PCS approved jacket (no large logos; quarter sized acceptable)

FIT

- All shirts must come below your belt when raising your hands
- ***Any top that is not a pullover, hoodie, sweatshirt, sweater, or jacket must be tucked in your bottom garment (including PCS logo track/running/warmup pants).***

BOTTOMS

PANTS

- Khaki or black uniform pants (joggers made as uniform pants, with a zipper and belt loops, are permissible.)
- Pants should not be tight fitting (slim fit is fine, but no spandex-like fit)
- PCS tracksuit, available at Shaheen's or through the [PCS Sideline Store](#) (see PCS website); Portland official logo running/warmup pants, **in uniform colors**, in good condition, worn correctly, are allowed. This includes PCS logo joggers that are included at Shaheen's or through the [PCS Sideline Store](#) (see PCS website)
- Shorts must be a uniform short in khaki or black (not be higher than two inches above the knee when the student is standing). No athletic shorts (basketball/track)
- No cargo shorts or pants
- Belts should be worn (as shirts will be tucked)

DRESSES + SKIRTS

- Skirts/jumpers are available through Shaheen's ("substitute twin" garments - exact duplicate, identical in style, color, and design are fine) and are available in khaki, black, gray or PCS plaid
- Girls may wear leggings under PCS skirts. - Colors: Solid black, white, green or gray
- Skirts should be NO MORE than 2 inches above the knee when SITTING or STANDING
- ***Biker shorts (solid PCS colors only - black, green, gray, or white) that reach the mid-thigh must be worn under skirts.***

GROOMING/JEWELRY/SHOES

- No body piercings, except earrings for girls
- No visible tattoos or body art (including writing)
- Hats and hoods are not permitted during the school day
- No extreme hairstyles (including unnatural hair color), jewelry or make-up
- Facial hair must be neatly trimmed
- Boy's hair should not be longer than the top of the collar or the middle of the ears and bangs should be cut above the eyebrow or neatly in a bun or ponytail
- Shoes must be worn at all times.
- ***NO CROCS, FLIP-FLOPS, OR SLIPPERS***

AFTER SCHOOL APPAREL

After school clothing and accessories should not display graphics or lettering that endorse a message contrary to the Christian mission of the school. The administration has the right to send home, request a student to change, or refuse admittance to any school day or function for those who do not comply.

The Matthew 18 Principle at PCS

A Christian school is made up of people—parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, *"A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another."* (John 13:34-35, NIV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18, Jesus gives His formula for solving person-to-person problems. We refer to this as "The Matthew 18 principle".

15 "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. **16** But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' **17** If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.

There are several clear principles that Jesus taught in solving people-to-people problems:

Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. *"With their mouths, the godless destroy their neighbors, but through knowledge the righteous escape."* (Proverbs 11:9, NIV).

Keep the circle small. *"If your brother or sister sins, go and point out their fault, just between the two of you..."* The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.

The administration will not give a hearing to disagreements before those directly involved have made a prayerful and earnest attempt to resolve the issue first.

Taking an issue or grievance "over the head" of a staff member directly to the administration violates both the letter and spirit of the Matthew 18 principle.

Be straightforward. *"Point out their fault."* Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, *"Faithful are the wounds of a friend"* (Proverbs 27:6).

Be forgiving. *"If they listen to you, you have won them over."* This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Most school problems are resolved at the two-people level. Forgiveness and restoration are the normal happy conclusion.

If needed, the parent and staff member should agree to share the matter with an appropriate school administrator. At this stage, the counsel of Jesus would be *"take*

one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' Both parent and staff member should communicate their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution.

Because Board of Directors policy delegates authority for operational (student, parent, staff, discipline, curricular) decisions to the Administrator, his/her decision should be considered final and not subject to review by the Board unless a Board policy has been broken or other extraordinary circumstances.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems, and the procedure we follow at Portland Christian.

Eligibility for Extracurricular Activities

Extra-curricular activities normally require significant amounts of time outside of school which may subtract from time available for academic work. Students must maintain satisfactory progress in their academic studies and display good conduct in order to have the privilege of participating in extracurricular activities. Students who fall below the academic standards will be declared ineligible in order to encourage them to spend their extra time on academic efforts. To be eligible to participate in extracurricular activities (including but not limited to athletics and performing arts), students must meet these standards:

- maintain a Grade Point Average of 2.00 or better
- receive no academic grades of "F"
- receive no conduct grades of "U"
- make adequate progress towards graduation

Any student who does not meet these requirements at a progress report, 1 & 3 quarter, or Semester 1 & 2 grade check will be placed on PROBATION. While on probation the student may continue to participate in extra-curricular activities including practices. His/her achievement of eligibility requirements will be monitored for improvement by administrators. If the student meets the eligibility requirements at the next grade check, he/she will be considered ELIGIBLE and exit the process.

If the student does not meet the eligibility criteria at the next grade check, he/she will be considered INELIGIBLE. While ineligible the student may not participate in games, productions, or school outings. The student may continue to participate in practices and rehearsals. His/her achievement of eligibility requirements will be monitored for improvement by administrators. If the student meets the eligibility requirements at the next grade check, he/she will be considered ELIGIBLE and exit the process.

If the student does not meet the eligibility criteria at the next grade check, he/she will continue to be ineligible until meeting the eligibility criteria based on a progress report or quarter grade check. Ineligibility from fourth quarter carries over to first quarter activities the following year.

NOTES:

- Extreme cases, unique, or extenuating circumstances will be evaluated by the administration
- Coaches and activity sponsors have the prerogative to enforce a stricter eligibility policy with the approval of the administration

Eligibility POLICY:

- Eligibility Can Only Be Forfeited for Poor Academic Performance on Quarter Report Cards
- Eligibility Will Always Be Forfeited for Poor Academic Performance on Quarter Report Cards
- Eligibility Will Never Be Forfeited for Poor Academic Performance on Progress Reports
- Eligibility Can Be Reinstated on BOTH Progress Reports and Quarter Report Cards; No Change

Eligibility Rules for Transfer Student

After enrolling and attending one or more classes, students changing enrollment to/from one school to another school shall be considered a transferring student. If this is the first transfer, a student shall be ineligible to participate in interscholastic competition at the school to which he/she transferred for the first 50% of all competitive events. The student will be eligible for the second half of the season and all postseason events. Subsequent transfers will require a period of ineligibility of 1 year prior to being able to participate in interscholastic competition. This rule is intended to and shall encompass all transfer situations and shall apply to any and all member schools, be they public, private or parochial.

Reporting Child Abuse

The Child Protective Services Program is mandated by statute, which means there are state laws that declare a child's right to be free from abuse and neglect. These laws are called the Kentucky Unified Juvenile Code and are contained in KRS Chapters 600 to 645. The code requires the reporting of neglect; physical, sexual, or emotional abuse; and dependency of children, whether it occurs in the home, the school, or other community settings. The code requires that these reports be assessed and investigated and requires that social services be provided to children found to be experiencing maltreatment. Inherent in the code are two basic principles: a child's fundamental right to be safe and to be nurtured and a child's basic right to be raised by his or her own parents, whenever possible. Also included in the body of the code are provisions for interviewing children who are the alleged victims.

Other School Items

School Hours

School hours will be from 8:00 a.m. until 3:15 p.m. All students at dismissal time are expected to vacate the school's premises within 30 minutes unless involved in a school-sponsored activity.

NOTE: The office is open 7:30 am – 3:45 pm Monday – Friday.

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 text alerts. 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 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:

- 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 we will follow the procedures announced by the local civil authorities without any special PCS announcement being made.

Chapel and Assemblies

Chapel is a time set aside on Wednesday for faculty and students to worship together. The Spiritual Life Team is responsible for planning the weekly chapel services. Students' behavior in chapel should demonstrate a reverent attitude and heart. Special assemblies may also be held on occasion.

National Anthem

At Portland Christian Schools, we respect the American flag and our country's national anthem as symbols of the freedoms we are allowed in the United States of America. We believe that demonstrating respect honors the many sacrifices by the men and women who have done so much to protect those freedoms. Therefore, we ask that all of those in

attendance at events where the anthem is played stand in recognition of these freedoms. We also recognize that there are injustices in this country to which members of our community may want to draw attention. We humbly and respectfully ask that our community stand in unity in recognizing the freedoms that our flag represents, including the freedom to peacefully protest and the freedom of speech, and that community members would exercise those freedoms after the completion of the anthem.

School Fines/Fees

1. Lost or damaged textbooks – Each student must check-in their textbooks at the end of the year. Any textbook not returned or damaged beyond repair, will result in a lost/damaged book fee. This is the replacement cost of the book. Books returned after that date will not receive a credit.
2. Lost uniforms – Any uniforms not returned to a coach for a various sport at the end of that season will be charged a replacement fee for that uniform.
3. **Seniors must have all fines/fees paid prior to graduation. All other students' outstanding fines/fees will be charged to the student's account.**

Closed Campus

In general, PCS has a closed campus policy. No student is to leave the campus during school hours without permission from the administration. Exceptions to this policy include:

Those who have dental, doctor, or other such appointments with prior parent and office approval. Cases of emergency illness where students may leave with permission from the office. Students not enrolled in a class the last period of the day may have an early release time. These students are expected to leave campus promptly. Those students with early release time who repeatedly do not leave campus promptly will be required to enroll in study hall. When arriving/leaving campus during regular operating hours students must sign in/out in the office.

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 note that sodas or energy drinks are prohibited. If a parent brings lunch for their child, do not bring sodas or energy drinks.

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.

Water Bottles/Drinks

Only clear plastic water bottle containers are allowed at PCS. **Only water is allowed in the classrooms/common areas.** Juices and sports drinks (**no energy drinks**) are allowed in the cafeteria for lunch only.

Student Vehicles on Campus

Student vehicles must have a permit clearly displayed, visible at all times, when on PCS property.

PCS will conduct routine patrols of the student parking lots and inspections of the exterior of student vehicles on school property.

PCS may inspect the interiors of the student vehicles whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside the vehicles. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

A student who fails to provide access to the interior of the vehicle upon request by an administrator will be subject to school disciplinary action.

The school is not responsible for accidents or damages to cars that occur on school property. Music must not be heard outside of the vehicle.

If the student fails to follow school policy and procedures related to use of the vehicle, the vehicle may be towed away and stored, at the owner's expense. The use of a vehicle/parking at PCS is a privilege, not a right, it requires responsible behavior and may be revoked at any time.

Students may drive to school when they have their driver's 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. Seniors have the privilege of painting their parking spaces. Guidelines are provided to the seniors at the beginning of the school year.

Telephones/Messages

Students may have cell phones on campus. **However, they must be turned off and remain in their locker during school activities. During before/after school care, students must keep in their backpacks.** 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.

Lost and Found

The school is not responsible for lost, stolen, or damaged property belonging to students. Books, Bibles, purses, clothing, and any other articles of value will be taken to the office. At the end of each month, any articles still in lost and found will be given to a charitable Christian organization.

Logo Use & Representation of PCS

The school logos and name are federally registered marks of Portland Christian Schools and may not be used or reproduced without express written authorization from the Administration. Any effort to represent the school or group, whether in name only or with accompanying logos, must be expressly authorized prior to use.

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.

EarBud/Headphones will only be permitted in classroom settings for educational purposes only and with the approval of administration and the classroom teacher. Earbuds, if approved, are only to be used in the classroom and are not to be visible or in-use on school grounds. Earbuds will be confiscated if they are visible and/or in-use outside of a classroom where they were permitted for use.

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.

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

Requirements and Prohibited Uses

Requirements for the Use of PCS Computing and Communications Resources

1. 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.
2. 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.
3. Users must maintain the security of their accounts and are to protect their account passwords.

Prohibited Uses of PCS Computing and Communications Resources

1. Unlawful posts or communications, including threats of violence, obscenity, pornography, and harassing communications, are prohibited.
2. 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.

3. 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.
4. Misrepresenting or forging the identity of the sender or the source of an electronic communication is prohibited.
5. Unauthorized acquisition attempts to acquire and use of passwords of others are prohibited.
6. 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.
7. Unauthorized use and attempts to use the computer accounts of others are prohibited.
8. Altering the content of data or communications originating from another person or computer with intent to deceive is prohibited.
9. Unauthorized modification of or deletion of another person's files, account, or communications is prohibited.
10. Use of PCS computer resources or electronic services without authorization or beyond one's level of authorization is prohibited.
11. Making PCS computing resources available to individuals not affiliated with PCS without approval of the PCS Technology Department is prohibited.
12. Interception or attempted interception of data or communications by parties not authorized or intended to receive them is prohibited.
13. Compromising the privacy or security of electronic information is prohibited.
14. 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.
15. 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.
16. 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.
17. 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.
18. Altering or attempting to alter files or systems without authorization is prohibited.
19. Scanning of networks, networked devices, or applications for security vulnerabilities without specific authorization by the PCS Technology Department is prohibited.
20. 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.
21. 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.
22. Conduct leading to disruption of electronic networks or services is prohibited.
 23. Conduct leading to the damage of PCS electronic information/data, computing/networking equipment, and resources is prohibited.
 24. Unauthorized use of PCS trademarks or logos and other protected trademarks and logos is prohibited.
 25. 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.
 26. Use of PCS computer resources for private business or commercial activities, fund-raising or advertising on behalf of non-PCS organizations is prohibited.
 27. 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:

1. Use of passwords and accounts accessed
2. Time, duration, and amount of activity
3. Access and use of PCS equipment and services access
4. Use of Web pages and Internet services access
5. 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.

Violations and Enforcement

Reporting Violations

Any actual or suspected violation of the rules listed above should be brought to the PCS Technology Department.

PCS Response to a Reported Violation

Upon receiving notice of a violation, PCS may temporarily suspend a user's privileges or move or delete the allegedly offending material pending further proceedings.

A person accused of a violation will be notified of the charge and have an opportunity to respond before PCS imposes a permanent sanction. Appropriate cases will be referred to the PCS disciplinary authority appropriate to the violator's status (e.g., school administration or employee's supervisor) or to appropriate law enforcement authorities.

In addition to sanctions available under applicable law and PCS and regents' policies, PCS may impose a temporary or permanent reduction or elimination of access privileges to computing and communication accounts, networks, PCS-administered computing rooms, and other services or facilities.

If PCS believes it necessary to preserve the integrity of facilities, user services, or data, it may temporarily suspend any account, whether or not the account user is suspected of any violation. PCS will provide appropriate notice to the account user. Servers and computers that threaten the security of PCS systems will be removed from the network and allowed to reconnect only with the approval of the PCS Technology Department.

Termination of Services

Restriction on Use of PCS 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.

Policy Regarding Students Without Their Chromebook in Class

- If it is a test/quiz day, the student will either take the test/quiz on another chromebook (possibly the teacher's chromebook or another that might be available) or if a teacher has a paper version of the test, with the teacher's permission, the student may take it that way in the original classroom.
- If it is a "regular" class period, the student will have to make do without a chromebook – maybe looking on with another student, missing a class activity, even one with a grade attached, or doing the assignment as homework. This is up to the teacher's discretion.

Consequences

1. 1st time – noted by administration, an informational email sent to parents/student (any assignments not turned in because chromebook was not in class are considered

“late assignments”).

2. 2nd time - noted by administration, administration counsel's student, email with prevention tips sent to parents/student
3. 3rd time – noted by administration, email about the situation sent to parents/student, detention for student
4. 4th time – noted by administration, email sent to parents/student/chromebook teachers, detention for student, 50% credit on all work turned in that day in classes using chromebooks.
5. 5th time – noted by administration, email to parents/student/chromebook teachers, detention for student, 0% credit on all work turned in that day in classes using chromebooks.