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SCHEDULES

REGULAR SCHEDULE

Block 1	8:15 - 9:38
Block 2	9:45 - 11:08
J.H. Lunch/Advisory	11:08 - 11:38
H.S. Lunch/Advisory	11:38 - 12:08
Block 3	12:08 - 1:31
Block 4	1:38 - 3:00

CHAPEL/ASSEMBLY SCHEDULE

Block 1	8:15 - 9:32
Block 2	9:39 - 10:56
Chapel	10:56 - 11:38
Lunch	11:38 - 12:19
Block 3	12:19 - 1:36
Block 4	1:43 - 3:00

HALF-DAY SCHEDULE

Block 1	8:15 - 9:00
Block 2	9:05 - 9:50
Block 3	9:55 - 10:40
Block 4	10:45-11:30

EXAM SCHEDULE

Blocks 1	8:15 - 9:40
Blocks 2	9:55 - 11:20

PORTLAND CHRISTIAN DISTINCTIVES

INTRODUCTION

In 1946 a group of interested parents met and laid plans to offer education from a Christian perspective for their children at Portland Christian School. Through the efforts, prayers, and financial sacrifice of many in the years since 1946, our schools have experienced the Lord's gracious blessings.

This manual carries on a long tradition of communicating criteria of academic and behavioral standards, guidelines and requirements founded on the desire and customs of the parents, administrators and teachers of the Portland Christian Schools.

Through the years, these regulations have been designed to meet the ultimate goal of Christian education - the optimum growth of every student spiritually, academically, physically, emotionally and socially - as students develop a sense of values based on the Scriptures and natural laws that God established. To meet this goal, we join you in endeavoring to "bring up your children in the nurture and admonition of the Lord."

STATEMENT OF PURPOSE, PHILOSOPHY AND EDUCATIONAL GOALS OF PORTLAND CHRISTIAN SCHOOLS

MISSION STATEMENT

It is the mission of Portland Christian Schools to educate students in the truth of God's word in every area of instruction and activity to that their lives may be transformed by the renewing of their minds.

PURPOSE

The purpose of the organization is to provide for and give to children that week-day instruction which is in agreement with the Statement of Faith. This Society is a charitable, religious, educational, and non-profit organization.

This organization proceeds from the home and is responsible to it, not the church or the state. It is therefore necessary that the fundamental unity of the school and home be maintained.

PHILOSOPHY

Colossians 1:16,17 states, "For by Him (Jesus Christ) all things were created; things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things were created by Him and for Him. He is before all things, and in Him all things hold together." This is the source of our philosophy.

We believe that education must be God-centered, and thus a conscious effort is made to view every area of life as God sees it. The knowledge our students acquire will take on significance and meaning only when related to God's Word. Our educational programs and methods of instruction are dependent on a Biblical philosophy to provide viewpoint, general background truth, and principles for interpreting facts in the study of any subject.

In an attempt to develop truly educated students with a solid Christian worldview, we believe it is essential for students to understand all viewpoints within each academic discipline. It is our goal that students know not only what they believe, but why they believe it, and what they do not believe and why they do not believe it. To these ends, we do not shy away from studying and analyzing secular viewpoints that may be at odds with our own. It is only through this process of critical thinking and analysis that students will be truly prepared to "give a reason for the hope that is in them". We believe that truth, having nothing to fear from investigation, should be vigorously pursued at every opportunity

Providing a uniquely Christian academic environment implies a commitment to excellence both in administration and instruction. Administrative excellence requires fiscal management, personnel selection, and leadership consistent with the school's purpose. Instructional excellence requires the understanding that there is an important difference between Christian and secular approaches to education.

Therefore, our approach is God-centered rather than man-centered. We believe that full truth cannot be taught if the Creator is ignored or denied. Even though knowledge is factually the same for both viewpoints, the interpretation and significance of it are not the same. Christian education cannot take place unless the following truths underlie all activities of the school:

1. God is the Creator and Sustainer of all things, and the Source of all truth and wisdom.
2. Because of sin, man by nature omits God and thus fails to relate himself and his knowledge to God.
3. Regeneration is by faith in Jesus Christ. The meaning and value can be understood only in the light of His Person, purpose and work.
4. God has revealed Himself in a general way in His world and universe, and in an authoritative way in the Bible.
5. Through the educational experience, the Holy Spirit conforms the believing student to the image of Christ as that student beholds the glory of God reflected in the Bible and in the world.

In view of the above, we believe:

1. The home, the church, and the school should complement each other, promoting the student's spiritual, academic, social and physical growth.
2. One must experience regeneration prior to spiritual growth, and full integration of faith, learning and knowledge.
3. The parent delegates authority and responsibility for instruction and discipline to the teacher while the student is involved in school programs.

EDUCATIONAL GOALS

Portland Christian Schools seeks for student growth in spiritual, academic, physical and personal excellence. The following objectives are the result of our philosophy and will determine the policies and programs of our institution. It is to be understood that the educational goals which follow must be construed as interdependent and they represent a guideline for the administrative and educational programs of Portland Christian Schools.

SPIRITUAL GOALS

1. To encourage students to grow in their love for Jesus Christ.
2. To teach that God is the Author of all truth.
3. To teach the Bible as God's inspired Word and to develop love and respect for it.
4. To teach the doctrines of the Bible, as presented in the Society's Statement of Faith.
5. To develop a desire to know and obey God's will as revealed in the Scriptures.
6. To develop an understanding of the Christian's role in evangelism, in discipleship, and in fellowship within the local church.
7. To encourage godliness through pursuit of the mind of Christ.
8. To teach a Biblical view of temptation and sin.
9. To encourage self-discipline, responsibility and submission to God and all Biblical authority.
10. To help each student develop and adopt a Christian world view by integrating faith, learning and knowledge.

ACADEMIC GOALS

1. To develop the individual's potential academic abilities by promoting high academic standards.
2. To help each student gain a thorough command in the basic skills: communication (oral, written and listening), mathematics and reading.
3. To encourage each student to use productive study habits.
4. To teach skills in independent research, logical reasoning and critical thinking.
5. To motivate students to pursue areas of personal interest and to develop their God given talents and creative skills.

6. To encourage the adoption of Biblical principles as the basis for value judgments.
7. To foster an appreciation of the arts as a mode of expression.
8. To promote responsible and productive citizenship.
9. To teach a God-centered view of the issues of human existence and to relate current events to God's plan for man and to the world.
10. To develop appreciation for God's creation and humanity's rights and responsibilities therein.
11. To teach the student to work independently and cooperatively.
12. To develop the skill necessary to function in the technology of society.

PHYSICAL GOALS

1. To teach that the wise use of the body as a temple of God requires discipline and habits that contribute to good health.
2. To teach good sportsmanship and teamwork.
3. To develop coordination, muscle tone and endurance.
4. To teach recreational activities profitable for worthy use of leisure time.

PERSONAL GOALS

1. To help each student develop proper self-esteem as one created in the image of God, and to teach the reality of God's enabling power to love one's neighbor as one's self.
2. To teach Biblical perspectives toward interpersonal relationships.
3. To teach the value of using time effectively as a faithful steward of God's resources.
4. To teach work and relational skills which lead to vocational success.
5. To teach each student the necessity of forming personal convictions before God and to respect the same in others.
6. To teach an appreciation of building relationships in marriage and the family, pursuant to one's commitment to Christ-like living.
7. To teach the Biblical attitudes that material things are gifts from God, and to encourage individual responsibility in using them for His glory.

NONDENOMINATIONAL POSITION STATEMENT

The Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach.

It is our desire to maintain this position. In order to do so in all fairness, it is necessary that we remind faculty, staff, parents, and students that the interpretation and application of the following areas are left primarily to the teaching of the home and the church:

- Church government – authority and discipline

- Time and mode of baptism
- Security of the believer
- Timing of future events
- Second work of grace – baptism of the Holy Spirit
- Sinless perfection
- Gifts of the Spirit – speaking in tongues, interpretation of tongues, healing, miracle working, discerning of spirits.

In honoring this desire concerning the purpose and outreach of the school, there shall be no attempt by student, teacher, or parent to promote these denominational positions. We desire to remain united in the salvation and love of Christ, avoiding the dissension which may be caused by denominational distinctives.

BOARD POLICY REGARDING CONFLICT RESOLUTION

The parties in this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (1 Cor. 6:1–8; Matt. 18:15–35).

1. Matters of concern should first be handled in accordance with the Lord's commands in Matthew 18:15-35, with forgiveness and/or reconciliation as the goal. Individuals should communicate on these matters according to these principles.
2. Beyond this, if necessary, matters of concern should be handled by verbal and/or written notification to the appropriate administrator.
3. If resolution is not possible at this level, the matter should be brought to the Superintendent.
4. Further examination may be requested from the Board of Trustees in cases involving serious disagreement, so as to determine the necessity for external mediation.
5. External mediation will be sought through steps suggested by Board approved legal counsel.

STATEMENT OF FAITH

(1) **The Scriptures:** We believe that the Old and New Testaments comprise the totality of verbally inspired revelation from God to man, and that the original documents were inerrant in fact and infallible in truth. The sixty-six books of the Bible thus constitute the Word of God and are the believer's only rule for faith and living. (Isaiah 40:8; John 17:17; II Tim 3:16)

(2) **The Godhead:** We believe in the one living and true God, who is one in essence, but eternally existent in the three persons of the Father, Son and Holy Spirit, each having the same nature and attributes. God is the creator of all things, and the source of all truth. He is separate from the world and universe, yet everywhere present as the sovereign ruler and sustainer of all things. (Gen 1:1; Gen 1:26-27; Is. 43:10, 13; Ex. 3-14; Matt 28:19; Col. 1:17)

(3) **The Creation and Fall of Man:** We believe man was created in the image of God for the divine purpose of glorifying Him. But through Adam's original sin, man fell from his original state of innocence and became corrupt in nature. As a consequence, man is under the wrath of God and is eternally lost apart from salvation through faith in the Lord Jesus Christ. (Gen. 3:1-24; John 3:16-18; Rom. 3:23; Rom. 4:12-21; Rom 6:23)

(4) **The Person and Work of Christ:** We believe that Jesus Christ, the second person of the Trinity, was the pre-existent, eternal son of God; that He was conceived by the Holy Spirit and born of the virgin Mary; that He was fully God and man, yet without sin; that His death on the cross fully satisfied God's divine justice and accomplished our redemption; that His bodily resurrection from the dead confirmed His deity and atoning work, and fully guaranteed the redemption of all who believe; that He is now seated at the right hand of God in heaven, where as High Priest He serves as Intercessor and Advocate for all believers, that He is the only Mediator between God and man, the Head of His body (the church), and the coming universal King. (Matt. 1:18; John 1:1-3, 14; Acts 4:12; Rom. 1:4; II Cor. 5:21; Eph. 1:1-14, 22; Col. 1:15; Col. 2:9; II Tim. 2:5; Heb. 4:14; Heb. 10-18; Rev. 12:5)

(5) **The Holy Spirit:** We believe that the Holy Spirit, the third Person of the Trinity, began His work in this present age at Pentecost, when He came as promised by Christ. In relation to unbelievers, He convicts of sin, righteousness, and judgment; in relation to believers He regenerates, baptizes into the body of Christ, indwells, sanctifies, instructs, bestows gifts and empowers for service, and preserves to the day of redemption. (Matt. 28:19; John 14:26; John 16:7-15; Acts 1:5, 8; Acts 2:1-40; Rom. 8:9; I Cor. 12:4-14; Eph. 1:13, 14)

(6) **Salvation:** We believe that salvation is a gift of God's grace, and is received by personal faith in the Lord Jesus Christ, totally apart from human merit or works. This salvation is evidenced by Christ-like character, righteous living, and good works, as the believer submits to the indwelling Holy Spirit, in obedience to the Word of God. (Gal. 5:22-23; Eph. 2:8-9; I Tim. 1:5; II Tim. 1:9; James 1:21-27)

(7) **The Church:** We believe that the church is the body of Christ, composed irrespective of denominational or organizational affiliation. Members of this spiritual body are directed in Scripture to associate together in local assemblies. The mission of the Church is to make disciples of all people and nations, and to bring them to maturity in Christ. (Matt. 28: 18-20; Cor. 12:13; Eph. 2:11-22; Eph. 4:11-16; Col. 1:28; Heb. 10:23-25)

(8) **Satan:** We believe that Satan exists today as the enemy of God and the accuser of God's people. He persistently seeks to counterfeit the works and truth of God. (Is. 14:12-14; Eze. 28:12-17; Acts 26:18; Eph. 6:10-13; Rev. 12:1-17; Rev. 19:17-21)

(9) **Future Things:** We believe in the personal return of the Lord Jesus Christ. We believe in the bodily resurrection of all the dead--the saved to eternal life, dwelling forever with Christ--the unsaved to everlasting judgment and condemnation. (Matt. 24:29-30; Acts 1:11; Rev. 20:1-6)

EDUCATIONAL GOALS

The following goals are the result of our philosophy and will determine the policies and programs of our institution:

SCHOOL POLICIES

This Student Handbook is designed to inform you of Portland Christian School's expectations regarding appropriate student behavior. Nothing in this Student Handbook shall be deemed to create contractually or legally enforceable rights. Portland Christian specifically retains the discretion to amend, discontinue, or vary the policies or procedures contained in the Student Handbook with or without prior notice.

ACADEMIC POLICIES

- No student shall graduate in less than 4 years without special action from the Board.
- A student will not be allowed to take part in graduation ceremonies unless all graduation requirements including the Senior Thesis have been fulfilled.
- No student shall be graduated from PCHS with a GPA of less than 2.00 unless recommendation is made by the SITE council and permission granted by the administration and board.
- Any student in grades 6-12 failing more than one required course or who receives 2 consecutive F's in the same required course will be dismissed from Portland Christian Jr./Sr. High School.

ALCOHOL, DRUGS, AND TOBACCO

By School Board policy, no tobacco, alcohol, or unlawful drugs are permitted *at any time* on the campuses of Portland Christian Schools.

CONFIDENTIALITY STATEMENT

The need may arise that some in our student body may need to receive counseling for academic, behavioral, and/or personal reasons. To further this ministry, parents and students need to understand the following information on both ethical and legal grounds: conversations in counseling sessions should not be considered confidential. However, the following may necessitate a report to State Services to Families and Children, parents, or both.

Legal

- Physical or sexual abuse
- Serious evidences of suicidal tendencies
- Serious evidences of the possibility of harm to others
- Instances of pregnancy (Parents of students under the age of 16 must be notified.)

School Policy

- Any school rules and/or state/federal laws that have been broken will be reported to the administration, parents, and/or police.

CONFLICT RESOLUTION

The Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the church (I Cor. 6:1-8; Matt. 18:15-20). Matters of concern should first be handled in accordance with the Lord's commands in Matthew 18.

1. Individuals should communicate matters of concern directly with the person(s) involved.
2. Beyond this, if necessary, matters of concern should be handled by verbal and/or written notification to the appropriate administrator.
3. If resolution is not possible at this level, the matter should be brought to the superintendent.
4. Further examination may be requested from the Board of Trustees in cases involving serious disagreement, so as to determine the necessity for external mediation.
5. External mediation will be sought through steps suggested by the Christian League Society

In light of this policy, it is imperative that anyone who has a grievance with another go directly to that person in order to discern the truth and resolve the issue. It is wrong to bear false witness and to gossip by spreading rumors about another in the school or the school itself. The damage done to reputations in a few moments of concern can take months to overcome (Rom. 1:29-30; II Cor. 8:19-20; Prov. 6:19).

It is also human nature to have our perceptions colored by what others, including students, have told us. For this reason, it is important to see and experience things first hand. Visitors are welcome to observe, sit in on classes, and talk with teachers and staff. Simply arrange a time with the office.

DESIRED PROFILE FOR ADMINISTRATION, FACULTY, AND STUDENTS

- Has a genuine desire to be at Portland Christian Schools.
- Displays a sense of self-discipline and accepts responsibility well.
- Has a desire for self-improvement.
- Believes that honesty is of utmost importance.
- Has committed his/her life to Jesus Christ and desires to grow in relationship with Christ and others.
- Believes that respect for authority is a Biblical mandate and demonstrates a desire to be respectful in all his/her relationships.
- Internally motivated to do his/her best at all times.

- Willing to accept and adhere to school guidelines with a cheerful spirit and an attitude that communicates a desire to comply.
- Demonstrates his/her relationship with Christ through actions, attitudes, and words.
- Demonstrates an understanding of and respect for God and His Word.

CONTROVERSIAL ACTIVITIES

Because Portland Christian Schools enters into a training and nurturing partnership with parents and churches of various backgrounds, Portland Christian Schools attempts to avoid activities and programs which would cause division among our students, parents, and churches. Though we realize it is virtually impossible to please everyone, Portland Christian Schools will nevertheless endeavor to keep to a minimum those activities and programs which would cause or bring dissension among our school families.

GENERAL BEHAVIORAL POLICIES

Attitude

Expressions of contempt, disobedience, pride, haughtiness, a disregard for those in authority, and most seriously, a disregard for the counsel of God's Word will not be tolerated at Portland Christian Jr./Sr. High School

Communication


Cruel and profane language proceeds from an unclean heart. Therefore, profanity, gossip, filthy words, sexual innuendoes, and degrading comments will not be tolerated.

Classroom Conduct

The teacher has been given the responsibility by God to teach, and the students have been given the responsibility by God to learn. Therefore, no student has the right to interrupt a teacher in the teaching process or another student in the learning process. All conduct and attitudes should reflect this policy.

RESIDENCE REQUIREMENTS

It is school policy that any student attending Portland Christian Schools MUST live with a parent or guardian. This also applies to those students who have reached their 18th birthdays.



ACADEMIC POLICY

PARENT ACCESS SUPPORT SYSTEM/PASS

At the beginning of each school year parents will receive their student's ID # and PIN code to enable them to access their student's graded work progress, immunizations, past grades, fees owed, attendance, etc. At any time, if the parent loses this information a school staff member will supply those numbers to you over the phone or through email. The PASS system is accessed through the school website pcschools.org

9-12th MINIMUM GRADUATION REQUIREMENTS

Minimum Graduation Requirements:	Standard Diploma	Scholars Diploma
Bible	4 credits	4 credits
English	4 credits (English 12 or AP English must be included)	4 credits (English 12 or AP English must be included)
Social Studies	4	4 (1) May be taken in lieu of an advanced science
Math	3 through Alg 2	3 Through Pre-Cal
Science	3 Including Biology and one physical science course (Chemistry, Conceptual Physics, or Physics)	4 Including Biology, Chemistry, Physics, Anatomy and/or AP Biology
Foreign Language	2 Same Language	3 Same Language
Creative/Fine Arts	2	3
Career Education	1	1
Computer Science/Keyboarding (Waived if completed in Jr. High)	1	1
Health	1	1
Physical Education	1	1
Senior Thesis	0.25	0.25
Electives	4	2
TOTAL	30.25	31.25
Minimum GPA	2.0	3.25

Please Note:

- (1) Transfer students will **not** be required to make up Bible classes, but **must** meet all other graduation requirements.
- (2) No student will be allowed to graduate with fewer than the prescribed number of credits.

RECOMMENDED SEQUENCE OF REQUIRED COURSES

Standard Diploma: 30.25 credits

9 th	10 th	11 th	12 th
Bible 9	Bible 10	Bible 11	Bible 12
English 9	English 10	English 11	English 12
World History	Cont. Culture/Logic	U.S. History	Gov't/Econ
Physical Science	Biology	Alg 2 or Pre C Class '08	Sen. Thesis
Pre-Alg. or Alg 1	Alg 1 or Geom	Foreign Language-2	
Health	Foreign Language-1		
Physical Education			
Keyboarding/Computer (if not completed in Jr. High)			

Two units of Creative or Fine Arts must be taken.

Scholars Diploma: Minimum of 31.25 credits A minimum of 2 years high school attendance at PC is required to receive the scholars diploma.

9 th	10 th	11 th	12 th
Bible 9	Bible 10	Bible 11	Bible 12
English 9 Reg. or Honors	English 10 Reg. or Honors	English 11 Reg. or Honors	English 12 Reg. or AP Eng
Biology	Chemistry	Physics or AP Biology	Physics (or APHistory)
Alg 1 or Geom	Geom or Alg 2	Pre-Cal	Calculus
World History	Cont. Culture/Logic	U.S. History	Gov't./Economics
Health	Foreign Language-1	Foreign Language-2	Foreign Language-3
Physical Education			

Three units of Creative or Fine Arts must be taken.

NOTE: To receive the Scholars Diploma students must take all courses required for the program and achieve a GPA of 3.25 or higher by the end of the senior year. Students may begin their program with the Standard Diploma and switch to the Scholar's Program.

Students are required to carry a full load (8 classes) each term unless a waiver is received from the administration. Seniors may carry less depending on their graduation needs.

Transfer students will not be required to make up Bible, but **MUST** meet all other graduation requirements.

No student will be allowed to graduate with fewer than the prescribed number of credits.

Unless there are extenuating circumstances (i.e. serious illness), seniors must have all academic requirements met prior to the date of graduation.

High School Credit Granted to Middle School Students

A student will receive credit toward high school graduation for any high school class completed in the 8th grade year (typically Alg 1, Physical Science, or Foreign Language) unless the parent requests for them not to do so. The Computer/Keyboarding graduation requirement will be WAIVED if the Computer Science and Keyboarding classes are completed in Junior High with a grade of "C" or above.

International Student Program

Please see pcschools.org website for more ISP information.

Senior Thesis-students will earn .25 credits for this course

No student will be allowed to receive a Portland Christian High School diploma without satisfactorily completing the senior thesis. The paper will be graded by the English department and the presentation will be graded by faculty members and/or the mentor. The purpose of this project is to demonstrate: student competency in communication skills (written, oral, and visual/performance), the student has an understanding of a Christian World and Life View and is able to demonstrate good research and critical thinking skills. Each student will be assigned a mentor from the faculty for the length of the project.

Career Education

Career Education is a requirement for graduation from Portland Christian High School. One-half credit and a grade of A – F is issued at the end of both the Sophomore and Senior years, resulting in a full credit of Career Education. These grades/credit are based on a number of activities and assignments completed throughout the four years of high school.

Most of the required Career Education activities are completed at school. The major project to be completed off campus is the 10 hours of community service to be completed each year. Community service is any volunteer activity that would benefit your community. Examples include volunteering at a hospital, a church, the Red Cross, a nursing home, helping a faculty member or a shut-in neighbor, or helping any non-profit organization.

Each student will have a Career Ed. Portfolio in the Counseling Offices containing records of their activities.

GRADUATION POLICIES

- No student shall graduate in less than four years without special action from the Board.
- Any student excused from physical education with a doctor's excuse must make up the credit in an elective.
- Seniors may earn up to one credit in an appropriate off-campus work study program approved by the principal.

- A student will not be allowed to take part in graduation ceremonies unless all graduation requirements -- including the Senior Thesis -- have been fulfilled. Any senior failing a required course(s) at the end of the third grading period will be required to meet with his/her parents and a school administrator. The result of this meeting will produce a written contract outlining what the student must accomplish during the fourth grading period in order to be eligible to take part in graduation ceremonies. This contract will require the signature of the student, his/her parents, a school administrator.
- No student shall be graduated from PCHS with a GPA of less than 2.00 unless recommendation is made by the SITE council and permission granted by the administration and board.
- No senior owing fines, fees, or tuition will be allowed to participate in graduation exercises without special permission from the Finance Committee of the Board.
- Honor graduates are recognized at commencement as follows: Honors, 3.50 - 3.74; High Honors, 3.75 - 3.89; Highest Honors, 3.90 - 4.00. The class speaker(s) is chosen by the administration with faculty input from those achieving Highest Honors.
- Students are entitled to three free transcripts sent to the college or university of their choice. All additional transcripts will be \$3.00 each, payable in advance.

GRADING STANDARDS (6-12)

All classes will be graded based upon the following standard:

A+	98-100%	C+	77-79%
A	93-97%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89 %	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
		F	59% or below

PCHS issues letter grade reports on a periodic basis as indicators of a student's academic progress in each class. Permanent grades are issued in the middle and at the end of each semester. ****The following standards are used by the faculty in determination and issuance of grades:

ACADEMIC GRADES	GRADE VALUE	
A - Consistent superior work	A+	4.0
	A	4.0
	A-	3.7
B - Exceeds acceptable stands.	B+	3.3
	B	3.0
	B-	2.7
C - Meets acceptable stands.	C+	2.3
	C	2.0
	C-	1.7
D - Below acceptable stands.	D+	1.3
	D	1.0
	D-	0.7
F - Failing	F	0.0

Four and a half weeks after the beginning of each quarter, parents will be prompted to look up their child's grades via the PASS system to check if grades are lower than a C- in any class. The counseling department will also be checking for grades lower than a C-. In some cases, students with grades below C-, may be put on weekly progress reports.

Academic Probation

Students whose grade point average falls below a 2.0 in any quarter or receives an F in any quarter in any class will be placed on academic probation for the following grading period. During this time, the student's academic progress will be monitored on a regular basis. See pages 24 and 25 for details.

Behavioral Probation based upon report card

Students in grades 6-8 will receive a ("M") marginal citizenship grade when their behavior or attitudes indicate an emerging trend that falls below acceptable standards. Those who receive more than one citizenship grade of M will be placed on behavior probation for the following grading period. This included excessive negative attendance behavior as described on page 25. During this time the student's behavior will be monitored by an administrator or a counselor. He/she will not be allowed to participate in extracurricular activities as specified on page 24 of this handbook.

Daily Participation Grade

Classroom experience (lecture, discussion, and interaction) is important to the learning process. Therefore, a student must attend classes on a regular basis.

In each class, students may receive a daily participation grade. Students absent from class for any reason other than for a school-sponsored event or long-term or chronic illness (parents may be required to provide a doctor's note), will lose participation points. Participation may vary for each class and depend on the nature of the subject and should be clearly stated in the syllabus for each class.

When a student is ill for an extended period of time and/or suffers from a chronic illness, the teacher will be required to evaluate the student's participation portion of the grade based upon days that class was attended by the student. Days missed due to the long-term or chronic illness will not figure into the participation portion of the grade. This will not be the case for general illness. Administration must be informed in writing of the chronic or long-term illness by the parents of the student. The administration will then inform the teacher of the illness and the teacher can adjust his/her grade accordingly.

Incompletes

No grade of incomplete (I) will be given unless permission is granted by the administration and arrangements made with the course instructor. All incompletes will become F's two weeks after the term ends if makeup work is not completed or if arrangements have not been made with the administration. **All** exceptions must have administrative approval.

Honor Roll

The Honor Roll will be compiled at the end of each grading period. To be eligible for the Honor Roll, a student must have a grade point average of 3.50 or above (Honors, 3.50 - 3.74; High Honors, 3.75 - 3.89; and Highest Honors, 3.90 - 4.00).

ASSIGNMENTS

Some courses require more work than others; however, all students are expected to have assignments completed on the date due. **The teacher reserves the right to accept or not accept late assignments.** If late assignments are accepted, they **will** receive grade penalty. For prearranged absences (athletic trips, dental appointments, family trips, school sponsored trips, etc.), it is the student's responsibility to obtain assignments and turn in work **before** leaving unless otherwise indicated by the teacher. Students will not be given assignments specifically to be done during Thanksgiving, Christmas, or Spring Vacation. Long term projects or papers, and in some cases tests, are still due upon return from an illness.

Makeup Work

Students who are absent are expected to contact fellow students or the teacher with parent permission for class and homework assignments. In the event of an extended absence (2 or more days), a request asking teachers to send student assignments home may be made to the office staff upon the third day absent. Requests should be made prior to 12PM to ensure assignment availability that day. Parents may come to the school at any time and request access to their student's locker so they might obtain any necessary textbooks, notebooks, or other materials their student might need in order to complete assignments at home.

OTHER ACADEMIC POLICIES

Advanced Placement Courses 9-12th

All students enrolled in Advanced Placement courses must take the AP Exam in order to pass the course unless granted an exception by an administrator. A fee is charged for this exam. A student receiving an AP grade of 3 or better may be granted college credit depending on the policy of the individual college.

Student Mentoring Program 11th-12th-a pass or no pass grade will be given for this class

The Student Mentoring Program is for juniors and seniors and serves to interest qualified young people in the teaching profession. The program gives students who are considering teaching as a profession the opportunity to explore the field before attending college. By actually working in the classroom, these students learn whether or not they have the necessary personal qualifications for teaching; they also learn the demands placed upon the teacher. Students will perform teaching responsibilities at Portland Christian Elementary School. Transportation to and from the location must be provided by the student. A release form from the parents is required before placement is finalized.

Change of Schedule - all grades

Prior parent permission is necessary before a change can be made. Parents are encouraged to call the counseling office for assistance.

Repeating Courses - all grades

A student may repeat any course for which a grade of D or F is received. While the grade of D or F will continue to appear his/her transcript, only the make-up grade will be calculated into the GPA.

A student may repeat **ONE** course in which a C- or above is received. Permission will be granted **ONLY** if sufficient seat space is available. Any exception to this policy must be made by the administration. No course may be repeated to raise a student's grade above a C- after a subsequent course has been taken (i.e. Algebra I may not be repeated after a student has taken Algebra II.).

Teacher Aides 11th-12th grades

- Typically, only junior and seniors may serve as teacher aides. An exception to this may be granted by the administration. A student may earn 1 credit per year as a teacher's aide.

Textbooks - all grades

All textbooks, (unless purchased by the student), are the property of the school; however, they are the responsibility of the student during the period of issuance.

Textbooks **MUST BE COVERED** within the first week of issuance and remain covered all term. Covers may not, in any way, adhere to book. Book covers may be available in the office.

Parents or tutors may rent a textbook for \$40.00, \$35.00 of which will be refunded to the borrower when the text is returned in good condition.

Damage or extraordinary wear to textbooks will result in a damage assessment. Students may be fined up to a maximum of the replacement cost of the textbook. The following guidelines will be used:

- Torn, written upon, soiled, or otherwise damaged pages: \$1.00 page
- Excessive wear/damage to text cover: \$5.00
- Text no longer suitable for another's use: replacement cost of text

STUDENT RECORDS

Student records are maintained for the benefit of the student and are used for instruction, career development, guidance, and educational placement. Student Records include:

- Academic records including transcripts of grades (9-12) and grade reports (6-8), record of attendance, progress reports, and achievement test records.
- Behavioral records including psychological testing, personality evaluation, letters to parents, records of conversations, written transcripts of incidents, and formal administrative actions (i.e. suspension or expulsion) taken relative to student behavior.
- Records of health as required by state law.
- International student records including copies of the I-20, passport, affidavit of support, and supporting documents as required by immigration law.

RELEASE OF RECORDS

All student records maintained by the school are available for inspection by the student and parents/guardians. These records must be viewed only in the presence of a school official.

Student records will only be forwarded to another school upon receiving written permission from a parent/guardian.

If the student owes a fee or has lost or willfully damaged property, the administration may withhold report cards, diplomas, or other records until all amounts owed are paid in full. The school may not withhold academic records when such records are requested by another district for placement of the student.

PERMANENT RECORDS

The following information will be retained indefinitely by Portland Christian High School:

- Full name of student
- Date of birth
- Name of parents/guardians
- Date of entry into PCHS
- Name(s) of school(s) previously attended

- Subjects taken (9-12)
- Grades received (9-12)
- Credits earned (9-12)
- Attendance
- Date of withdrawal or graduation

KEEPING OF RECORDS

The following records will be kept by Portland Christian Jr./Sr. High School for the time period indicated:

- Permanent record(s) as stated above: indefinitely
- Health records: 3 years after student departure
- Student behavior records: 3 years after student departure

The registrar is responsible for ensuring records are kept as outlined above.

RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION

Oregon Law requires that parents of students be notified when students' names or pictures are included in annuals, printed honor rolls, the newspaper, and other similar publications. Portland Christian has not and will not issue lists of names to businesses and military recruiters, etc.

STUDENT ATTENDANCE POLICY

HIGH SCHOOL CREDIT/ATTENDANCE

The Northwest Association of Accredited Schools policies and procedures manual defines a credit as a common unit of measure that represents successful student achievement relevant to a predefined area of study. A credit is defined as one unit of credit awarded for successful completion of a course, which shall include not less than 120 hours of instruction per year. This unit is also defined as seat hours by the state of Oregon and maintains that the student is actually at school receiving instruction by a qualified teacher.

EXCUSED ABSENCES

Portland Christian Schools and the State of Oregon recognize three categories of excused absences:

- Illness
- Administratively-approved prearranged absences (i.e. parental requests, field trips, athletic trips, other school-sponsored functions for which a student will be missing a class.)
- Emergency absences (i.e. such as death of a family member, etc.)

When a student returns to school after an illness or emergency absence, the absence will be excused if:

- A phone call has been received from the parent or guardian by 9:00 a.m. on the day the student is absent OR
- On the day of return the student presents to the office a dated note from a parent/guardian excusing the absence.
- If none of the above steps is followed, the absence is unexcused.
- Oversleeping is not considered an excused tardy or absence, even with a note or a phone call from a parent or guardian.

If students are **absent more than half a day**, they will **NOT** be allowed to participate in extra-curricular activities that day without special permission from the principal. This includes sports practice and competition.

Makeup Work for Excused Absences

Students must make arrangements to do all work missed in all classes (including PE).

Students participating in athletics and extra-curricular activities must make every effort to turn in all work due before leaving school. Scheduled tests and quizzes must also be taken before leaving unless other arrangements have been made with the classroom teacher.

If students are excused absent any part of the day, they must turn in all work due in all classes that day and arrange to make up any tests or quizzes missed during the periods absent.

PREARRANGED ABSENCES

All absences other than illness, family emergencies, or school-sponsored functions must be prearranged. If not, they will automatically be unexcused.

If parents know in advance their student will be absent, the procedures below must be followed in order for the absence to be excused:

- A Prearranged Absence Request Form (or a note to be attached to the form) must be given to the office giving the dates of and reasons for the absence. If more than one student in a family will be gone at the same time and for the same reasons, separate notes or prearranged absence forms must be submitted for approval.
- It is the student's responsibility to speak to teachers individually before the absence to make arrangements for makeup work as indicated below.
- Every effort should be made to schedule medical appointments outside school hours. This is particularly important during final exams.
- If the Prearranged Absence Request Form is completed but not turned into the office before 8:30 a.m. the day of the absence, the student will be unexcused.

Makeup Work for Prearranged Absences

Students with approved prearranged absences must have all work done **before** leaving unless other arrangements have been made with the classroom teacher, including athletic and other school sponsored absences.

LONG TERM ILLNESS OR INJURY ABSENCE AGREEMENT

It is the school's policy that a student's parent or guardian presents a note from a doctor and also a written request for a long term illness agreement to an administrator. If an agreement is granted the following will apply:

- No more than 22 class periods in any one course may be missed in one semester for any reason
- The student may be asked to repeat a course or to attend summer school in his/her local district to make up the course missed if the time period is beyond 22 class periods
- Extra assignments may be added to make up for time not in class
- Assignment collection will be the responsibility of the parent unless an administrator makes an exception

EXTENDED ABSENCES

If a student is absent due to illness for five or more consecutive days, a note from the parent must be received describing the illness and what, if any, medical attention has been sought. According to state law a student returning after a serious contagious disease is required to have a doctor's excuse and admittance by the principal.

If a student is absent for 10 or more days in any one 9 week quarter, excused or unexcused, he/she will be placed on an attendance agreement with the administration and must abide by that agreement or may be asked to retake a course. A pattern of excused or unexcused absences is of great concern and will be taken very seriously by the administration. Accommodations will be made for long-term illness.

PENALTIES FOR UNEXCUSED ABSENCES

For each block a student is absent unexcused, the administrator will issue after school detention, 3:05p.m.-4:00 p.m. This may include a work detail around the school.

A pattern of continued unexcused absences will result in an in-house suspension and/or behavioral probation.

If students are absent unexcused any part of the day, they will not be allowed to participate in any extra-curricular activities that day. The administration may review this policy on a case-by-case basis.

No work done in class on the day a student is unexcused may be made up. This includes tests and quizzes. Long-term projects, however, must be turned in when due.

Additional consequences may be imposed by the administration.

TARDIES

Students must be inside the door of the classroom when class begins or they will be considered tardy. Some teachers may require students to be in their seats and ready to work when class begins. It is important that students get to class on time so class time is maximized and class disruption is held to a minimum. The following policies apply:

- Students less than 15 minutes tardy to class the first block of the day should report directly to class. The teacher will take attendance.
- Students more than 15 minutes tardy to class the first block of the day or late to school anytime during the day must report directly to the office and are not permitted into class without a pass.
- Students with prearranged appointments, (doctor, dentist ,etc) arriving or leaving after the beginning of the school day, need to check in and out through the attendance office, receive a pass and go to class.
- Students late to other blocks without a pass are unexcused. A tardy may be excused if a pass from a teacher or the office is presented upon arrival to class.
- If a student arrives to class more than 15 minutes late without a pass from a teacher or administrator excusing the tardy, this tardy will be treated as an unexcused absence and treated as such.
- If a student is released from class with a pass and does not come back to class within 12 minutes, or the time allowed by the teacher on the pass, it will be treated as an unexcused absence.

PENALTIES FOR TARDIES

Excused and unexcused tardies are considered equal. Therefore, in any one grading period if a student acquires a total of 5 tardies, the following penalties apply:

- 5 tardies -- after-school detention from 3:05-4:00 p.m.*
- 6 tardies -- after-school detention from 3:05-4:00 p.m.*
- 7 tardies -- 1/2 day in-house suspension and parent meeting
- 8 tardies -- 1/2 day in-house suspension and parent meeting
- 9 tardies -- Behavioral Probation and all day in-house suspension

****After-school detention supersedes all other activities including athletics, music, drama, etc. and may include a work detail around the school.***

WITHDRAWAL FROM SCHOOL

Any parent wishing to withdraw his/her student from school should contact the high school office and present a written notice. The student will be given a form, signed by the principal, which must then be taken to each of the student's teachers and the librarian.

- Each teacher will sign the form that gives a withdrawal grade and indicates that the student has turned in all texts and properly checked out of laboratories, PE lockers, etc.
- The librarian's signature must sign the form indicating the student has returned all library books and has no fines.
- Before returning the form to the high school office, it must also be signed by the Business Office for proper clearance of accounts.

Records, diplomas, and report cards will be withheld if accounts are unpaid, or if proper arrangements are not made and/or school property is not returned.

PROBATION AND DISMISSAL POLICIES

PROBATION

Students are placed on probation to allow formal monitoring of their behavior and/or academic progress. Regular meetings are held with a counselor or administrator to review the student's progress. While a student is academically ineligible, he/she may still participate in practices but not compete, travel to away games, or perform until notified of eligibility by the counselor or an administrator.

Students on probation may be restricted from participation in extra-curricular activities included but not limited to those listed below:

- Sports
- Chapel Committee
- Competitions
- Cheerleading
- Student Government/Class Officers
- National Honor Society
- Ski Club
- Drama Productions
- Worship Team
- Competitions

Behavioral Probation

Students will generally be placed on behavioral probation for any of the following:

- Inappropriate behavior and/or attitude.
- A pattern of continued tardies/and or absences.
- Length of probation is determined by the administration but will generally last not more than one term semester.
- Any student placed on Behavioral probation for more than one term will be subject to additional disciplinary action at the discretion of the administration, including possible dismissal from Portland Christian Schools.

Academic Probation

Students will be placed on academic probation when they meet one of the following conditions:

- Cumulative GPA falls below a 2.0. These students will remain on probation until the cumulative GPA reaches 2.0 or above. Students may become eligible to be involved in extracurricular activities at the first day of school the 4th week and 7th week of each grading period if their GPA's reach a 2.0. (For Student Government Representatives please see page 43.)

- The GPA for any one grading period (quarter) is at a 2.0 or below. These students will remain on probation throughout the following period and be reviewed and cleared for extracurricular activities at the first day of school the 4th week and 7th week of the grading period. (For Student Government Representatives please see page 43.)
- Receiving an "F" in any course. This affects extra curricular eligibility. See page 24 for consequences. These students will remain on probation throughout the following term and be reviewed by the administration and possibly cleared for participation in activities at the first day of school the 4th week and 7th week. Any appeals relating to this policy must be made to this administration.. (For Student Government Representatives please see page 43.)
- The administration may place any student on Academic Probation as concerns for academic progress warrant.

Evaluation of Students on Probation

After a student has been on academic probation for a consecutive eighteen-week period (2 quarters), the student's progress will be evaluated by the administration. Based on the evaluation of the student's progress, the student may be:

- removed from academic probation,
- allowed to remain on academic probation for 9 more weeks,
- enrolled in the Excel program,
- asked to withdraw from Portland Christian Schools

If the student's GPA does not rise above a 2.0 or above or is failing any course following the third, consecutive quarter he/she will be asked to withdraw from Portland Christian School.

DISMISSAL/EXPULSION

Decisions for dismissal shall be based on at least 1 of 2 major criteria:

- **Poor Grades.** It is School Board policy that any student in grades 6-12 failing more than one required semester or who receives two consecutive F's in the same required course will be dismissed from Portland Christian Jr./Sr. High School. i.e. failing the same English class twice, consecutively for instance
- **Poor Behavior.** In cases of a continuing pattern of unacceptable behavior, and/or serious incidences that put other students or adults at risk, it is School Board policy that the administration of Portland Christian Jr./Sr. High School be empowered to dismiss a student.

If it becomes necessary that a student leave Portland Christian, the principal or vice principal shall notify the parents. Students dismissed for any reason may appeal the dismissal. Students dismissed from Portland Christian Jr./Sr. High School for reasons of inappropriate behavior are not permitted on the school campus or to attend Portland Christian Jr./Sr. High School activities without permission from the administration.

APPEALS PROCEDURE

Parents or guardians of students dismissed from Portland Christian Jr./Sr. High School for any reason may appeal the expulsion according to the following procedures:

- A letter of appeal for the dismissal must be received from the parent / guardian within two weeks of expulsion to be considered. Such letters shall be forwarded to the Board appointed chairperson of the Education Committee for review and preparation.”
- A date will then be set to hear the appeal. This meeting time must be timely.
- Parents and students will be notified of the meeting date, time, and location for their appeal. Students must attend the meeting with his/her parents.
- At the Appeal Sub-Committee’s request, faculty members may be asked to clarify recommendations or answer committee questions.
- A decision will be made regarding the student’s continuation at PCS, and the family notified within 24 hours of the appeals committee’s decision

Further appeal may be made to the Board of Trustees once the above process has been fulfilled. Any consideration of future attendance at PCS will be at the discretion and directive of the Board. The PCS Board has the final authority in all decisions.

PERSONAL APPEARANCE GUIDELINES

It is the desire of Portland Christian Schools to maintain an appropriate educational environment; **modesty, neatness, and cleanliness** are basic goals. Clothing or hairstyles that distract from the educational process are not appropriate.

Christians are encouraged in the Bible to observe the principles of modesty, the avoidance of showiness in their appearance, and to glorify God in all their behavior. Emphasis should be placed on appropriate clothes rather than extreme fashions/fads, which are considered inappropriate and distracting. Examples of this might include hair that is dyed extreme colors (e.g. drastic changes from the student’s natural color), or any clothing worn specifically to make a social statement such as concert t-shirts or anarchy symbols, drug references, adds etc.

Parents are expected to monitor their student’s dress. In cases of violation of the personal appearance guidelines, the administration will be the final authority.

GENERAL GUIDELINES

The dress code shall apply to all students during regular school hours and when representing the school in an official capacity.

The home is primarily responsible for compliance with these guidelines; however the administration, staff, and teachers will ensure compliance. When classes, teams, or musical groups travel as representatives of Portland Christian Jr./Sr. High School, the administration and coach/advisor will be responsible for maintaining a standard of dress appropriate for the occasion.

Uniforms are required and available for all PE classes, 6-9.

Appropriate dress for after-school athletic practices is expected. Coaches will be responsible for maintaining the basic goals of modesty, neatness, and cleanliness.

All attire must fit modestly. It is to be neat, clean, and not torn or badly frayed.

SPECIFIC GUIDELINES

- The hemline of a skirt must be no shorter than 4 inches above the knee when standing. Shorts for girls need to be of modest length - no shorter than the tip of the middle finger when standing with arms straight down at side. This includes skirts or shorts worn with tights and leggings
- Garments with holes that are revealing skin above the knee or undergarments are not allowed
- Clothing must not be tight fitting. In these cases, an administrator would review the clothing and the student may be asked to change into something else.
- All clothing must be clean and modest.
- Revealing necklines, tops that do not cover undergarments, or sheer fabric revealing undergarments are not appropriate for the classroom or school sponsored events.
- No bare midriffs. There must be no skin showing between the bottom of the shirt and the top of the pants or skirt in a sitting and/or standing position.
- Female students - remove visible piercing, except for the ears, during school hours - 8:00 am to 3:00 pm - and when representing the school in an official way (choir, sports, cheerleading, band, etc.)
- Male students - remove visible piercing, during school hours - 8:00 am to 3:00 pm - and when representing the school in an official way (choir, sports, cheerleading, band, etc.)
- No head coverings of any kind are to be worn during school hours - 8:00 am to 3:00 pm on campus by males or females.
- Clothing designed as nightwear or undergarments are not to be worn as outerwear.
- Tank tops are appropriate if worn with another shirt (not another tank top). EXCEPT DURING PE FOR BOYS
- Sagging pants below the waistline and/or visible undergarments are not appropriate. Clothing must cover all undergarments at all times.
- Male students - hair must be neat, clean, and groomed, not a distraction from the educational process. Pony tails or hair tied back is not acceptable, the back of the hair must be cut above the t-shirt collar and may not cover the eyes in the front
- Clothing exhibiting the anarchy symbol, other symbols and/or tattoos, words or pictures that do not represent Portland Christian's standards are not allowed to be worn and/or displayed on school property.
- Clothing with secular band logos and other logos representing that culture may not be worn at school or at school sponsored events or when representing the school in an official capacity. Christian band logos may be worn.

PENALTIES FOR VIOLATIONS

When a student's attire is not appropriate, the student will be sent to the office to see an administrator. If the attire is deemed unacceptable, the student will not return to class until appropriate clothing is available. Class periods missed for dress code violations are counted as **unexcused**. The student's parents may be called to come and pick them up from school or bring them appropriate clothing.

DISCIPLINE POLICIES

PHILOSOPHY

At Portland Christian, discipline is established and maintained with the intent to “train” each student (Prov. 22:6). We desire to be fair, yet firm; loving, but not sentimental; and caring, not just “doing a job.” Discipline can be best defined as training that corrects, shapes, strengthens, and completes the student. The goal of our discipline policies are threefold: first, to help students develop a Biblical world and life view; second, to create a climate that facilitates maximum learning for each student; and third, to help each student learn to move from external control to self control to, ultimately, Spirit control.

It is expected that students will:

- Behave appropriately. Misbehavior is a matter of choice.
- Accept responsibility for behavior.
- Respect the rights of the teacher to teach and fellow students to learn.
- Respect each teacher and each other.
- Be obedient to all those in authority.
- Behave in a fashion that will glorify the Lord.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

At the discretion of the Administration, the following may take place in any order:

- Parent conference
- After-school detention
- In-house suspension
- Loss of off-campus privileges for juniors and seniors
- Behavioral probation
- Out-of-school suspension
- Withdrawal from Portland Christian
- Expulsion from Portland Christian

Detention

When needed, detention notices will be issued by the administration. Detention will be served on school days from 3:05 - 4:00 p.m. At the discretion of the detention supervisor, students may be assigned custodial work detail, or sit quietly during the allotted time.

Students who are late or fail to serve detention will be subject to further administrative action.

If a student does not serve detentions or meet other disciplinary requirements before graduation, he/she will not be able to participate in senior activities including graduation.

Suspension

It is the policy of Portland Christian Jr./Sr. High School that students whose behavior warrants suspension be given off-campus or in-house suspension (between the hours of 8:15 a.m. and 3:00 p.m.). Suspension of either kind will be determined by the administration. Students who are suspended any portion of a day will **not be allowed to participate in any extra-curricular activity that day**. The administration will make the final decision. Students may also be excluded from extra-curricular activities the following day.

PROCEDURE FOR CLASSROOM DISCIPLINE

In the event a student interferes with the teaching and learning process or violates school policy:

- The teacher will speak directly to the student about his or her behavior. If needed, the teacher may arrange a private conference.
- If the unacceptable behavior persists, the teacher will inform the parents of the problem.
- If these two actions do not produce the desired results, the administration will be informed of the situation in writing. An administrator will then meet with the student and, if needed, inform both the parents and the student of further disciplinary action.

Special circumstances may require the teacher to circumvent the procedure above by sending the student directly to the office.

STUDENT CONDUCT

General Behavior

- Disruptive behavior in the halls during passing periods, lunch, including running, pushing, yelling, or screaming is not allowed.
- 6-8th Grade students may not show any public display of affection with the opposite gender at any time while on campus they must keep space between themselves and others of the opposite gender, no exceptions will apply
- Students who damage school property shall be required to make full restitution for the damage.
- Students using profanity will be disciplined.
- High School Students who display inappropriate public affection with the opposite gender (beyond hand-holding) shall be subject to disciplinary action i.e embracing, kissing, cuddling, etc.
- Theft of another's property will result in disciplinary action which may result in dismissal from Portland Christian.
- Bullying and harassment will not be tolerated. Respect for physical boundaries and respect for each other in and out of the classroom is expected.
- An attitude that is beneficial to the learning environment in and out of the classroom is expected. Mocking and/or scolding of the teaching staff and/or other students will not be tolerated at Portland Christian. Proverbs 22:10
- Cyberbullying or any other cyber or electronic behavior such as: threatening or slandering language, harassing language, sexting or texting, using student's names or pictures without

parental permission, creating a fake account for the purpose of hurting the other person or for any other reason will not be tolerated and may result in suspension and/or expulsion

Cheating

It is our desire for PC students to conduct their lives with integrity; therefore, cheating in any way (using someone else's work and/or answers, electronic devices, plagiarism, etc.), will not be tolerated. Each individual assignment is considered as a separate cheating incident. The following consequences will apply to cheating or plagiarizing:

- **First Offense During One Year:** Contact with parents will be made and a record of the incident will be kept in the student's file. The student will receive a zero on the assignment or test.
- **Second Offense During the Same Year:** The student will be placed on behavioral probation and may be subject to course failure.
- **Third Offense During the Same Year:** Dismissed from school.

Inappropriate Off-Campus Behavior

Students are expected to live their lives consistent with Biblical standards **on and off campus 24 hours a day**. Therefore, students who engage in inappropriate behavior such as sexual activities, drinking, smoking, doing drugs, vandalism, stealing etc. are subject to disciplinary action which may include removal from Portland Christian Jr./Sr. High School.

Tobacco, Alcohol, Illegal Drugs, and Firearms

According to Board Policy 91-7, "No tobacco, alcohol, unlawful drugs, or firearms are permitted on the campuses of Portland Christian Schools." In accordance with Oregon Law ORS 431-840, Section I, "It is unlawful for any person under 18 years of age to possess tobacco products. Any person who violates this subsection of Section I, is punishable by a fine of not more than \$100.00." Also in accordance with Oregon Law, it is illegal to possess firearms or weapons of any kind on a school campus or at any school-sponsored function. Therefore:

- Any student who is known to use alcoholic beverages and/or illegal drugs or to abuse drugs of any kind, on or off campus 24 hours a day, will be suspended and placed on behavioral probation. The disciplinary action may include police investigation and/or expulsion.
- Students who are known to use tobacco in any form will be placed on behavioral probation and must enroll in a Smoking Cessation class. Students who do not cooperate or respond in a positive manner will be removed from Portland Christian.
- A student who brings a firearm or destructive device to school or any school-sponsored event or who is in possession of a firearm at school or any school-sponsored event shall be, unless a modification is warranted, removed expelled from school for no less than one year and may be subject to expulsion. The appropriate law enforcement agency will also be contacted.

Knives, Mace, or Other Objects That Could Be Used as Weapons

Any object that could be used as a weapon either on campus or at any school-sponsored function: Items such as lighters, switch blades, hunting type knives, explosive devices,

fireworks, mace, tear gas, tazors, etc. must not be brought to school or to any school-sponsored function. Students or any person who violate the weapons policies above will be suspended pending further investigation.

Threatening Language or Gestures

Any student making either verbal (including sexual harassment) or physical threats to the well-being of another student, faculty, or staff member will be subject to immediate suspension pending investigation. The student may be required to undergo a thorough psychological evaluation before being allowed to return to school.

If you feel you are being threatened or harassed by another student or an adult, we recommend you see an administrator as soon as possible. The administrator will help you evaluate the situation and try to bring resolution to the problem. Parents who have this concern must also see an administrator as soon as possible after an incident.

Vandalism, Starting Fires, Pulling Fire Alarms, Possession/Use of Explosive Devices.

Students involved in any of these activities will be subject to disciplinary action, which may involve suspension, expulsion, police investigation, and/or prosecution.

GENERAL SCHOOL POLICIES

Automobiles

- All vehicles driven to school must be registered. Students and faculty will be issued numbered parking permit tags which must be visibly displayed.
- Student cars are to be parked only in spaces designated as student parking.
- Students without Permission to Leave Campus Forms may not eat lunch in their cars.
- Students with Permission to Leave Campus Forms may eat lunch in their cars.
- Driving on campus is a privilege which can be revoked at any time by the administration. Reckless driving on campus may result in the loss of driving privileges.
- When on campus or in the vicinity of the immediate neighborhoods, radios/stereos **MUST NOT BE AUDIBLE BEYOND THE CONFINES OF THE AUTOMOBILE.**
- We reserve the right to tow any unregistered vehicle at any time at the owner's expense.

Building/Grounds Access

- Students are allowed in the building during the hours of 7:00 a.m – 5:00 p.m.
- After-school hours, students must remain in areas designated by the administration unless under the supervision of a staff person.
- Early morning, evening, and weekend access is allowed only when a school official is on hand to supervise the student activity.
- Students who do not have a legitimate reason to be on the school campus after official activities have ended or after City of Portland curfew hours or who are not with a supervising adult (evening hours) will be considered as trespassers and subject to arrest by

the police. At any time students who are on campus for purposes of causing vandalism or causing mischief will be subject to arrest.

- Any student found on, or known to have been on, the roofs of the buildings of Portland Christian Jr./Sr. High School will be assessed a \$100.00 fine for the first occurrence, \$200.00 fine for the second occurrence, and dismissed from Portland Christian Jr./Sr. High School upon the third occurrence.

Cellular Phones

High School Students:

- Cell phones must be turned off and not used during class time

Middle School Students:

- Cell phones must be kept in their lockers between the hours of 8 am and 3 pm. No exceptions. Phone calls can be made from the front office and messages from parents should be routed through the high school office.
- Movies, music, and other content contained on cellphones must meet school guidelines and may not be shown to other students or listened to by other students during the school day. Phones containing or inappropriate pictures of students will be immediately confiscated and parents will be contacted for a meeting. Suspension and or expulsion may be included in the disciplinary actions for this offense.

Consequences for inappropriate cell phone use:

- -1st offense-given to an administrator and then recorded and given back at the end of the day
- -2nd offense-phone confiscated, parent must pick it up and talk to an administrator
- -3rd offense-1/2 day of in school suspension and may include behavioral probation.
- It is the expectation of Portland Christian Schools that students will not engage in text messaging or other forms of instantaneous communication with faculty or staff members without pre-arranged, written, parental permission. Upon parental consent, student and faculty may communicate via text message, or IM for school related business only. Email correspondence is permitted exclusively through the schools' network for class or other related school activities such as athletics, music, etc. issues only.
- At the beginning of the school year, each teacher will send home a permission form outlining the various methods of communication utilized for class related projects and assignments between the teacher and student as well as for students to the class. Such methods of communication are to be used for official school related business only and not for social interaction between student and teacher.

Chapels and Assemblies

- The chapel service is a time set aside each week for faculty and students to come together for spiritual renewal. Student assemblies will be held from time to time to inform the student body of special events and/or to encourage school spirit and unity through pep rallies, etc.
- Students are required to attend all chapels and assemblies throughout the year. Any student not in attendance at chapel or assemblies without permission will be disciplined accordingly.

Chapel Committees

- The Jr./Sr. High School Chapel committees meet daily with their advisors for the purpose of planning and prayer.
- Chapel committee members are chosen by the administration and advisors from among those who express a desire to assist in planning weekly chapels.

Classrooms

- No food or drink will be allowed in the lecture hall or any classroom unless special permission is obtained from the administration.
- Students are to respect property, desks, chairs, etc. Students found to be defacing chairs, writing on desks, tables, etc. will be given a detention, assigned to cleaning duty, and held financially responsible for any damages which may have occurred.

Computer Use

Students may not use school computers unless they have signed the Computer Use Form. Violation of the school policy will result in immediate loss of computer privilege. The computer use policy is available from the business office and also appears on the form signed by every student and parent when enrolled.

Daily Participation Grade

Classroom experience (lecture, discussion, and interaction) is important to the learning process. Therefore, a student must attend classes on a regular basis.

In each class, students may receive a daily participation grade. Students absent from class for any reason other than for a school-sponsored event or long-term or chronic illness (parents may be required to provide a doctor's note) will lose participation points. Participation may vary for each class and depend on the nature of the subject and should be clearly stated in the syllabus for each class.

When a student is ill for an extended period of time and/or suffers from a chronic illness, the teacher will be required to evaluate the student's participation portion of the grade based upon days that class was attended by the students. Days missed due to the long-term or chronic illness will not figure into the participation portion of the grade. This will not be the case for general illness. Administration must be informed of the chronic or long-term illness by the parents of the student in writing. The administration will then inform the teacher of the illness and the teacher can adjust their grade accordingly.

Early Dismissal and Late Arrival

- Late arrival and/or early dismissal will be granted only to seniors who are on track for graduation. Permission must be secured from the high school principal.
- Seniors with late arrival or early dismissal must sign in at the office upon arrival and sign out at the office when leaving campus.
- Seniors with early dismissal must immediately leave campus and not return to campus until the end of the school day unless administration approval is obtained.
- Students needing to remain on campus to complete assignments must secure a pass from the office and remain under the direct supervision of a teacher or staff member.

Electronic Devices (including but not limited to I-pods, Blackberries, PDA's)

- The use of music players with headsets are not allowed during school hours (except during lunch for high school only).
- Hand-held video games (ie: Game Boys) are also not allowed during school hours, including lunch.
- Middle school students are not allowed to have electronic devices outside of their lockers between the hours of 8am and 3pm.
- Hand-held video games may be allowed on official school-sponsored functions only at the discretion of the faculty member in charge. Students will be informed in advance.
- Confiscation will result from violations of this policy. Any items confiscated by the administration will be returned to the student at the end of the day and a warning will be sent home.

Emergency Procedures and Drills

Fire Drills

- The school is required to hold monthly fire drills. The fire alarm bell will sound to begin a drill. Teachers will explain the exit procedure from each classroom.
- At the onset of the bell, students must walk quickly and quietly to their designated exit and gather as a class. Attendance will be taken.
- Should a fire drill occur between classes, students must go directly to the nearest exit and proceed immediately out of doors to the gathering place of their next class. Attendance will be taken.
- Students are to remain outside until the all-clear signal is given. The all-clear signal will be two long blasts of the passing bell.

Earthquake Drills

- The school will hold periodic earthquake drills. The signal for an earthquake drill is continued pulsating sounds of the passing bell (may last 30 seconds or longer.)
- At the onset of an earthquake or an alarm signaling an earthquake drill, students are to follow instructions of the faculty and staff. Students in restrooms or otherwise outside the classroom must seek immediate shelter where they are.
- In accordance with the national standard of Duck, Cover, and Hold, students should:
 1. Move away from windows and areas of potentially falling debris such as wall pictures, hangings, bookcases, etc.
 2. Seek shelter under desks, tables, etc. and hang on.
 3. Students must remain in the duck, cover, and hold position until the signal is given to exit the building.
 4. Students will exit the building following the same procedure as in a Fire Drill.

Lockdown

- Should a situation arise where an administrator determines an immediate lockdown is necessary, the following procedure will take place:
 - 1. During Class Hours**
 - An all-call will go out throughout the campus halls and outside areas directing students in halls or out of doors to return immediately to their classrooms.
 - An all classroom call will follow directing teachers to secure their classrooms by:
 - Locking doors leading to hallways.
 - Closing windows, curtains/draperies.
 - Moving students to areas of the classroom that are least visible from hallway or windows. This may include closets, corners, rear of rooms, under desks, tables, etc.
 - Turn off lights.
 - 2. Before School, After School, or Lunchtime**
 - Should a lockdown be necessary during 1 of these times and the intruder(s) is not in the cafeteria, library, or gym, students are to go to the gym, cafeteria, or library and follow instructions of faculty in charge.

Power Failure

- In the event of a power failure during class time, students are to remain in the classroom until directions are given by the principal.
- Should power failure occur between classes, students are to go quietly and directly to their next class. Students must remain in the classrooms until directions are given by the principal.

Other Emergencies (Acts of God)

- Should an emergency situation such as extreme wind or thunderstorm occur, before or after school, all students on the school grounds should proceed at once to the main high school hallway or gym lobby. Administrators will give appropriate instructions.

Former Students

- Any student leaving Portland Christian in good standing may attend any public event sponsored by the school.
- Any student asked to withdraw from or expelled from Portland Christian will not be allowed to attend any school function for up to one full year. Administrative discretion may apply.

Freedom of Expression

- Students of Portland Christian Jr./Sr. High School are allowed, within the context of Biblical principles on attitudes and language, to exercise freedom of expression as an important element in the learning process. Students may gather, with the permission of the administration and in the presence of an advisor, to discuss issues and concerns. They may gather for the express purpose of prayer and worship.

- Any and all student publications, flyers, etc. must be seen by the administration before distribution to members of the student body.

Health Room

- Any ill or injured student must be taken to the health room to be evaluated.
- Students must sign in and out of the Health Room.
- Minor first aid treatment will be provided. If the injury or illness is considered to be serious, parents will be called so that the student may receive the care of his/her doctor.
- Generally students will not be kept in the health room more than one block.

Laser Pointers

Students may not use laser pointers while at school unless such devices are used under the supervision of the classroom teacher for a specific class purpose.

Leaving Campus

Students in grades 6 - 10 may leave campus during lunch **when accompanied by an adult after arrangements have been made** with parents and the administration. A note from the student's parent must be turned in to the office if the student leaves campus with any adult other than a parent.

Juniors and seniors may leave campus during lunch if a Permission To Leave Campus Form has been signed by the student's parents and is on file in the high school office. All juniors and seniors leaving campus for lunch are expected to return to school on time. Violations of this procedure may result in loss of off-campus lunch privileges.

Library

The Library is a resource/study area which students are encouraged to use for reference work. The library will be open before school, during lunch, and after school unless other activities are using that space. The following rules apply:

- A quiet atmosphere must be maintained in the library at all times.
- Computers are available for on-line research and word processing.
- During class time students must have a pass from the classroom teacher when entering the library. They must also remain in the library or return directly to the classroom with a pass from the teacher in charge.
- No food or drink is allowed in the library.
- Reference books are check out for overnight only. Other books and magazines have a three-week checkout period.
- After being sent an overdue notice, a student will be given a week to return the overdue book or magazine without a fine. After this, a fine of 25 cents per school day, retroactive to the first day overdue, will be assessed with a maximum fine of \$10.00 per item. If the item is not returned the student will be charged for the replacement of that item.

Lockers

- At the beginning of the school year, each student will be assigned a locker which provides a place for keeping books, coats, and personal items. Students may not use any other locker without permission from the office.

- Lockers are to be kept locked. The school is not responsible for articles taken out of lockers.
- No permanent decoration of any kind may be attached to the lockers. Stickers, writing, contact paper, or anything else that is not easily removed must not be put on locker or on the walls above the lockers.
- Students defacing lockers will be assessed a \$25.00 fine per locker.
- Lockers are to be kept clean. They will be inspected periodically, and a \$5.00 cleaning fee may be assessed for students who do not keep their lockers clean.
- All students in PE classes will be assigned a lock and locker in the locker room. No personal locks may be used.
- Any student not in a PE class, but participating in extra-curricular sports activities **must** also be assigned a lock and locker. The locker is to be locked at times when the locker is unattended with all belongings inside the locker.
- Replacement cost will be charged for any lost or damaged lock.

Locker Search

Lockers are the property of the school and provided for the student's convenience. While each student will be assigned a locker and is entitled to privacy with respect to that locker, the locker remains in possession and control of the school. In order to assure that such areas are not being used for any unauthorized purpose, students are to expect that an administrator or the administrator's designee from time to time without prior notice may inspect lockers. If a locker search should ever prove necessary, the following guidelines shall be implemented:

- Lockers may be checked on a random basis; or if the principal has a reasonable suspicion that a prohibited item (i.e. stolen property, firearms, etc.) is in a locker, an emergency search will be made. The administrator, or his designee, will be assisted in a locker search.
- Although students **will not** be informed of random inspections, they will be informed of a specific locker search **after** the search has taken place.
- Any prohibited items found in the locker will be held by the administrator as long as is necessary. Students will be given receipts for confiscated items.

Lost & Found

- All found articles are to be turned in to the office.
- Students should inquire at the office for any articles which may have been lost. Students should also promptly report any missing valuables to the office on the form provided.
- Articles in the Lost & Found will be placed on tables in the hall. Articles not claimed after exams will be removed from the school.

Lunch

- Students may eat lunch only in the cafeteria, on the grassy area between the cafeteria by the choir room, in the courtyard outside the cafeteria, on the benches in front of the school, or in the courtyard by the science pond. Special permission must be given to eat elsewhere.
- Students may not eat lunch in the halls, classrooms (without a teacher present), or athletic fields unless special permission is given by an administrator.
- Students in grades 6- 10 will be assigned clean-up duty on a rotating basis. Students not fulfilling their duties will be assigned extra days of duty and/or detention.

Medication at School

While we recognize that a number of our students are competent to administer their own medications, our efforts to maintain a “drug-free campus” compel us to ask that all medications be administered through the health office. We apologize for any inconvenience this may cause, but trust that the added safety this will provide will be appropriate compensation.

- Students may not keep medications in their lockers, backpacks, purses, or on their person.
- Tylenol will be administered to students who have parental permission checked on the Emergency Data Card.
- Students who require prescription or non-prescription medications while at school must have a medication authorization form on file. This dated form (or a letter giving the equivalent information) is to be completed by the student's parent or guardian and state the student's name, medication name and strength, specific amount to be given, the times, frequency and duration of administration, and the purpose for which the medication is being given. The form or letter should also specifically state the parent or guardian's authorization for the medication to be administered to the student at school and for how long that authorization is to continue. (Medication authorizations automatically discontinue with the close of school each June. New medication authorizations must be made each school year.)
- The medication must be brought to school in the original pharmacy container, with the pharmacy label stating the student's name, medication name, doctor's instructions, and medication expiration date. All medications (with the exception of aerosol inhalers for asthma and bee-sting kits) are to be kept in the JH/HS school office. The student may come to the office and sign to receive their medication.
- Under no circumstances may a student be given medication of any kind by a teacher or staff member unless permission is given by the parent. No student is to give another student medication of any kind.

Obscene Language, Clothing, Pictures, Reading Material, Music, or Videos

Any items, in the opinion of the administration deemed to be obscene, will be confiscated immediately and the parents will be notified. (An example of this would be music with obscene language or sexual references) In addition, appropriate discipline will be administered.

Parental Concerns

When a parent or student has a concern with a faculty or staff member of the school, he/she should follow the guidelines below in the order that they appear.

- Communicate directly with the teacher or staff member first before taking the concern to the administration to see if the matter can be resolved.
- Schedule a meeting with an administrator and the teacher or staff person to try and resolve the conflict through mediation.
- Schedule a meeting with an administrator alone when the conflict is not still not resolved after the other steps have been taken. Communicate the concern with the faculty member or staff member in person to try and resolve the issues.

Areas in which a parent should go directly to the administrator: when a parent or student fears retaliation from the party involved, a concern about immoral behavior is present concerning a teacher or staff member, and/or a concern of sexual misconduct or the appearance of sexual misconduct between an adult and a student exists.

Passes

Students out of class for any reason must have a hall pass.

Phone Calls

School classroom phones generally are not available for student use. Except in cases of emergency, students will not be dismissed from class to make phone calls.

Rollerblading, Skateboarding, Bicycling, Riding of Scooters

Inline skates (e.g. roller blades), scooters, skateboards are not allowed anywhere on campus and is not sanctioned by the school. If a student is caught skateboarding on campus he or she will be sent to an administrator. Bicycles may be ridden to school and then locked up outside; they may **not** be ridden on sidewalks or on the track.

School-sponsored Functions

Student leaders and their advisor shall plan all class or group functions officially sponsored by the school. The administration will be informed, in advance, of the details of the function (including names of the chaperons).

Student Search

If the administration has reason to believe a student has on his/her person any prohibited item, the student may be searched. This will be done in the privacy of an administrator's office and **always** with a staff member present as a witness. Only a woman administrator in the presence of a female witness will search female students. Only a male administrator in the presence of a male witness will search male students.

Any confiscated item will be kept in the principal's office. A receipt will be given to the student.

Transportation for Officially Sponsored School Activities

THE SCHOOL IS RESPONSIBLE FOR PROVIDING TRANSPORTATION for students participating in all officially sponsored school activities (i.e. field trips, athletic trips, choir and/or band appearances, ski club, class trips, etc.).

- In general, private adult driven vehicles will NOT be used to provide transportation for officially sponsored school functions.
- Student-driven vehicles will NOT usually be allowed as official school transportation to and from school-sponsored activities.
- Under special circumstances and with parental and administrative permission, students may drive ALONE in their own vehicle to school events. This does NOT include athletic, choir, or other competitions.
- Participants in school events such as athletics, etc. MAY NOT return from the event with friends.

- Students may return with parent after permission is received from the Advisor, Athletic Director, or principal.
- Any adult drivers including parents, staff, coaches, etc., MUST complete the Auto Safety Certification form and be approved by the Administration.
- UNDER NO circumstances may students be transported in 15-passenger vans.

Visitors

Any person entering the building **MUST** check in and out at the Jr./Sr. High School office. While on campus, all visitors, including adults, must wear a Visitor's Pass at all times.

Classroom visitors

- Must have the visit prearranged through the office by a host. Filling out a Guest Information Form does this, which is available in the office. This form must be turned into the office at least one day prior to the visit.
- Must sign in at the office upon arrival and receive a Guest Pass for the day.
- Must follow school guidelines, including personal appearance code.
- May not visit more than once a year.

Drop-in Visitors

- Non-prearranged visitors may stay on campus only with permission from an administrator.
- Persons wishing to visit Portland Christian students or faculty for brief periods during the day must sign in and out at the office and must be approved by an administrator.
- Students will generally not be called out of class on behalf of a visitor. Students may, during lunch period and with permission, visit their guests in the front hall outside the office or at another location designated by the administration.

Parent Visitors

- Parents are welcome to visit their student's classroom.
- Visits must be pre-arranged through the Jr./Sr. High office.

Vancouver/Shuttle Bus Rules

- The loading and unloading zone for the shuttle bus and Vancouver bus is located in front of the Junior High doors.
- Students must board the bus in an orderly fashion after all students who are leaving the bus at that location have unloaded.
- While on the bus, students must remain seated with feet under the seat in front of them.
- Yelling, poking other students, throwing objects, etc. are prohibited. Referrals from the bus driver or monitor may result in loss of riding privileges.

EXTRA-CURRICULAR ACTIVITIES

ATHLETICS

Portland Christian is a member of the Oregon School Activities Association and participates in inter-school athletics as a member of the Northwest Conference. Minimum OSAA requirements for eligibility include passing three, full-credit, regular subjects at the close of the preceding term as well as during the current term. Athletes must also maintain regular progress towards graduation.

NORTHWEST CONFERENCE RULE: CONFETTI OR ARTIFICIAL NOISEMAKERS ARE NOT ALLOWED AT GAMES.

Rooters' Bus and Team Rules

- Rooters' buses must be filled at a rate that will pay for the charter cost. Students will sign up and pay for the cost of the trip in the high school office. Admission to the game must also be made by the student at the game destination. Bus fares will not be refunded if a student is unable to attend the game.
- If a bus is provided, all team members, cheerleaders, etc. are expected to ride and return on the bus. Any variation must be approved before the trip.
- Students who ride a bus will return on the same bus unless the student rides home with his/her parents after the game. This must be confirmed with the coach or adult in charge. Any other arrangements must be made and confirmed by the Athletic Director before the trip. A student will not be given permission to ride home with other students.
- School rules and policies apply to all trips. Student dress must be appropriate to the occasion. If a student does not cooperate, he/she may not be allowed to ride the bus in the future.
- Students of the opposite sex may not ride in the same seat on trips over 30 minutes long

ACTIVITIES AND EVENTS

General guidelines

- A club or class advisor at Portland Christian is responsible to the administration for all activities and projects carried out by the group. While students are encouraged to take leadership and responsibility, they may not act independently of the advisor.
- No meeting of any organization is to be held without the knowledge of the advisor. Plans for activities must be submitted by the advisor to the office on the Activity Form. All activities must be approved in advance by the advisor and the administration.
- Students are free to invite guests from outside the school to all school banquets but must fill out the proper visitation form with administrative approval. Class parties are limited to class members and the Senior Banquet is limited to graduating seniors.

Fund Raising

- Fund-raising activities that directly benefit special groups (i.e. cheerleading, drama, ski club, etc.) must obtain special permission in advance from the administration.
- Funds from the general budget will be distributed to school organizations in accord with the requests submitted to the administration.

Social Activities

- The advisor must be involved in all planning meetings for social functions and should inspect the place where the event will be held in advance of the activity.
- Notification must be given to the administration one week in advance of the event, and parents must be informed of all official school/class functions.
- If parents are chaperons, the advisor must inform them of their responsibilities in advance.
- All chaperones must have a background check and obtain Adult/Child Contact training.
- School policies apply at all extra-curricular functions.
- School transportation policies apply if the function moves from one location to another.

CLUBS AND ORGANIZATIONS

All clubs must have the written approval of the administration and be led by an approved sponsor who is a faculty member, a parent, or a friend of the school. No secret clubs will be allowed. Generally clubs are not school funded and must be self sustained.

FAB-Friends Across Borders

This club exists to give students an opportunity to get to know each other's culture and to form friendships between the ISP students and the American students at Portland Christian.

Class Officers (Grades 9-12)

To be considered for a class office, a student must not have been on academic or behavioral probation any time during the prior year. Each class votes for four class officers, the president of the class is the student with the most votes. All class presidents serve on High School Student Council.

Mock Trial Club

Under a faculty advisor this club competes with other schools in a mock trial situation. Mock trial begins in the winter and can run into the spring season. See advisor for details.

National Honor Society (Grades 10-12)

The conditions of membership in the National Honor Society are among the highest in the state. Consideration for nomination to this chapter is based on the following:

- The election of members to this chapter will be by a chapter council, consisting of the advisor and members of the faculty.
- Scholarship, service, leadership, and character are the basis for consideration.

- Students must have completed 3 semesters of high school and maintained an accumulative GPA of 3.50 for one complete term preceding induction. Thereafter, they must maintain an accumulative GPA of 3.50.
- New students may be considered as NHS candidates after spending one semester at Portland Christian High School. Provided that PCHS's academic standards are met, new students who are NHS members in good standing may transfer their memberships directly to the Mark Fakkema Chapter.

STUDENT GOVERNMENT (GRADES 9-12)

Qualifications for current members:

Students must maintain at least a 2.5 accumulative GPA and quarter or semester grades must not fall below a 2.5 GPA while serving a term. Students must not receive an F in any subject in any quarter or semester in order to remain on Student Government. Students who are placed on academic or behavioral probation for any reason will be removed immediately from student government, students who are suspended from school may be subject to removal if the advisor and administration meet and agree to this action

Purpose

- To coordinate and carry out school activities in which students are involved
- To be an example in Christian conduct and character as representatives of the student body of PCHS
- To bring glory to our Lord Jesus Christ in all things

Responsibilities

- Activities as directed by the administration
- All-school functions
- Alumni Reception/Homecoming
- Mission projects

Election of Members

- Students wishing to be considered for election to the Student Council indicate their interest by signing up with the Student Government advisor.
- Prospective members must not be on behavioral and/or academic probation at any time during the previous year and possess the personal character capable of being good examples as representatives of the student body and the Lord Jesus Christ.
- Prospective members must have at least a 2.5 GPA and be able to maintain this for the following quarter and semester grading periods as well
- All class presidents and the ISP president will serve as members of Student Government.

Please see advisor or the Assistant Principal for clarification of any of the above.

Thespian Club

Portland Christian Schools is a member of the International Thespian Society, Chapter 5408. Name: ACRONYM. Students become members of the organization based on the number of hours they participate in drama activities.

Worship Teams (9-12)

- The worship team is responsible for leading the student body in praise and worship at weekly chapels.
- Criteria for serving on Worship teams are character consistent with Biblical standards, academic record consistent with school standards, a strong commitment to serving the Lord through music, and a desire to serve others by leading them in worship and praise.
- Students desiring to serve on Worship teams must complete an application stating their desire to serve and their qualifications.
- Worship team members will be chosen by the advisor and the assistant principal. No students may serve on worship team without administrative approval.

PORTLAND CHRISTIAN SCHOOL SONG

Hail to our Christ the King! Hail Christian High! Thy name o'er every
name! We magnify! May we with fervor sing, that which will ever
bring. Glory to Christ our King Hail! Hail! Hail!