

PORTLAND CHRISTIAN SECONDARY SCHOOL



PORTLAND CHRISTIAN SCHOOLS

EST. 1947

HANDBOOK 2011-2012

**PORTLAND CHRISTIAN
HANDBOOK
2011-2012
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CLASS SCHEDULE

2011-2012

MONDAY-TUESDAY-FRIDAY			
High School		Middle School	
Period	Time	Period	Time
1	8:15-9:05 (50)	1	8:15-9:05 (50)
2	9:10-10:00 (50)	2	9:10-10:00 (50)
Break	10:00-10:05 (5)	Break	10:00-10:05 (5)
3	10:10-11:00 (50)	3	10:10-11:00 (50)
4	11:05-11:55 (50)	Lunch	11:00-11:30 (30)
Lunch	11:55-12:25 (30)	4	11:35-12:25 (50)
5	12:30-1:20 (50)	5	12:30-1:20 (50)
6	1:25-2:15 (50)	6	1:25-2:15 (50)
7	2:20-3:10 (50)	7	2:20-3:10 (50)

WEDNESDAY			
High School		Middle School	
Period	Time	Period	Time
1	8:15-9:35 (80)	1	8:15-9:35 (80)
Community	9:40-10:05 (25)	Community	9:40-10:05 (25)
3	10:10-11:30 (80)	3/Split	10:10-10:55(45)/ Lunch 11:35-12:15(40)
Lunch	11:30-12:15 (45)	Lunch	10:55-11:30 (35)
5	12:20-1:40 (80)	5	12:20-1:40 (80)
Break	1:40-1:50 (10)	Break	1:40-1:50 (10)
7	1:50-3:10 (80)	7	1:50-3:10 (80)

THURSDAY			
High School		Middle School	
Period	Time	Period	Time
2	8:15-9:35 (80)	2	8:15-9:35 (80)
Chapel	9:40-10:25 (45)	Chapel	9:40-10:25 (45)
Break	10:25-10:30 (5)	Break	10:25-10:30 (5)
4	10:35-11:55 (80)	4	10:35-11:55 (80)
Advisory	12:00-12:50 (50)	Lunch	12:00-12:35 (35)
Lunch	12:50-1:35 (45)	Advisory	12:40-1:35 (55)
Break	1:35-1:40 (5)	Break	1:35-1:40 (5)
6	1:45-3:10 (85)	6	1:45-3:10 (85)

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 MISSION, VISION AND CORE VALUES 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, so that their lives may be transformed by the renewing of their minds.

VISION

Portland Christian Schools will become one of the Northwest's leading Christian Schools providing its students with a thriving, spiritually dynamic Christian education with the goal of students passing the baton of godly leadership to the next generation

In the process, Portland Christian Schools will demonstrate financial integrity, striving to become debt free, while establishing endowments for student aid, faculty compensation, and expansion of facilities.

CORE VALUES

All Board, Administration, Faculty and Staff (including coaches) must be able to demonstrate that they understand and model a biblical world and life view and are committed to the spiritual, academic, physical, emotional and social development of each student.

Students will be taught to develop a biblical world and life view and challenged to live according to biblical standards.

Critical thinking skills will be taught so that students will have the tools to evaluate their current culture and climate in light of God's word.

Each student shall be encouraged to love the Lord their God with their whole heart and mind to the end that each one be compelled to reach out in love to others both at home and the world.

The Philosophy and Foundation of Portland Christian Schools including Purpose, Philosophy, Educational, Spiritual, Academic, Physical, Personal, and Social Goals are found in Board Policy Manual.

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; Ez. 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)

STATEMENT OF NONDENOMINATIONAL POSITION

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

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 spirit.

Church practices such as time and mode of baptism, communion, foot washing, etc.

Denominational positions may be freely discussed within a proper educational context. In honoring this desire concerning the purpose and outreach of the school, there shall be no attempt by student, teacher, or parent to promote one denominational position over another. We desire to remain united in the salvation and love of Christ, avoiding the dissension which may be caused by denominational distinctive.

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).

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.

Beyond this, if necessary, matters of concern should be handled by verbal and/or written notification to the appropriate administrator.

If resolution is not possible at this level, the matter should be brought to the Superintendent.

Further examination may be requested from the Board of Trustees in cases involving serious disagreement, so as to determine the necessity for external mediation.

External mediation will be sought through steps suggested by Board approved legal counsel.

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.

STUDENT RELATED INSTRUCTIONAL POLICIES AND ADMINISTRATIVE PROCEDURE

Nothing in this manual shall be deemed to create contractually or legally enforceable rights. Portland Christian Schools specifically retains the discretion to amend, discontinue, or vary the procedures contained in this manual with or without prior notice.

ACADEMICS

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 have been fulfilled.

No student shall be graduated from PCHS with a GPA of less than 2.00 unless exception is made by the Board upon recommendation of the superintendent.

Any student in grades T6-12 failing more than one required course **or** who receives 2 consecutive F's in the same required course will be dismissed from Portland Christian Schools.

Excel Program (see page 12)

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 be considered confidential. However, the following may necessitate a report to Children's Services Division (CSD), 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.

DESIRED PROFILE FOR 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.

EXPECTATIONS FOR GENERAL BEHAVIOR

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 Schools

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 expectation.

Disruptive Behavior

Disruptive Behavior such as listed below will be subject to discipline:

Bullying/harassment

Cheating/plagiarism

Damage to school property

Knives, mace or other objects that could be used as weapons

Inappropriate display of affection between students

Inappropriate off-campus behavior

Inappropriate use of electronic devices

Obscene language, clothing, pictures, reading material, music or videos

Theft of physical property

Threatening language or gestures

Use of alcohol, tobacco, drugs, or firearms

Vandalism, starting fires, pulling fire alarms, possessive/use of explosive devices

Yelling, pushing, screaming in halls, etc.

RESIDENCE REQUIREMENTS

Any student attending Portland Christian Schools **MUST** live with a parent or guardian, or school approved host home for international students. This also applies to students who have reached their 18th birthday.

SCHOOL JURISDICTION

Students are considered to be under the jurisdiction of the school from the time they arrive on campus in the morning until they are discharged at the end of the school day.

Students are under the school's jurisdiction while in attendance at, or participating in all school sponsored activities and on school-provided transportation to and from the activity.

Any serious act of misbehavior committed during a vacation period by an enrolled student or an accepted student prior to enrollment may be grounds for dismissal or denial of entrance.

ACADEMICS

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. If at any time parents lose this information a school staff member will supply those numbers 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	Jeanne Lampi Scholar 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	3	3
Math	3 through Alg 2	3 through Pre-Cal
Science	3 Including Biology and one physical science course (Chemistry, Conceptual Physics, or Physics)	4 Chemistry Required
Foreign Language	2 Same Language	3 Same Language
Creative/Fine Arts	1	3
Health	1	1
Physical Education	1	1
Electives	4	2
TOTAL	26	28
Minimum GPA	2.0	3.5

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.
- (3) 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.
- (4) Unless there are extenuating circumstances (i.e. serious illness), seniors must have all academic requirements met prior to the date of graduation.
- (5) Jeanne Lampi Scholar must have 3 credits of same Foreign Language, 4 credits of Science (Chemistry required), complete Pre-Calculus, maintain a 3.5 accumulative GPA, and complete 28 total credits.

RECOMMENDED SEQUENCE OF REQUIRED COURSES

T6th	7th	8th
Bible T6	Bible 7	Bible 8
Language Arts T6	English 7	English 8
Social Studies T6	Social Studies 7	Social Studies 8
Science T6	Science	Physical Science
Math	Math	Math
Physical Education	Physical Education	Physical Education

PORTLAND CHRISTIAN HIGH SCHOOL GRADUATION PLAN
2011-2012 Standard Diploma & Jeanne Lampi Scholar Diploma

<u>REQUIREMENT</u>	<u>FRESHMAN</u>	<u>SOPHOMORE</u>	<u>JUNIOR</u>	<u>SENIOR</u>
English: 4 years/credits	__ English 9 __ Honors*	__ English 10 __ Honors*	__ English 11 __ Honors*	__ English 12 __ AP English*
Fine Arts: 1 years/credits	__ Art __ .5 __ Digital Photo. .5 __ Drama __ Band __ Choir __ Guitar .5 __ Comp. Sci. .5 __ Web Design .5 __ Cooking __ .5 __ Sewing .5 __ Quilting .5 __ Wood Shop .5 __ Yearbook __ Music Apprec. .5	__ Art __ .5 __ Digital Photo. .5 __ Drama __ Band __ Choir __ Ensemble __ Guitar .5 __ Comp. Sci. .5 __ Web Design .5 __ Cooking __ .5 __ Sewing __ .5 __ Wood Shop .5 __ Yearbook __ Music Apprec. .5 __ Film as Lit. .5	__ Art __ .5 __ Digital Photo. .5 __ Drama __ Band __ Choir __ Ensemble __ Guitar .5 __ Comp. Sci. .5 __ Web Design .5 __ Cooking __ .5 __ Sewing __ .5 __ Wood Shop .5 __ Yearbook __ Music Apprec. .5 __ Film as Lit. .5	__ Art __ .5 __ Digital Photo. .5 __ Drama __ Band __ Choir __ Ensemble __ Guitar .5 __ Comp. Sci. .5 __ Web Design .5 __ Cooking __ .5 __ Sewing __ .5 __ Wood Shop .5 __ Yearbook __ Music Apprec. .5 __ Film as Lit. .5
Social Studies: 3 years/credits	__ World History		__ US History __ AP US History*	__ Gov/Econ __ AP Gov/Econ*
Mathematics: 3 years/credits (Min. of Algebra 2)	__ Pre-Algebra __ Algebra 1 __ Geometry	__ Algebra 1 __ Geometry __ Algebra 2 __ Statistics*	__ Geometry __ Algebra 2 __ Pre-Calculus* __ Statistics*	__ Algebra 2 __ Pre-Calculus* __ AP Calculus* __ Statistics*
Foreign Language: 2 years/credits (Same language)	__ Spanish __ __ French __	__ Spanish __ __ French __	__ Spanish __ __ French __	__ Spanish __ __ French __
PE 1 year/credit (Interscholastic sport .5 credit per season)	__ PE __ Sport _____			
Health 1 year/credit		__ Health		
Bible: 4 years/credits	__ Bible 9	__ Bible 10	__ Bible 11	__ Bible 12
Science: 3 years/credits (Must include one physical science +)	__ Biology	__ Concept. Phys + __ Anatomy __ Chemistry *+	__ Concept. Phys + __ Anatomy __ Chemistry *+ __ AP Biology *	__ Physics + __ Anatomy __ Chemistry *+ __ Concept. Phys +
Electives: 4 years/credits (Each can only be taken once)	__ Psychology .5 __ Sociology .5 __ Speech .5 __ World Rel. .5 __ Wt Training .5 __ Other _____	__ Physical Ed. .5 __ Psychology .5 __ Sociology .5 __ Speech .5 __ World Rel. .5 __ Wt. Training .5 __ Other _____	__ Physical Ed. .5 __ Psychology .5 __ Sociology .5 __ Speech .5 __ World Rel. .5 __ Teacher Aide .5 __ Teach. Intrn. .5 __ Wt. Training .5 __ Other _____	__ Physical Ed. .5 __ Psychology .5 __ Sociology .5 __ Speech .5 __ World Rel. .5 __ Teacher Aide .5 __ Teach. Intrn. .5 __ Wt. Training .5 __ Other _____
Community Serv.	10 hours	10 hours	10 hours	10 hours
TOTAL CREDITS				Standard 26 Lampi Scholar 28
*Prerequisites need to be met or instructor approval				
Jeanne Lampi Scholar Diploma must have 3 credits of same Foreign Language, 4 credits of Science (Chemistry required), complete Pre-Calculus, maintain a 3.5 accumulative GPA, and complete 28 total credits.				

Jeanne Lampi Scholar Diploma Requirements

Lampi Scholars will be expected to complete the following in addition to general graduation requirements.

- a. 28 total credits needed for graduation (therefore, a full schedule each year with credited courses).
- b. Minimum accumulative GPA: 3.5
- c. National Honor Society Membership required before graduation
- d. Math: 3 credits through Pre-Calculus
- e. Science: 4 credits (one year of Chemistry required)
- f. Foreign Language: 3 credits of same language
- g. Minimum of 2 AP courses of student's choice

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 unless the parent requests for them not to do so.

International Student Program

Please see pcschools.org website for more ISP information.

Senior Project

Seniors will complete a Senior Project during their senior year in Bible 12. This project includes a formal paper, a project off campus, and an oral presentation. This is required for graduation.

Community Service

Each student is to complete 10 hours of community service each year (20 hours if the student is a National Honor Society Member). This is one of many efforts to help fulfill the mission of Portland Christian Schools and is a graduation requirement.

Community Service is defined as any volunteer activity that benefits the community, i.e. the student receives no pay or other credit for work done. This can include volunteer work at your church, Portland Christian Schools, the public library, the zoo, National parks, a hospital, non-profit organization, a summer youth camp, on a mission trip, etc. Helping relatives, family and friends is important but should be considered an act of love. These ventures will NOT be acceptable for your Community Service unless given prior approval.

Students who have not completed 10 hours of Community Service by the first week of May will receive an "F" grade on their final report card. This grade will be removed once the service is completed. Graduates will not receive their diplomas until this graduation requirement is completed.

GRADUATION

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.

A student will not be allowed to take part in graduation ceremonies unless all graduation requirements are fulfilled. Any senior failing a required course(s) for graduation 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, and a school administrator.

No student shall be graduated from PCHS with a GPA of less than 2.00 unless recommendation is 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.

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-	4.0
B - Exceeds acceptable standards	B+	3.3
	B	3.0
	B-	2.7
C - Meets acceptable standards	C+	2.3
	C	2.0
	C-	1.7
D - Below acceptable standards	D+	1.3
	D	1.0
	D-	0.7
F - Failing	F	0.0

Mid-Quarter Reports

At the mid-point of every quarter, the counseling department will be checking for grades lower than a C-.

Academic Probation

A student whose grade point average is below a 2.0 in any quarter or receives an F at the end of any quarter in any class will be placed on academic probation for the following quarter. During this time, the student's academic progress will be monitored on a regular basis. Students can repeat a class over the summer to remove them from academic probation in the fall (assuming they pass the class). See pages 15 and 16 for details. See Probation for outcomes.

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 includes excessive negative attendance behavior as described on page 16. 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 extra-curricular activities as specified on page 15 of this handbook.

Daily Participation Grade

Classroom experience (lecture, discussion, and interaction) is valuable 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 grades have been posted 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 quarter. 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 may 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 Break. Long-term projects or papers, and in some cases tests, are still due upon return from an illness.

Assignment 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 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.

College Credit

Portland Christian high school students who are enrolled in our AP (Advance Placement) courses have the opportunity to receive college credit if they earn an "A" or "B" in each AP course (5 courses are offered). Therefore, if a student is enrolled in AP Calculus for the school year and earns a final grade in June of an "A" or "B", he/she will then have earned one semester's worth of college credit at Warner Pacific College. The grade and credit will then be a transcript at Warner and the student then can either use that credit at Warner toward college graduation or have it transferred to the student's college of choice.

There is a fee for these college credits and will only be charged when the student has officially enrolled in the course for college credit. Enrollment will happen in the spring semester after the Portland Christian AP instructor and Warner Pacific are in agreement that the student is on track to successfully earn either an "A" or "B" in the course. Students can still take the AP exam late in the spring, if they desire.

Advanced Placement Courses

All students enrolled in Advanced Placement courses are expected to take the AP Exam in order to pass the course unless granted an exception by an administrator.

High School Excel Study Skills Program

It is the policy of Portland Christian to offer an Excel Study Skills class as an elective class for students who struggle academically. The student is to receive highly individualized support and individualized academic accommodations.

- Parents, Principal, or teachers may refer a student to the guidance counselor for Excel, with the final decision resting with the Principal. A student may be accepted as a student at PC on the condition that the student be an Excel student. The guidance counselor may require the parent to seek outside testing to determine if the student has any learning disabilities.
- The student and parents/guardians sign an Excel Agreement and the Excel teacher will create a Personal Excel Plan (PEP) for each student to guide accommodations. Students, who need to be in Excel English, do not necessarily need to be in the Excel Study Skills class.
- The grading policy is as follows:
 - Accommodations are procedures going above and beyond what is provided a typical student.
 - Some students in some classes don't need accommodations, or need minimal accommodations, and should be graded the same as everyone else.
 - When accommodations are made for a student, the student's work will be better than it would have been without accommodations. The student's grade is then labeled an "Excel Grade" on the student's report card and, if it is a semester grade, it will be noted on the student's transcript.
 - When accommodations are not made on a certain assignment, quiz, or test, and the student performs poorly, the work will be graded normally but then raised one grade only if in the minimal range of 50-59%. Therefore, the student would receive an Excel "D" grade instead of an "F". This is the only allowance for a grade being raised. Because of this accommodation, Excel students have a greater opportunity to pass each class. With Principal approval, exceptions may be made to the minimum grade requirements needed to pass.
 - Excel students with documented learning disabilities may not be put on Academic Probation. All other Excel students may be put on Academic Probation if their grades warrant or with Principal directive.
 - If in some cases the student receives extensive accommodations, the student may be given a modified diploma. This is a Principal and parent decision.
- Students are not required to remain in Excel until graduation. It is the goal to mainstream Excel students as soon as appropriate. The decision to "graduate" a student from Excel is made by agreement among parents, the guidance counselor, the Excel teacher, and Principal.

Teaching Internship

Teaching Internships are available for juniors and seniors interested in the teaching profession. A pass/fail grade will be given for this class. 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.

Student Schedules

Change of Schedule

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

Repeating Courses

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 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

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 and a pass/fail grade will be given.

Textbooks

All school-issued textbooks are the property of the school and 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. 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:

Tom, 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

Parents may rent a textbook for \$45.00, \$40.00 of which will be refunded to the borrower when the text is returned in good condition.

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 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.

A T T E N D A N C E

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 activities 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 explaining the circumstances.

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 administrator. 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 activities 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 administrator.

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 a long-term illness.

PENALTIES FOR UNEXCUSED ABSENCES

For each block a student is issued an unexcused absence, the administrator will assign after-school detention, 3:15p.m.-4:10 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 a student has an unexcused absence 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 will 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. When a student acquires a total of 5 tardies in any one quarter, the following penalties apply:

5 tardies -- after-school detention from 3:15-4:10 p.m.*

6 tardies -- after-school detention from 3:15-4:10 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-school 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 to complete.

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

PROBATION

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

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

Chapel Committee

Cheerleading

Competitions

Drama Productions

French Club

National Honor Society

Ski Club

Spanish Club

Sports

Student Council/Class Officers

Worship Team

Academic

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 extra-curricular 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 Council Representatives please see page 26.)

Quarterly GPA falls below a 2.0. These students will be placed on probation throughout the following quarter and be reviewed and cleared for extra-curricular activities at the first day of school the 4th week and 7th week of the quarter. (For Student Council Representatives please see page 26.)

Receiving an "F" in any quarter or semester. This affects extra-curricular eligibility. These students will remain on probation throughout the following quarter 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 probation must be made to the administration. (For Student Council Representatives please see page 26.)

The administration may place any student on academic probation as concerns for academic progress warrant.

Evaluation of Students on Academic Probation

Any student on probation for a semester 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
- placed in the Excel program
- asked to withdraw from Portland Christian Schools

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

Behavioral

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.

DISMISSAL

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 T6-12 failing more than one required course/semester, or who receives two consecutive F's in the same required course, will be dismissed from Portland Christian Schools. i.e. failing the same English class twice, **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 Schools may dismiss a student.

Parents will be notified by the administration when it is necessary to dismiss a student. Students dismissed for any reason may appeal the dismissal. Students dismissed for reasons of inappropriate behavior are not permitted on campus or to attend school activities.

APPEALS PROCEDURE

Parents or guardians of students dismissed for any reason may appeal the dismissal according to the following procedures:

For an appeal to be considered, the superintendent must receive a letter within two weeks of the dismissal.

An appeal sub-committee will be formed and a date will be set for the hearing.

Parents and students will be notified of the meeting date, time, and location for their appeal. Student 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.

Within 24 hours of the appeals committee's hearing, the family will be notified of the decision.

EXPULSION

Expulsion from Portland Christian Schools is a grave and serious matter and shall be noted as part of the student's permanent file. Students expelled from Portland Christian Schools shall not be considered for future readmission.

PERSONAL APPEARANCE

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. It is our view that emphasis should be placed on appropriate clothing rather than extreme fashions or fads. Clothing worn specifically to make a social statement such as secular concert t-shirts, or anarchy symbols, drug or alcohol references, ads etc. are not allowed.

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 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 the school, the teacher or coach will be responsible for maintaining a standard of dress appropriate for the occasion.

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

Uniforms are required and available for ALL PE classes, 6-12.

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, not torn or badly frayed, and must cover undergarments.

SPECIFIC GUIDELINES

Skirt/dress length: The hemline must be within 4 inches of the top of the knee when standing.

Shorts for girls need to be no shorter than the tip of the middle finger when standing with arms straight down at sides. Garments with holes above the knee that are revealing skin or undergarments are not allowed

Necklines must be modest. Undergarments and cleavage must be covered.

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 - 8:15 am to 3:10 pm - and when representing the school in an official way (choir, sports, cheerleading, band, etc.)

Male students - remove visible piercing, during school hours - 8:15 am to 3:10 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 in the building.

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). Girls may wear sleeveless shirts that extend to the shoulder.

Sagging pants that reveal undergarments are not allowed.

Male students may not have pony tails or hair tied back. Hair must be cut above the t-shirt collar and may not cover the eyes

Pictures, words, band logos or symbols that do not represent Portland Christian's standards are not to be worn or displayed.

No visible tatoos

Hair may not be dyed in extreme colors or patterns.

PENALTIES FOR VIOLATIONS

A student in violation of personal appearance guidelines will be sent to the office and be given the opportunity to come into compliance. Class time missed will be considered **unexcused**. Consequences may be given for non-compliance.

DISCIPLINE

PHILOSOPHY

At Portland Christian, our goal is to be fair, firm, loving, and caring in the discipline process. Discipline can be best defined as training that corrects, shapes, strengthens, and completes the student. The goal of discipline is to develop a biblical world and life view, to create a climate that facilitates maximum learning, and, to move students from external control to self control and ultimately, Spirit control.

It is expected that students will:

- Behave in a fashion that will glorify the Lord.
- 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.

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.
- 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 (i.e embracing, kissing, cuddling, etc.) with the opposite gender (beyond hand-holding) shall be subject to disciplinary action
- Theft of property will result in disciplinary action and may result in dismissal from school.
- Bullying, cyberbullying, sexting, slander, and/or harassment will not be tolerated.
- An attitude that is beneficial to the learning environment in and out of the classroom is expected. Mocking and/or scorning of the teaching staff and/or other students will not be tolerated. Proverbs 22:10

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 **24 hours a day**. Therefore, students who engage in inappropriate behavior such as sexual activities, drinking, smoking, drugs, vandalism, stealing etc. are subject to disciplinary action which may include dismissal.

Tobacco, Alcohol, Illegal Drugs, and Firearms

In accordance with Board Policy and Oregon Law, ORS 431-840, "No tobacco, alcohol, unlawful drugs, or firearms are permitted on the campuses of Portland Christian Schools." In all cases involving any violation of this policy, the decision of the administration shall be the final resolution to the violation.

Oregon Law stated that it is unlawful for any person under 18 years of age to possess tobacco in any form. Students violating this law shall be punishable by a fine of not more than \$100.00.

Oregon Law states that it is unlawful to use or possess alcohol in any form under the age of 21 years.

Oregon Law states that it is unlawful for students to possess firearms or weapons of any kind on a school campus or at any school function.

Therefore:

Students using alcohol, illegal drugs, or abusing drugs of any kind, will be suspended and placed on behavioral probation. The disciplinary action may include police investigation and/or dismissal.

Students using tobacco in any form will be placed on behavioral probation and must enroll in a Smoking Cessation class.

A student who is in possession of or brings a firearm or explosive device to school or any school-sponsored event, will be dismissed from school for no less than one year. The appropriate law enforcement agency will be contacted.

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

Items such as lighters, switch blades, hunting type knives, explosive devices, fireworks, mace, tear gas, tazers, etc., must not be brought to school or to any school-sponsored activity. Students who violate the weapons policy will be suspended pending further investigation and may result in dismissal.

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 a student is being threatened or harassed by another student or an adult, we recommend a student see an administrator as soon as possible. The administrator will help a student 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.

PROCEDURE FOR CLASSROOM DISCIPLINE

In the event a student's behavior disrupts the classroom and learning process:

The teacher will speak directly to the student about his/her behavior. The teacher may arrange a private conference and/or send the student to the office.

If the unacceptable behavior persists, the teacher will inform the parents of the problem.

If these two actions do not produce the desired results, an administrator will meet with the student and, determine further action.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

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

Parent conference

After-school detention

In-school suspension (ISS)

Loss of off-campus privileges for juniors or seniors

Behavioral probation

Out-of-school suspension

Withdrawal

Expulsion

Detention

Detention notices will be issued by the administration. Detention will be served on Wednesday and Thursday from 3:15 - 4:10 p.m. Students will usually be assigned custodial duties.

In certain situations, students or parents consider other activities important enough to consider missing a detention. Students should be aware that because detentions are not designed to be convenient, an additional penalty will apply.

Students who request permission to miss a detention PRIOR to the detention, for a valid conflict (athletic game, not practice, medical appointment or work), may reschedule their detention in the school office for Friday morning from 7:05-8:05 am.

Students who fail to serve their scheduled detention WITHOUT PRIOR permission will be required to serve both a Friday morning detention and an additional Monday afternoon detention, plus lose eligibility for their next extra-curricular activity/contest and to attend school functions.

Suspension

Students whose behavior warrants suspension will be given off-campus or in-school suspension. Suspension 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** and may also be excluded from extra-curricular activities the following day.

GENERAL INFORMATION

After School

Students must be picked up by 3:25 pm

Students not picked up by 3:25 pm must report and sign in at the library by 3:30 pm.

Students are expected to follow study guidelines and all library rules.

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 may not eat lunch in their cars on campus.

Driving on campus is a privilege which can be revoked at any time by the administration.

When on campus or in the vicinity of the immediate neighborhoods, radios/stereos **MUST NOT BE AUDIBLE BEYOND THE CONFINES OF THE AUTOMOBILE.**

The Administration reserves 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 available to supervise the student activity.

Students who do not have a legitimate reason to be on the school campus after official activities have ended, after City of Portland curfew hours, or who are not with a supervising adult, 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 school's roofs will be assessed a \$100.00 fine for the first occurrence, \$200.00 fine for the second occurrence, and dismissed from Portland Christian Schools upon the third occurrence.

Cellular Phones and Electronic Devices (including but not limited to ipods, smart phones, video games, etc.)

High School Students:

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

The use of music players with headsets are not allowed during school hours except during lunch. Hand-held video games (ie: Game Boys) are also not allowed during school hours.

Hand-held video games may be allowed on official school-sponsored activities only at the discretion of the faculty member in charge. Students will be informed in advance.

Movies, music and other content on electronic devices must meet school guidelines and may not be shown or listened to during school hours (8:15am-3:10pm). Phones containing inappropriate content will be immediately confiscated and parents will be contacted for a meeting.

Middle School Students:

Cell phones and electronic devices are not to be used during school hours (8:15am and 3:10 pm). No exceptions.

Phone calls can be made from the school office.

Movies, music and other content on electronic devices must meet school guidelines and may not be shown or listened to during school hours (8:15am-3:10pm). Phones containing inappropriate content will be immediately confiscated and parents will be contacted for a meeting.

Consequences for violations:

1st offense-given to an administrator, documented and returned at the end of the day.

2nd offense-phone confiscated, detention assigned and parent must pick it up and talk to an administrator.

3rd offense-1/2 day of in school suspension, may include behavioral probation and Student/Teacher communication.

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 school's network for class or other related school activities.

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. 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

Chapel committees meet regularly with their advisors for the purpose of planning and prayer. Chapel committee members are chosen by the chapel coordinator 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, Library, computer labs, or classrooms unless special permission is obtained from the administration.

Students are to respect school property. 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 until the Computer Use Agreement Form has been processed. Violation of the agreement may result in loss of computer privileges. The computer use agreement is available from the business office.

Early Dismissal and Late Arrival - Seniors only

Late arrival and/or early dismissal will be granted only to seniors who are on track for graduation. Permission must be secured from the administration.

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.

Seniors needing to remain on campus to complete assignments must remain under the direct supervision of a teacher or sign in at the library.

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:

Move away from windows and areas of potentially falling debris such as wall pictures, hangings, bookcases, etc.

Seek shelter under desks, tables, etc., and hang on.

Students must remain in the duck, cover, and hold position until the signal is given to exit the building.

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

- 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 administrator.

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 administrator.

Other Emergencies

Should an emergency situation arise such as extreme wind or thunderstorm before or after school, all students on campus should proceed to the main hallway or gym lobby. Administrators will give appropriate instructions.

Former Students

Any student leaving the school in good standing may attend any public event sponsored by the school.

Any student asked to withdraw from or dismissed from the school 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 Schools 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.

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. If a student is unable to return to class a parent will be called to pick up the student.

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 school office if the student leaves campus with any adult other than his/her 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 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 7:45 - 5:00 daily 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 only.

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 checked out for overnight use 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 is 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 school 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.

Students participating in extra-curricular sports activities **must** use assigned lock and locker. The locker is to be locked at times when the locker is unattended with all belongings inside the locker to secure his/her belongings.

Replacement cost will be charged for any lost or damaged lock.

Back packs and athletic bags are to be stored or placed on available hallway hooks.

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 administrator has a reasonable suspicion that a prohibited item (i.e. stolen property, firearms, etc.) is in a locker, an emergency search will be made.

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**.

Lost & Found

All found articles are to be turned in to the school office.

Students may inquire at the school office for any lost item. Students should also promptly report any missing valuables to the school office on the form provided.

Articles in the Lost & Found will be placed on a table in the cafeteria. Articles not claimed 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 in front of the school. Special permission must be given to eat elsewhere.

Students may not eat lunch in the halls, classrooms (without a teacher present) or athletic fields or parking lots.

Students 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

Students may not keep medications in their lockers, backpacks, purses, or on their person.

Acetaminophen (Tylenol) will be administered to students who have parental permission indicated 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 is to be completed by the student's parent. 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 school office. The student may come to the school 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 deemed to be obscene, will be confiscated immediately and the parents will be notified and appropriate discipline will be administered.

Parental Concerns (Matthew 18)

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

Communicate directly with the teacher or staff member first to see if the matter can be resolved before taking the concern to the administration.

Schedule a meeting with an administrator and the teacher or staff member 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.

Passes

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

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 Activities

Student leaders and their advisor shall plan all class or group activities 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 administrator'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, music appearances, ski club, class trips, etc.).

In general, private adult-driven vehicles will NOT be used to provide transportation for officially sponsored school activities.

In general, private student-driven vehicles will NOT 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 activities. This does **NOT** include athletic, music, or other competitions.

Participants in school activities such as athletics, etc., **MAY NOT** return from the activity with friends.

Students may return with parent after permission is received from the Advisor, Athletic Director, or administrator.

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 of the school office. All visitors must wear a Visitor's Pass at all times.

Classroom Visitors

Must have the visit prearranged through the school office by completing a Guest Information Form at least one day prior to the visit.

Must sign in at the office upon arrival and receive a Visitor's Pass for the day.

Must follow school guidelines, including personal appearance guidelines.

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 students or faculty for brief periods during the day must sign in and out at the office and must be approved by an administrator.

Generally students will not be called out of class on behalf of a visitor. Students may visit their guests during lunch in the lobby outside the office or in the cafeteria.

Parent Visitors

Parents are welcome to visit their student's classroom.

Visits must be pre-arranged through the school office one day in advance.

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 League. Athletic goals and guidelines are covered in the Athletic Handbook.

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 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 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 Master Events 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.

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.

Social Activities

The advisor must be involved in all planning meetings for social activities 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 activities.

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 activities.

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.

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.

FAB-Friends Across Borders

This club exists to give students an opportunity to get to know each other's cultures and to form friendships between International and American students.

French Club (Grades 9-12)

Under a faculty advisor, this club exists to permit students to practice French and the French culture. Students will experience themed events and local French restaurants.

Mock Trial Club (Grades 9-12)

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.

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.

Spanish Club (Grades 9-12)

Under a faculty advisor, this club exists for students to practice Spanish and to attend Spanish events (el cinco de mayo and local Spanish restaurants).

STUDENT COUNCIL

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 Council. Students who are placed on academic or behavioral probation for any reason will be removed immediately from student council, 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 activities

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 Council 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

All class presidents and the ISP president will serve as members of Student Council.

Middle School select class representatives only.

Please see advisor(s) or administrator 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 Team (9-12)

The Worship Team is responsible for leading the student body in praise and worship at weekly chapels.

Criteria for serving on a Worship Team 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 a Worship Team must complete an application stating their desire to serve and their qualifications.

Worship Team members will be chosen by the advisor and the administrator. 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!

REVISED 8/17/11