

Portland Christian
Schools
6 - 12 Grade
Parent and Student
Handbook



PORTLAND CHRISTIAN SCHOOLS

EST. 1947

2018-19

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PORTLAND CHRISTIAN HANDBOOK

2018-19

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FOUNDATIONS OF PORTLAND CHRISTIAN SCHOOLS

INTRODUCTION – POLICY 1.1

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.

MISSION STATEMENT – POLICY 1.2

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.

STATEMENT OF FAITH – POLICY 1.3.2

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, whereas 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)

VISION – POLICY 1.6.3

Portland Christian Schools, growing leaders in mind and spirit since 1947.

CORE VALUES – POLICY 1.6.4

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.

PHILOSOPHY – POLICY 1.6.5

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 Biblical 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 Biblical 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:

- God is the Creator and Sustainer of all things, and the Source of all truth and wisdom.
- Because of sin, man by nature omits God and thus fails to relate himself and his knowledge to God.
- Regeneration is by faith in Jesus Christ. The meaning and value can be understood only in the light of His Person, purpose and work.
- God has revealed Himself in a general way in His world and universe, and in an authoritative way in the Bible.
- 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:

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

NON-DENOMINATIONAL POSITION STATEMENT – POLICY 1.6.12

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.

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!

GOALS AND STANDARDS

EDUCATIONAL GOALS – POLICY 1.6.6

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 – POLICY 1.6.7

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

ACADEMIC GOALS – POLICY 1.6.8

- To develop the individual's potential academic abilities by promoting high academic standards.
- To help each student gain a thorough command in the basic skills: communication (oral, written and listening), mathematics and reading.
- To encourage each student to use productive study habits.
- To teach skills in independent research, logical reasoning and critical thinking.
- To motivate students to pursue areas of personal interest and to develop their God given talents and creative skills.
- To encourage the adoption of Biblical principles as the basis for value judgments.
- To foster an appreciation of the arts as a mode of expression.
- To promote responsible and productive citizenship.
- 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.
- To develop appreciation for God's creation and humanity's rights and responsibilities therein.
- To teach the student to work independently and cooperatively.
- To develop the skill necessary to function in the technology of society.

PHYSICAL GOALS – POLICY 1.6.9

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

PERSONAL/SOCIAL GOALS – POLICY 1.6.10

- 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.
- To teach Biblical perspectives toward interpersonal relationships.
- To teach the value of using time effectively as a faithful steward of God's resources.
- To teach work and relational skills which lead to vocational success.
- To teach each student the necessity of forming personal convictions before God and to respect the same in others.
- To teach an appreciation of building relationships in marriage and the family, pursuant to one's commitment to Christ-like living.
- To teach the Biblical attitudes that material things are gifts from God, and to encourage individual responsibility in using them for His glory.

MORAL STANDARDS – 1.6.11

Portland Christian School is a religious, nonprofit organization representing the message, mission, and character of Jesus Christ. As such, the PCS Board of Trustees holds to historical biblical standards of integrity, personal and family relationships, business conduct, and moral behavior. In keeping with these standards, the PCS Board of Trustees adopts the following policies in regard to the named groups:

Students

The biblical and philosophical goal of PCS is to develop students into mature, Christlike individuals who will be able to exhibit Christlike lives. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. Even though parents may personally believe differently, while enrolled at PCS, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behavior. Thus, PCS retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including pre- or extra-marital sex; any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual; as well as any student who condones, supports, or otherwise promotes such practices (1 Thessalonians 4:3-4, Leviticus 20:13, Romans 1:27).

Families

Portland Christian Schools’ biblical role is to work in conjunction with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

STUDENT RELATED POLICIES AND PROCEDURES

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

GRADING: GRADES 6-12 – POLICY 5.7

Portland Christian School’s grading system is designed to enable the student and parent /guardian to clearly know how well the student is achieving course requirements.

Letter grades will be used for courses requiring credit for graduation. Grades or marks will be based on measurable objectives and shall be tied to the academic content standards implemented by the Superintendent.

GRADING SCALE GRADES 6 – 12 – POLICY 5.7.4.1

Qualitative Description	Grade	Percentage Value	GPA Points	AP/Honors
Consistent Superior Work	A+	98-100%	4.0	4.5
	A	93-97%	4.0	4.5
	A-	90-92%	4.0	4.5
Exceeds Acceptable Standards	B+	87-89%	3.0	3.5
	B	83-86%	3.0	3.5
	B-	80-82%	3.0	3.5
Meets Acceptable Standards	C+	77 – 79%	2.0	2.0
	C	73-76%	2.0	2.0
	C-	70-72%	2.0	2.0
Below Acceptable Standards	D+	67-69%	1.0	1.0
	D	63-66%	1.0	1.0
	D-	60-62%	1.0	1.0
Failing	F	59% and below	0	0

GRADUATION REQUIREMENTS – POLICY 5.9

Portland Christian Schools believes that the quality of education is of utmost importance. Consistent with the school's commitment to excellence and to provide a distinctly Christian academic environment, the following requirements shall apply to all students receiving a high school diploma from Portland Christian Schools.

- No student shall graduate in less than four years without special action from the Board and the completion of 26 credits.
- 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.
- All seniors will complete a Senior Thesis, including a research paper and oral presentation. This is an independent project that will be factored into the English final grade for 2nd semester.
- 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 and from students achieving Highest Honors.

MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS – POLICY 5.9.1

Minimum Graduation Requirements	Standard Diploma	Jeanne Lampi Scholar Diploma
Bible	4 credits	4 credits
English	4 credits	4 credits
Social Studies	3 credits	3 credits
Math	4 credits in high school (effective for class of 2021)	4 credits in high school
Science	3 credits (Incl. Biology)	4 credits (must include 1 advanced science course)
Foreign Language	2 credits (of the same language)	3 credits (of the same language)
Creative/Fine Arts	1 credit	1 credit
Health	1 credit	1 credit
Physical Education	1 credit	1 credit
Electives	4 credits	4 credits
TOTAL	26 credits	28 credits
Minimum GPA	2.0	3.5

THE JEANNE LAMPI SCHOLAR DIPLOMA- POLICY 5.9.1.3

To receive the Jeanne Lampi Scholar Diploma, students must take all course required for the program (see 5.9.1), including at least two AP courses, achieved a cumulative GPA of 3.5 or higher by the end of the senior year, and be a member of the National Honor Society. Students may begin their program with the Standard Diploma and switch to the Scholar Diploma at any time to meet the requirements.

**PORTLAND CHRISTIAN HIGH SCHOOL
GRADUATION PLAN AND CREDIT EVALUATION WORKSHEET**

REQUIREMENT	FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
English: 4 credits	__ English 9 __ Honors Eng 9 ¹ __ ISP English ²	__ English 10 __ Honors Eng 10 ¹ __ ISP English ²	__ English 11 __ AP Eng Lang & Comp ¹ __ ISP English ²	__ English 12 __ AP Eng Lit & Comp ¹ __ ISP English ²
Science: 3 credits ³ 4 credits req.	__ Principles of Engineering (POE) ⁵ __ Biology __ Other _____	__ Biology __ Chemistry ¹ __ POE __ Other _____	__ Chemistry ¹ __ AP Chemistry ¹ __ AP Biology ¹ __ Honors Physics ¹ __ Earth & Space __ Environmental __ Other _____	__ Chemistry ¹ __ AP Chemistry ¹ __ AP Biology ¹ __ Honors Physics ¹ __ Earth & Space __ Environmental __ Other _____
Social Studies: 3 credits	__ World History __ Human Geo	__ World History __ US History __ AP US History __ Human Geo	__ World History __ US History __ AP US History __ Human Geo	__ US History __ AP US History __ Human Geo __ Gov/Econ __ AP Gov/Econ
Mathematics: 3 credits ⁴ (Min. of Honors Alg 2 or Alg 2 & Adv. Math) ³ 4 credits or through AP Calculus BC	__ Pre-Algebra __ Algebra 1 __ Geometry __ Algebra 2 ¹ __ Honors Alg. 2 ¹	__ Algebra 1 __ Geometry __ Algebra 2 __ Honors Alg. 2 ¹ __ Advanced Alg. ¹ __ Honors Pre-Calculus ¹	__ Geometry __ Algebra 2 __ Honors Alg. 2 ¹ __ Advanced Alg ¹ __ Honors Pre-Calculus ¹ __ AP Calculus AB ¹ __ AP Calculus BC ¹	__ Algebra 2 __ Honors Alg. 2 ¹ __ Advanced Alg. ¹ __ Honors Pre-Calculus ¹ __ AP Calculus AB ¹ __ AP Calculus BC ¹
Foreign Language: 2 credits (Same language) ³ 3 credits req.	__ Spanish ____ __ Latin ____ __ Other _____	__ Spanish ____ __ Latin ____ __ Other _____	__ Spanish ____ __ Latin ____ __ Other _____	__ Spanish ____ __ Latin ____ __ Other _____
PE 1 credit (Interscholastic sport .5 credit per season)	__ Sport _____ __ PE	__ Sport _____ __ PE	__ Sport _____ __ PE	__ Sport _____ __ PE
Health 1 credit		__ Health and Anatomy		
Bible: 4 credits	__ Intro to Bible __ Foundations __ Jesus' Life __ Church & Doctrine __ Apologetics __ Bible 1 ² __ Bible 2 ²	__ Intro to Bible __ Foundations __ Jesus' Life __ Church & Doctrine __ Apologetics __ Bible 1 ² __ Bible 2 ²	__ Intro to Bible __ Foundations __ Jesus' Life __ Church & Doctrine __ Apologetics __ Bible 2 ² __ Servant Leadership	__ Intro to Bible __ Foundations __ Jesus' Life __ Church & Doctrine __ Apologetics __ Bible 2 ² __ Servant Leadership
Fine Arts Electives: 1 credit	__ Art __ Band __ Choir __ Yearbook/Photo __ Computers	__ Art __ Band __ Choir __ Yearbook/Photo __ Ensemble ¹ __ Computers	__ Art __ Band __ Choir __ Yearbook/Photo __ Ensemble ¹ __ Computers	__ Art __ Band __ Choir __ Yearbook/Photo __ Ensemble ¹ __ Computers
Other Electives:	__ Learning Lab __ Other _____	__ Learning Lab __ Other _____	__ Learning Lab __ Teacher/Office Assistant __ Other _____	__ Learning Lab __ Teacher/Office Assistant __ Other _____
TOTAL CREDITS Standard 26/Scholar 28				

¹Prerequisites need to be met or instructor approval required as these are advanced courses.

²ISP: International Student Program

³Jeanne Lampi Scholar Diploma must complete 28 total credits, maintain a 3.5 cumulative GPA, be a member of the National Honor Society, Math:4 credits in high school through Pre-Calculus or through AP Calculus BC, Science: 4 credits (1 advanced science credit required), Foreign Language: 3 credits of same language, and a minimum of 2 AP courses of the student's choice.

⁴Beginning in 2017, with the class of 2021, students must complete 4 credits of high school math to meet the requirements for graduation.

⁵Beginning in 2018, POE will be an elective science.

HOMEWORK – POLICY 5.6

The Portland Christian School Board supports the use of homework as a supplemental learning opportunity for students. Homework assignments are at the discretion of each teacher and should be appropriate to the age of the student and the rigors of the subject matter.

Homework assignments shall be appropriate to the course. 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. Penalties for assignments turned in late are at the teacher's discretion; however they must be clearly explained in the syllabus for each class.

MAKE-UP WORK - POLICY 5.4.6

School work missed due to an excused absence must be made up. Students who are absent are expected to contact fellow students or the teacher for class and homework assignments. If students have an excused absence 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. Use of student PCS Gmail, a Google Classroom, or a teacher website, may be a method for such communication of the work to be completed.

Parents may come to the school and request access to their student's locker so they might obtain any necessary textbooks or other materials their student might need in order to complete assignments at home. Parents may also contact the teacher or school to request missed work due to the excused absence.

For approved pre-arranged absences (athletic trips, dental appointments, family trips, school sponsored trips, etc.), it is the student's responsibility to obtain assignments and instructions from the teacher before the absence. Long-term projects or papers, and in some cases tests, are still due upon return from a prearranged absence.

School work missed due to an unexcused absence may not be made up.

Midterm Grade Check

At the midpoint of every semester (quarter), the Dean of Students will check for grades lower than a C-. Following the grade check process, the Dean will meet with students, and inform parents, regarding the status of grades. At this time, an academic plan may be developed to support adequate progress.

DAILY PARTICIPATION GRADE – POLICY 5.7.4.2

Classroom experience (lecture, discussion, and interaction) is important to the learning process. Therefore, students are required to attend class on a regular basis.

In each class, students may receive a 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.

INCOMPLETES – POLICY 5.7.4.3

No grade of incomplete may be given without administrative approval and arrangements must be made with the classroom teacher for completing the work. Two weeks are allowed to complete the coursework. Any student with a grade of "Incomplete" in any course required for graduation may not receive their diploma until the required coursework has been satisfactorily completed.

ACADEMIC PROBATION (GRADES 6-12) – POLICY 5.7.5

A student whose grade point average is below a 2.0 in any one term or receives an F in any one course, will be placed on academic probation the following semester. During this time, the student's academic progress will be monitored on a regular basis by the Principal or Dean. Students can repeat a class over the summer to remove them from academic probation (assuming they pass the class).

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 throughout the term, at the end of that semester, the student may be:

- removed from academic probation

- allowed to remain on academic probation
- given special instructional support
- asked to withdraw from Portland Christian Schools

Behavior Probation Based Upon Report Card

Students in grades 6-8 will receive a marginal (“M”) 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. During this time, the student’s behavior will be monitored by an administrator.

REPEATING COURSES- POLICY 5.7.4.5

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 on his/her transcript, only the make-up grade will be calculated into the GPA.

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.).

HIGH SCHOOL CREDIT GRANTED TO JUNIOR HIGH STUDENTS – POLICY 5.9.5

A student will receive credit toward high school graduation for any high school class completed in the 8th grade year (typically Math or Foreign Language) unless the parent/guardian requests for them not to do so.

COLLEGE CREDIT GRANTED TO HIGH SCHOOL STUDENTS -POLICY 5.9.4

High school credit may be given for courses taken at another accredited institution. Institutions may include colleges & universities, local high schools, or other administratively approved institutions. High school credit may be granted for online learning course offered through an accredited institution, at the discretion of the administration. College and high school credits may be granted concurrently through programs at the school.

ADVANCED PLACEMENT (AP) CLASSES – POLICY 5.9.1.2

Advanced Placement (AP) classes may be taught by College Board authorized faculty and offered to students in grades 9-12 who meet the prerequisites for the course. All students enrolled in Advanced Placement courses are strongly encouraged to take the AP Exams. AP exam fees are the responsibility of the student’s parent. A student in an AP class may opt out of the test.

Honor Roll

The Honor Roll will be compiled at the end of each semester. 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 +).

INTERNATIONAL STUDENT PROGRAM (ISP) - POLICY 4.1.7

PCS accepts international students within a range of English-speaking proficiencies. Acceptance shall be based upon enrollment availability, academic history, recommendations, maturity, and parental support.

Student Schedules

Parent permission is necessary before a student can make a schedule change. Parents are encouraged to call the Dean’s office for assistance.

TEXTBOOKS- Ownership/Responsibility - POLICY 5.10.7

All textbooks are the property of the School; however they are the responsibility of the student during the period of issuance. Fines will be assessed for misuse of textbooks and school property issued to students for use during the year.

Textbooks MUST BE COVERED within the first week of issuance and remain covered all term. Covers may not be attached to the book with tape or glue. 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:

- Torn, written upon, soiled, or otherwise damaged pages: \$5.00 per page
- Excessive wear/damage to textbook cover/binding: \$40.00

- Textbook no longer suitable for another's use: Replacement cost of textbook
- 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.

SERVICE LEARNING - POLICY 5.10.11

The Board supports and encourages the concept of service learning as teaching tool. "Service learning" is a teaching/learning activity or strategy requiring students to develop and apply knowledge and skills through challenging projects that meet real community needs. These activities may be done individually or as a group within the school.

Community Service

Service Hours for Students

Each student is required 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.

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 and should be considered an act of love, but these ventures will NOT be acceptable for your Community Service unless given prior approval.

A Community Service Record form must be completed for each different community service activity. Forms will be turned into Bible teachers as they are completed. A student may require multiple forms to complete the full requirement. The Bible teacher will record the forms, and the amount of hours each student has completed. All hours shall be completed by the end of May. Within the fourth quarter, all Bible teachers will have an assignment entry titled "Community Service," due by the end of May. The grade for community service will be a significant part of the Bible grade. Students should keep their own records of service in grades 9-12 for personal resume or applications.

Service Block Hours for Parents

Each family is required to complete 30 service block hours per year. Service block hours can be completed in one of the following ways: volunteering at any PCS event (either campus), donating goods and services, or monetary contribution to the school. Each service block hour is valued at \$16.50. A dollar for dollar value will be granted to all goods donated. If a family is unable to volunteer or donate goods, they may choose to pay \$495 to cover the hours.

STUDENT SERVICES - POLICY 5.12

In order to meet the needs of as many families and students as possible, PCS shall provide services as reasonable and within the means and scope of the school's programs.

EDUCATIONAL STUDENT SUPPORT - POLICY 5.10.10

The Board recognizes that the educational goals of Portland Christian may be attained through diverse instructional approaches and endorses the development of differentiated instructional programs through the cooperative efforts of teachers, parents and students.

Portland Christian may assist with additional instructional help through: learning labs, tutoring and online courses at the junior high and high school. These services are available for students who require additional support for the demanding academic program of Portland Christian schools. This approach may include accommodations in the student's educational processes, but will meet Portland Christian's guidelines for course completion, academic credit and for graduation.

If students need modifications of curriculum because of their educational needs as it pertains to the quality and quantity of work, the family will meet with the Principal and/or Dean of Students to determine the extent of the modification needed. A determination for admission or continuous enrollment at Portland Christian will be made based on the student's needs and Portland Christians' available support systems.

It is of special note that modifications for students are not a typical support system at Portland Christian Schools. Therefore, if a student requires modifications, special approval by the administration at Portland Christian must be obtained and monitored on a regular basis. If the student requires modifications, the courses that have been modified

will reflect a notation of the change in the course expectations and placed in the student's permanent records.

TEACHER AIDES – POLICY 5.10.11.2

Teacher's Aides will be assigned to specific teachers or staff at the secondary campus to help with daily tasks at the teacher or staff person's discretion and under their supervision. The teacher's aide shall at all times remain under the supervision of the teacher in whose class they are working, and that teacher shall be responsible to provide pertinent guidance, accountability, and assessment.

Only juniors 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 and will not factor into GPA.

TEACHING INTERNSHIP – POLICY 5.10.11.1

Teaching Internships may be available for juniors and seniors interested in the teaching profession. A pass/fail grade will be given for this class and will not factor into GPA. 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. The student must provide transportation to and from the elementary school. A release form from the parents is required before placement is finalized. Every teaching internship must receive permission from the secondary school principal, the elementary school principal, and the student's parent(s)/guardian(s).

PUBLIC OR PRIVATE INTERNSHIP - POLICY 5.10.11.3

Internships must be arranged by the student. Prior to receiving permission to proceed, the student must submit to the Principal a written plan describing the internship, including details regarding supervision, guidance, accountability, and assessment. Every internship arrangement must receive permission from the Principal, student's parent/guardian, and the entity at which the internship is proposed to take place. Transportation must be provided by the student.

ASSESSMENTS- POLICY 5.11

The school shall adopt a system of assessment to maximize the effect of teaching efforts, to enhance curriculum selection, and to aid in individualized instruction for students at either end of the academic continuum. PCS partners with The Northwest Evaluation Association (NWEA) in proctoring the Measures of Academic Progress (MAP) assessment a minimum of twice each academic year.

STUDENT RECORDS

CONFIDENTIALITY AND PRIVACY STATEMENT – POLICY 3.2.3

Portland Christian Schools recognizes a right to privacy for certain information pertaining to students, employees, volunteers, and their families, as mandated by state and federal laws. As such, confidential information pertaining to students, employees, volunteers, and their families, whether oral, written, or computer generated, shall be held in confidence by the school, its employees, and its volunteers.

CUMULATIVE FILES - POLICY 4.1.12.1

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, and supporting documents as required by immigration law.

PERMANENT RECORDS – POLICY 4.1.12.2

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

- Full name of student
- Date and place 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
- Health and behavior records may be discarded three years after a student's departure from Portland Christian Schools.

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

It is the practice of Portland Christian Schools to issue a school directory for the use of school staff and families, to publish student information in school lists and publications, and to release student photographs and general information about students in school and community news and publicity releases. Parents/guardians may decline to have this information released. **IF YOU DO NOT** want school to release your student's personally identifiable information, please ask your campus office for a form to decline release of this information. **The Decline form must be received by PCS no later than October 1** to prevent information being included in the school directory. Portland Christian Schools has not and will not issue lists of names to businesses and military recruiters, etc.

FamilyLink Student Information System

Available at <http://familylink.pcschools.org>, each adult and student will be provided a secure login to view all student records. Credentials will be issued through the school office. Assistance on this can be obtained through the office.

ATTENDANCE

HIGH SCHOOL CREDIT/ATTENDANCE – POLICY 5.4.1

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.” One unit of credit shall be awarded for successful completion of a course consisting of not less than 130 hours of instruction in an academic year, received by a student in attendance at school, from a qualified teacher.

EXCUSED ABSENCES – POLICY 5.4.2

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

- Illness
- Emergency absences (such as death of a family member, etc.)
- 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.)

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 that fall within the excused absence policy.

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 extracurricular activities that day without permission from the Principal. This includes sports practice and competition, performing arts, clubs, and other activities within the school.

EXTENDED ABSENCES – POLICY 5.4.3

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.

LONG-TERM ILLNESS OR INJURY ABSENCE AGREEMENT – POLICY 5.4.4

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. Continuous communication between the parent and the school is vital.

PREARRANGED ABSENCES- POLICY 5.4.5

All absences other than illness, family emergencies, or school-sponsored functions must be arranged with the Principal. If not, they will automatically be unexcused. If a parent knows in advance their student will be absent, the procedures below must be followed in order for the absence to be excused:

- A **Prearranged Short-term Absence Request Form** (or a note to be attached to the form) must be given to the office before 8:30 am on the day of the absence giving the date, time, and reason for the absence.
- Every effort should be made to schedule medical appointments outside school hours.
- A **Prearranged Long-term Absence Request Form** (2 days or more), with teacher signatures, must be given to the office before the absence giving the dates and reason for the absence. If more than one student in a family will be gone at the same time and for the same reason, separate prearranged long-term absence forms must be submitted.
- It is the student's responsibility to speak to teachers individually before short-term and long-term absence to make arrangements for makeup work as indicated below.

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.

LEAVING CAMPUS AT LUNCH

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. Food must be consumed prior to entering the classroom. Violations of this procedure may result in loss of off-campus lunch privileges, or other discipline at the discretion of the principal.

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.

FAMILY VACATIONS

Scheduled school vacations occur in December and March. Parents are strongly advised not to take vacations during school days and/or conferences, as children miss important instruction, discussion, and activities that allow guided practice of new skills. Instructional time that is missed while a child is on vacation cannot be replaced. Requests for advance work from the classroom teachers for vacations during school days may be honored and is at the discretion of the teacher. Students are responsible for completing missed work upon their return to school, and may be assigned online work to complete during their absence.

MAKEUP WORK FOR EXCUSED OR PREARRANGED ABSENCES – POLICY 5.4.6

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

Students participating in athletics and extracurricular 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 have an excused absence 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.

Penalties for Unexcused Absences

For each period a student is issued an unexcused absence, the administrator will assign after-school detention, 3:15 p.m. - 4:15 p.m. An unexcused absence warrants discipline. In addition to detention, this may include work detail around the school and an essay written by the student regarding the matter. Parents will be notified. A pattern of continued unexcused absences will result in behavioral probation, suspension, or expulsion.

If a student has an unexcused absence any part of the day, they will NOT BE ALLOWED to participate in any extracurricular activities that day. Additional consequences may be imposed by the administration.

Work done in class on the day a student is unexcused can be denied credit by the teacher. Students may make an appeal to the teacher for credit, but credit is given at the discretion of the teacher. This includes tests and quizzes. Long-term projects, however, must be turned in when due.

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:

- Arriving to school after 8:05 a.m. is considered tardy. Students not in class by 8:05 a.m. should report directly to the office.
- Students tardy to class the first period 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. Such tardies are considered excused.
- Students are considered unexcused if permission was not granted by a teacher or the office for the tardy. A pass from a teacher or the office must be 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.
- If a student is released from class with a pass and does not come back to class within a reasonable amount of time, or the time allowed by the teacher on the pass, it will be treated as an unexcused absence.

PENALTIES FOR TARDINESS

When a student acquires unexcused tardies in any one quarter, the following penalties apply:

- at 4 tardies -- after-school detention from 3:15-4:15 p.m.
- at 7 tardies -- after-school detention from 3:15-4:15 p.m.
- at 10 tardies -- ½ day in-school suspension and parent meeting (½ day suspension to be completed on a given Saturday)
- at 13 tardies -- full day in-school suspension (full day suspension to be completed on a given Saturday), parent meeting, behavioral probation, and no extra-curricular activities for the remainder of the quarter
- at 16 tardies -- three days of out of school suspension, reevaluate probation/enrollment status, and appear before an administrative panel to make a case for continued enrollment at the school

Suspension served on a Saturday will incur a fee as follows: **\$50 for ½ day and \$100 for a full day**. This fee will be added to the parent account.

When a student has excessive tardies (excused or unexcused), the principal will meet with the student and parent to address the issue. PCS values timeliness and its importance to school success.

After-school detention and suspension supersedes all other activities including athletics, music, drama, etc., and may include a work detail around the school. Coaches will be notified by the Athletic Director.

CHAPELS AND ASSEMBLIES– POLICY 5.3.2

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.

FORMER STUDENTS – POLICY 4.2.4

- It shall be the Superintendent’s determination whether any student who withdraws or is dismissed from Portland Christian Schools is permitted to attend school events open to the public.
- Any student who has been expelled from Portland Christian Schools shall not be permitted to attend any school-sponsored event.

PERSONAL APPEARANCE

PERSONAL APPEARANCE - POLICY 5.15.6

The judgment of administration determines compliance with the rules listed in this handbook.

Students are encouraged to work on looking as professional and as appropriate as possible while at school. This life skill will serve the student well into the future. “Whatever you do, do all to the glory of God.” (Col. 3:23)

It is the desire of Portland Christian Schools to maintain an appropriate educational environment; **appropriateness, functionality, neatness, and cleanliness** are the basic goals. The PCS dress code focuses on “Appropriate” and “Functional.”

“Appropriate Choices” means dressing in harmony with the situation.

“Functional Choices” means dressing to meet the demands of anticipated activities.

Although there are many scriptural principles that could be cited, it is the desire of the administration to focus our students’ attention on appropriate choices rather than trying to identify rebellion or immodesty. Clothing should be clean, fit appropriately, and be free of holes. Clothing or hairstyles that distract from the educational process are not appropriate. To make these choices, students are encouraged to ask themselves, “What would be appropriate for today’s schedule?” “Which clothing choices will help me meet the demands of today’s activities?” “How can I look my best and be in harmony with Portland Christian’s dress code?” These questions are ultimately the questions of a well prepared student. In short, they are learned. In all cases, clothing should be appropriate to living and working in a co-ed environment, and should allow the student to perform all tasks with ease of function. With these principles in mind, the PCS Jr/Sr High School Dress Code follows.

Dress Code

- **Pants** should be loose enough to be able to perform tasks with ease and functionality. Tight-fitting pants must be worn with a shirt that extends below the hips so as to fully cover the front and back.
- **Shirts** should cover the entire upper torso during all normal movements of a student's activity during the school day, including the waist, back, shoulders and chest. A shirt may have a slogan, statement, or graphic that is not of a derogatory nature or offensive, and keeps with the core values of PCS.
- **Shorts** are appropriate classroom attire. Shorts should be worn at the waist, and should extend down to the mid-thigh or longer. A guide for proper (minimum) length is at the longest fingertip, with arms extended fully to the side.
- **Skirts and dresses** should be loose enough to allow free and easy movement in the performance of daily activities (walking, bending, kneeling, and stretching should be able to be performed with ease, without the dress or skirt hiking up or preventing the movement). A guide for proper (minimum) length is at the longest fingertip, with arms extended fully to the side.
- **Exposed undergarments** are not appropriate. Undergarments, or any part thereof, should not be visible either through or extending from, clothing at any time.
- **Shoes** are required, and acceptable in any style, as long as they are functional for the daily activity of the students.
- **Hats and sunglasses** are not considered appropriate for the classroom and should not be worn unless it is part of a "spirit week" costume. They are allowed inside at lunch, between class periods, and before and after school. They may not be worn during chapels or assemblies.
- **Hairstyles**, out of respect for the learning environment, should not be distracting to others. Hair should appear in natural colors and be functionally styled to provide for a productive day of learning (hair out of the eyes). Students' hair should be clean and well maintained. Men's hair should be shorter than the shoulders.
- **Tattoos and body piercings** are discouraged. If a student's parents allow them, students should understand that visible tattoos (permanent or temporary) and visible body piercings (including nose rings) are not permitted at school. No gauges or plugs are permitted. Tattoos and body piercings must be covered (not visible) at school and school activities.

Dress Code and Penalties for Violation

Decisions of the administration are final and supersede the rules listed above.

A student in violation of the dress code will be directed to the office and be given the opportunity to come into compliance. Consequences may be given for non-compliance and repetitive violations of dress code.

BEHAVIORAL EXPECTATIONS

SCHOOL JURISDICTION – POLICY 4.1.10

Students are considered to be under the jurisdiction of the school from the beginning of the academic school day until they are discharged at the end of the academic 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.

Students whose behavior during the school year is not in accord with the behavioral policies of the school, thus bringing reproach upon the school, are subject to disciplinary action by the school whether or not they are under the direct jurisdiction of the school at the time of their inappropriate behavior.

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

STUDENT BEHAVIOR STANDARDS AND ATTITUDES – POLICY 5.15.2

- 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.
- Desires a committed life to Jesus Christ and 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.

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.

Expectations for General Behavior

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 one another.
- Be obedient to those in authority.

CLASSROOM CONDUCT- POLICY 5.15.4

The teacher is responsible to teach, and students are responsible 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. It is expected that students will act respectfully, responsibly, and safely while in the classroom.

- No food or drink will be allowed in the lecture hall, library, computer labs, or classrooms, unless special permission is obtained from the teacher or 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.
- Students are expected to follow classroom rules and expectations set by the teacher.
- Students are expected to be respectful of others property. This includes not accessing teacher workspace, other student's lockers or backpacks, and any other property belonging to another person.

DISRUPTIVE, REPROACHFUL AND ILLEGAL BEHAVIORS – POLICY 5.15.8

Students who engage in disruptive, reproachful, or illegal behaviors, on or off campus, as listed below shall be subject to discipline. The following behaviors are not permitted or allowed at PCHS:

- Bullying/harassment of others
- Discriminating/demeaning behavior toward others
- Cheating/plagiarism
- Damage to school property
- Inappropriate (anything other than holding hands) display of affection between students
- Inappropriate use of electronic devices
- Obscene and offensive language, clothing, pictures, reading material, music or videos
- Theft of property
- Threatening language or gestures toward others
- Possession or use of alcohol, tobacco, drugs, or firearms/knives or other objects that could be used as weapons
- Vandalism, starting fires, pulling fire alarms, possession/use of explosive devices
- Yelling, pushing, screaming in halls, etc.

ILLEGAL AND OTHER ACTIVITIES PROHIBITED FOR STUDENTS- POLICY 5.15.11

Students are not permitted to possess or use substances or items, either on or off campus, that have been prohibited for use by minors by state or federal law. This includes, but is not limited to alcohol, illegal recreational drugs, tobacco, marijuana in any form, electric/electronic vaporizers (e-cigarettes), and prohibited firearms. Students who engage in

these or other illegal activities on or off campus, whether the student is a minor or not and regardless of whether school is in session or not, shall be subject to possible prosecution by legal authorities, and disciplinary action by the school.

PROHIBITED ACTIVITY- POLICY 3.1.2

Smoking in any form (vaping, electronic cigarettes, etc.), the use of alcohol, the use of recreational drugs, marijuana in any form, tobacco in any form, and all illegal activities, are prohibited on school grounds and in school buildings by any individual. Students who violate this policy will face major disciplinary action by the administration and, in the case of illegal activities, may be subject to prosecution by legal authorities. Persons who are not PCS students (including employees, school parents, family members, and visitors) who violate this policy, will be instructed that they must immediately leave campus and may also face legal consequences.

COMMUNICATION – POLICY 5.15.5

Cruel and profane language is not tolerated at PCS. Therefore, profanity, gossip, filthy words, sexual innuendos, and degrading comments will not be tolerated.

THREATENING LANGUAGE OR GESTURES– POLICY 5.15.9

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.

Sexual and Other Unlawful Harassment

PCS is committed to providing an environment that is free from discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions or words (written or spoken) that are recognized as harassing against another person, based on reference to an individual's sex, race, color, national origin, age, religion, or disability will not be tolerated.

Harassment is unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile environment. The following is a partial list of harassment examples:

- **Verbal** - slurs, jokes, insults, epithets, gestures or teasing.
- **Graphic** - offensive posters, symbols, cartoons, drawings, computer displays, or e-mails.
- **Physical conduct** - physically threatening another, blocking someone's way, etc. that denigrates or shows hostility or aversion towards an individual because of any protected characteristic.

If you experience or witness harassment please report it immediately to the principal.

FREEDOM OF EXPRESSION – POLICY 5.14.2

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.

CELLULAR PHONES/ELECTRONIC DEVICES- POLICY 5.15.7

Inappropriate use of cellular phones will result in immediate confiscation and appropriate disciplinary action will be taken. No cell phone use is permitted in the classrooms, unless explicit permission is granted by the teacher. Students are not permitted to wear, or have on them, watches with internet or cellular service.

No student may interact with a PCS employee or volunteer via telephone, cell phone, email (outside of PCS assigned email accounts), text, or other form of electronic or instant messaging.

High School Students:

- Cell phones may be used during class time for educational purposes as determined by the teacher and must be silenced. No cell phone calls or texting during class or anywhere in the building during class time.
- Teachers may require students to check in their cell phone upon entering a classroom.
- The use of music players (cellphone, iPod, etc.) with headsets are not allowed during school hours except during lunch or with teacher permission. Headsets, or earbuds, are permitted, with teacher permission, for the transmitting of educational content and for the purpose of learning.
- Hand-held video games are not allowed during school hours. They 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 when being accessed during school hours or while at school events.
- When it is found that a student phone may contain inappropriate content (pictures/video, text, audio) or in situations where a student does not follow the stated expectations regarding phones, the phone will be immediately confiscated and procedures for consequences will be followed.

Junior High Students:

- Cell phones and electronic devices (other than the school issued computer) are not to be used during school hours (8:05 a.m. - 3:05 p.m.). Students **MUST** leave their phones (turned off) in their locker during the school day.
- The use of music players (cellphone, iPod, etc.) with headsets are not allowed during school hours except with teacher permission. Headsets, or earbuds, are permitted, with teacher permission, for the transmitting of educational content and for the purpose of learning.
- Students may make personal phone calls to parents from the school office or in a classroom with teacher permission.
- Hand-held video games are not allowed during school hours. They 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, pictures, and other content on electronic devices must meet school guidelines when being accessed during school hours or while at school events.
- When it is found that a student phone may contain inappropriate content (pictures/video, text, audio) or in situations where a student does not following the stated expectations regarding phones, the phone will be immediately confiscated and procedures for consequences will be followed.

Consequences for cell phone/device violations (within one school year):

- 1st offense-The student phone/device is turned in at the office and available for student pick up at the end of the day, behavior is documented, warning is given to follow guidelines.
- 2nd offense-The student phone/device is turned in at the office and the student will meet with an administrator, the parent will be notified, and a detention assigned with a required handwritten essay to be completed during this time that reflects on issue with the violation of rules.
- 3rd offense-The student phone/device is turned in at the office and the student will meet with an administrator, the parent will be notified, a 1/2 day of Saturday School suspension with a fee assessed. Student will be assigned to complete a required handwritten essay to be accomplished during this time that reflects on issue with the violation of rules, and the student may be placed on behavioral probation (to include no cell phone permitted at the school) for a time determined by the administration.
- 4th offense- The student phone/device is turned in at the office and the student and parent will meet with an administrator, a full day Saturday School suspension with a fee assessed. Student will be assigned to complete a required handwritten essay to be accomplished during this time that reflects on issue with the violation of rules, and the student, the student will remain on behavior probation (to include no cell phone permitted at the school) for a time determined by the administration.
- 5th offense- The student phone/device is turned in at the office and the student and parent will meet with an administrator, two days of out-of-school suspension will be assigned. Enrollment at the school will be evaluated, and at this time the student will present before a panel a case for permitting continued enrollment. Conditions of continued enrollment are at the discretion of administration.

DISCIPLINE REGARDING ACADEMIC AND BEHAVIOR CONDUCT

DISCIPLINE PHILOSOPHY – POLICY 5.16

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.

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.

CHEATING – POLICY 5.15.3

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:** 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. 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 – POLICY 5.15.10

Students whose behavior during the school year brings reproach to the school are subject to disciplinary action by the school, whether or not they are under the school's jurisdiction. If some illegal act or behavior bringing reproach to the school is committed by any accepted student during a vacation period, the school may deny entrance or re-entrance to that student. 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.

ILLEGAL AND OTHER ACTIVITIES PROHIBITED FOR STUDENTS – POLICY 5.15.11

Portland Christian students are not permitted to possess or use substances or items, either on or off campus, that have been prohibited for use by minors by state or federal law. This includes, but is not limited to alcohol, illegal recreational drugs, tobacco, marijuana in any form, electric/electronic vaporizers (e-cigarettes), and prohibited firearms.

Students who engage in these or other illegal activities on or off campus, whether the student is a minor or not and regardless of whether school is in session or not, shall be subject to possible prosecution by legal authorities, and disciplinary action by the school as outlined in this manual. This behavior may include that which occurs while driving or during any physical activity.

Portland Christian students are not permitted to possess firearms or weapons of any kind while on campus or while attending school activities or functions. 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.

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.

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

Any items deemed to be obscene or demeaning to students or staff will be confiscated immediately and the parents will be notified and appropriate discipline will be administered.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR – POLICY 5.16.1

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

- Parent conference
- After-school detention
- Suspension (Out of School or Saturday School)
- Behavioral probation
- Out-of-school suspension
- Withdrawal
- Dismissal
- Expulsion

Detention

Detention notices will be issued by the administration office. Detention will be served from 3:15 p.m. - 4:15 p.m. Students who request permission to miss a detention PRIOR to the detention, for a valid conflict (medical appointment or work, not for extra-curricular school activities), may reschedule their detention in the school office.

Students who fail to serve their scheduled detention WITHOUT PRIOR permission will be required to serve their scheduled detention and an additional detention.

Suspension

Students whose behavior warrants suspension will be given off-campus or in-school suspension (Saturday School with associated fees assessed). 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.

Probation

Students are placed on probation to allow formal monitoring of their **behavior** and/or **academic** progress. The length of probation is generally one semester. Details regarding Behavior Probation are located in the Behavior section of the Handbook. Details regarding Academic Probation are found in the Academic section of the Handbook. While a student is on probation, regular meetings will be held with the Dean or Principal to review the student's progress. He/she may have restrictions placed on their ability to participate in practices, compete, travel to away games, or perform, until notified of eligibility by an administrator.

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

- Competitions
- Performing Arts Productions
- All National Honor Societies
- Sports
- Student Council/Class Officers
- Worship Team

WITHDRAWAL FROM SCHOOL – POLICY 4.2.1

A student withdraws from Portland Christian Schools if he/she decides to leave with the consent of their parent(s). Withdrawal may be voluntary or upon the request of the school. In either case, the student's permanent record will note that the student has "withdrawn" without mention of the reason for withdrawal. A student who withdraws voluntarily may apply for readmission.

A parent/guardian wishing to withdraw their student from Portland Christian Schools should contact the office of the campus in which their student is enrolled and present a written notification of withdrawal. An exit interview shall be conducted with the site Principal who will notify the business office and the Superintendent. Parents withdrawing their student(s) solely for financial reasons shall be directed to the Financial Officer for counsel regarding financial

aid. 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 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.

DISMISSAL – POLICY 4.2.2

A student will be dismissed from Portland Christian Schools if he/she is prohibited by the Superintendent from continued attendance at school. A family will be offered the option to withdraw rather than dismissed unless it is for behavioral reasons. The student's permanent record will note that the student has been "dismissed" and note the reason for dismissal. A student who is dismissed is conditionally eligible for readmission.

Notice of dismissal will be in writing and state the reason for dismissal, and contain notification of the right to request withdrawal rather than dismissal. Students shall not be dismissed solely for failure to meet academic standards without prior referral for academic counseling and placement on academic probation. A student shall not be dismissed solely for financial reasons without prior referral to the Financial Officer for counsel regarding financial aid.

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

- **Poor Grades – POLICY 5.7.6** Any student in grades 6-12 failing more than one required course in a 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). Exceptions must be approved by the Superintendent.
- **Delinquent Account** – A family's failure to pay a delinquent account will result in the dismissal of their student from Portland Christian Schools.

EXPULSION – POLICY 4.2.3

A student is expelled from Portland Christian Schools if he/she is prohibited by the Superintendent from continued attendance at school because of a behavioral violation. At the Superintendent's discretion, the family may be offered the option to withdraw rather than being expelled. The student's permanent record will note that the student has been "expelled" and note the reason for expulsion. A student who is expelled has a right to appeal per procedures identified in this Manual. A student who is expelled shall not be considered for readmission and shall not be allowed to attend any school-sponsored event.

EXPULSION PROCEDURE – POLICY 4.2.3.1

- When a student is expelled from Portland Christian Schools, the Superintendent shall immediately notify the parent(s)/guardian(s) of the decision by phone and in writing.
- The parent(s)/guardian(s) will be notified within 24 hours of their right to appeal the decision.
- The Board must act in all cases where the decision to expel is not accepted by the parent(s).
- During the appeal process, the student shall not be allowed on any campus of Portland Christian Schools and shall not be allowed to attend any school activity, including athletic events, without express written permission of the Superintendent.

APPEALS PROCEDURE – POLICY 4.2.3.2

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

- For an appeal to be considered, the superintendent must receive a letter within two weeks of the dismissal/expulsion.
- An appeals committee will be formed and shall consist of the Superintendent, administrators, and board members.
- A date to hear the appeal shall be mutually agreed upon by the Superintendent and the parent(s)/guardian(s). The student must attend the meeting with his/her parents.

- At the appeals committee's request, faculty members may be asked to clarify recommendations or answer committee questions.
- Within 24 hours of the appeal committee's hearing, the family will be notified of the final decision.

CONFLICT RESOLUTION- POLICY 1.6.13

We believe that the Bible commands Christians 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). Unresolved conflict is harmful to the Society and does not model Christ-like behavior for students. Therefore, Portland Christians Schools, including its Board, Administration, Employees, and Society, adheres to the following steps to resolve any conflict which may arise.

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 the administrator level, the matter should be brought to the Superintendent.
4. If resolution is not possible at the Superintendent level, the matter should be brought to the Board of Trustees.
5. Further examination may be requested from the Board of Trustees in cases involving serious disagreement, so as to determine the necessity for external mediation.
6. External mediation will be sought through steps suggested by Board approved legal counsel.

INVESTIGATIONS-POLICY 1.6.15

Investigations may be initiated at Portland Christian Schools by the Superintendent or the Board of Trustees in response to allegations of misconduct or unethical behavior as it pertains to the business of the school on the part of employees, volunteers, students, or Society Members. This can include employment violations, failing to live up to the obligations of Society membership, or unresolved and/or disruptive conflict. An investigator may be appointed by the Superintendent or the Board of Trustees. Investigations follow due process and use a preponderance of evidence as the standard of determination. Investigations will be strictly private, with confidentiality maintained for both the accused and the accuser to the extent possible, consistent with the requirements of an adequate investigation. Decisions arising from an investigation may be appealed to the Board of Trustees, who act as the final arbiters.

NOTICE OF TRESPASS- POLICY 1.6.16

A Notice of Trespass may be issued to an individual because of conduct that is found to be substantially disruptive to Portland Christian Schools or any activities related to the school or Society. Only the Superintendent, the Jr/Sr High School Principal, and the Elementary School Principal may issue a Notice of Trespass.

FORMER STUDENTS - POLICY 4.2.4

It shall be the Superintendent's determination whether any student who withdraws or is dismissed from Portland Christian Schools is permitted to attend school events open to the public. Any student who has been expelled from Portland Christian Schools shall not be permitted to attend any school-sponsored event.

GENERAL INFORMATION

ADULT/YOUTH CONTACT- POLICY 2.1

PCS has implemented a contact policy that will safeguard our children while promoting a positive, nurturing environment for learning. The guidelines will apply to all employees, volunteers, and anyone working with children and youth. The Portland Christian Board of Trustees has adopted an Adult/Youth Contact Policies and Procedures Handbook. This handbook and the PCS Adult/Youth Contact Video, will serve as the basis for procedures and training for the school

After School

- School is dismissed at 3:05 p.m.
- Students should be picked up by 3:20 p.m.
- Students not picked up by 3:20 p.m. must report to the library, classroom tutoring, or the designated student

recreation room.

- Students participating in school sponsored athletics should be aware of practice and game schedules after school. Practices will not begin until after 3:45 p.m.
- School personnel will lock the buildings at 5 p.m. and all students should be picked up by this time, if not in a designated extra-curricular activity.
- Students found to not making good use of this extended time in the school, will not be allowed access to the school after 3:05 p.m.

ANIMALS ON CAMPUS- POLICY 3.16

Permission must be obtained from the campus Principal before any animal is brought onto any Portland Christian campus. Animals must be adequately housed and cared for in secure cages. Only the teacher or persons designated by the teacher are to handle the animals. If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care. Pets are not welcome on school grounds. Animals visiting for show and tell or other purposes must be pre-approved by the site Principal. Animals serving the disabled are an exception to this policy.

ASBESTOS AND LEAD INSPECTIONS- POLICY 4.14

Portland Christian Schools has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having our buildings inspected by accredited inspectors and developing a management plan for the control of this substance. The management plan is available for public inspection in the district office. The Director of Facilities serves as the district's asbestos program manager and may be contacted for additional information. Portland Christian Schools voluntarily tests drinking water at both campuses for lead levels on an annual basis. You will be notified if water quality problems are identified and you will be notified about remedies as needed. The results of lead testing are available in the campus offices for your review.

AUTOMOBILES- POLICY 3.1.9.1

- All vehicles (except those of visitors) 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.
- Visitor Parking is not for student parking 7:30 a.m. until 3:30 p.m.

BUILDING/GROUNDS ACCESS- POLICY 3.1.1

- Students are allowed in the building during the hours of 7:30 a.m. – 5:00 p.m.
- After 3:05 pm, those students remaining on campus must be in designated areas as determined 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, or who are not with a supervising adult, will be considered as trespassers and subject to arrest by the police.

CHAPELS AND ASSEMBLIES - POLICY 5.3.2

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. Student attendance is expected.

COMPUTER USE- POLICY 3.2.2

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 office.

EMERGENCY SCHOOL CLOSURES - POLICY 3.1

Emergency conditions, such as severe weather, fire, flood, earthquake or other community hardships and disasters

can disrupt operations and interfere with work schedules, as well as endanger students' and employees' well-being. These extreme circumstances may require the closing down of all or part of our operations.

SCHOOL CANCELLATION, DELAYED START, AND EARLY RELEASE PROCEDURE-POLICY 3.2

In the event of inclement weather or other emergency, conditions may necessitate that school be cancelled, opened on a delayed schedule, or dismissed early. If such a decision is made, it will be communicated to you as quickly and efficiently as possible. Listed below are the details of our inclement weather and emergency closure procedures.

Schedule- If school is cancelled, there will be no before or after school care, no preschool, and no classes at the elementary or secondary campuses. All after-school activities will be cancelled unless you are notified otherwise. The schedule for a delayed opening will be as follows:

Program / Campus	Staff Report Time	Student Earliest Arrival Time	School Start Time
ECE	9:45 AM	10:15 AM	10:30 AM
Elementary	9:45 AM	10:15 AM	10:30 AM
Jr/Sr High	9:45 AM	10:00 AM	10:30 AM

If school is dismissed early, students will be permitted to leave the school only after we receive word from the parent that their student may be released. Students who drive to school may NOT take another student with them unless this student is a regular carpool rider or a sibling AND all parents concerned have called and spoken with school personnel. After calls to the school have been received, students must sign out with a school official's initial beside the student's signature.

Notification- School families will be notified of cancellation, delayed opening, or early dismissal via our School Messenger system, which may include a telephone call, text message, and/or email. For cancellation and delayed opening, the notice will be sent out by 6:00 am on the day in question. For early dismissal, the notice will be sent out as soon as possible after the decision to dismiss has been made. The means of notification and the number/email address at which you will receive notice are those you have already provided to the school. If you would like to verify or change your notification information, please inform the office staff.

Notification will also be available at:

- The PCS website at www.pcschools.org – there will be an alert on the homepage. Please also check the website for more details that may be lacking in a text, telephone, or media message.
- The flashalert website at <http://flashalert.net/news.html?id=83>
- Radio Stations (please be aware that not all stations choose to run all schools' information) KCKX 1460 (Spanish) | KWBY 940 AM (Spanish) | KPOJ 620 AM | KXL 750 AM | KPDQ 800 AM | <http://www.kpam.com/> | KOPB 91.5 AM | KGON 92.3FM | KPDQ 93.9 FM | KWJL 99.5 FM | KUPL 98.7 FM | KINK 101.9 FM | KFSH 104.1 FM | KEX 1190 FM | KUIK 1360 (Hillsboro) |
- TV Stations (please be aware that not all stations choose to run all schools' information) 2 (KATU) | 6 (KOIN) | 8 (KGW) | 12 (KPTV) | 56 (KEI-Spanish)

Attendance-Our greatest concern is for the safety of our students. To that end, if school is open but parents do not feel it is safe for their student to attend due to weather conditions or other emergency, and they notify us of such, their student's absence will be excused. The school office will call parents of each student who is absent without an excuse, so the parents can be aware if they need to be concerned about their student's failure to arrive safely at school.

When makeup days are required due to emergency school closure, the dates shall be determined and parents will be notified.

EMERGENCY PROCEDURES AND DRILLS – POLICY 3.2.12

The Superintendent shall develop and maintain a plan specifying procedures to be used in emergencies and will consult with community and county agencies while developing this plan and such plan shall meet or exceed minimum Standards of the Federal Guidelines for Safe Schools. Periodic emergency and disaster drills shall be held at all campuses.

FUNDRAISERS- POLICY 3.24

All fundraisers must be approved by the Administration. Please submit the Fundraiser Proposal Form to the Business Office at least 30 days prior to the planned event.

HEALTH ROOM – POLICY 5.13.6

A health room will be available at each campus to isolate students who become suddenly ill, who are injured and need first aid, or who must take medications.

Students will be allowed to rest in the health room until a parent /guardian arrives to take the student home, or the student has recovered sufficiently to return to class.

Students in health rooms shall be carefully monitored by a staff member at all times. Health rooms shall be fitted with all necessary first aid materials to address minor injuries and illnesses.

- Any ill or injured student should report to the health room to be evaluated.
- Students should 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 period. If a student is unable to return to class a parent will be called to pick up the student.

LIBRARY – POLICY 5.12.6

Portland Christian Schools shall provide print and non-print materials in a collection with sufficient breadth to support the school's educational programs and student/staff interest including grade-appropriate materials of sufficient depth to meet the needs of wide-ranging abilities and curricular needs.

The library is a resource/study area which students are encouraged to use for reference work. The library will be open 7:30 a.m. - 4:00 p.m. 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 online 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.
- If an item is overdue, fines of 10 cents per school day will begin to accrue the day after the item was due. Students will receive overdue notification on their lockers and parents will receive an email informing them of the overdue 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 \$10.00 cleaning fee may be assessed for students who do not keep their lockers clean.
- All students in PE classes will be assigned a locker in the locker room. Students must provide their own locks. All locks left on lockers at the end of the school year will be cut off.

- Students participating in extracurricular sports activities **must** use assigned lockers. The locker is to be locked at times when the locker is unattended with all belongings inside the locker to secure his/her belongings.
- Backpacks and athletic bags are to be stored or placed on available hallway hooks, **NOT LEFT ON THE FLOOR.**

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 AND FOUND – POLICY 5.12.7

Each campus shall provide a location to retain articles lost by students, faculty, or parents. The staff in each school office shall be responsible to maintain lost articles and return them to the rightful owner whenever possible. Unclaimed items will be donated.

- Lost-items will be placed on a table in the cafeteria. Smaller and more valuable items will be kept in the office until claimed by the owner.
- 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.

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, 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.
- SEE ATTENDANCE SECTION FOR OFF CAMPUS LUNCH GUIDELINES FOR JUNIORS AND SENIORS.

MANDATORY REPORTING OF ABUSE AND NEGLECT- POLICY (APPENDIX) 6.2

Oregon state law mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. These people are called mandatory reporters and include all school and child care personnel. By law, PCS is a mandatory reporter and must report suspected abuse or neglect of a child such as any evidence of physical injury, neglect, sexual or emotional abuse, or financial exploitation. Reports are made to the Department of Human Services of Multnomah County.

MEDICATION AT SCHOOL – POLICY 5.13.8

- 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 emergency medications such as epi pins and aerosol inhalers) 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.

Parental Concerns

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. PCS follows the biblical mandate found in Matthew 18.

- Communicate directly with the teacher or staff member first to see if the matter can be resolved before taking the concern to the administration. Communicate the concern with the faculty member or staff member in person to try and resolve the issues.
- 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 still not resolved after the other steps have been taken.

Passes

Students out of class (for any reason) must have a hall pass. Students may not use the pass to go beyond where indicated.

PEST MANAGEMENT- POLICY 3.15

Portland Christian Schools complies with the Pacific Northwest Pest Management Program (IPM) for the control and management of pests. The IPM handbook is available for review in our Maintenance Department.

RESIDENTIAL REQUIREMENTS – POLICY 4.1.8

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.

ROLLERBLADES, SKATEBOARDS, BICYCLES, SCOOTERS- POLICY 3.1.10.2

These items are not to be used on campus during school hours and may be used only as a mode of transportation to and from school. Exceptions may be made by the site Principal.

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 chaperones).

TRANSPORTATION FOR OFFICIALLY SPONSORED SCHOOL ACTIVITIES- POLICY 3.2.13

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. When the number of students to transport is few, or when a contracted bus service is not able to be obtained, arrangements will be made by the school to accommodate for transportation using approved adult drivers and private vehicles.
- 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.

VIDEO SURVEILLANCE- POLICY 3.11

The Board, after having carefully weighed and balanced the rights of privacy of students and staff with the school's duty to ensure discipline, health, welfare and safety of staff and students, to contain and/or reduce vandalism to our facilities, and to assist in the maintenance of a safe and secure environment for our staff, students, and the general public, supports the use of video cameras on its campuses, parking lots, and school grounds.

Video cameras may be used to monitor student behavior and safety on school grounds. Students observed by video to be in violation of conduct rules may be subject to disciplinary action.

VISITORS- POLICY 3.2.9

To ensure the safety of all students, ALL visitors to the campuses of Portland Christian Schools while school is in session must report to the main office and receive a Visitor's Pass which must be visibly worn at all times.

Student Classroom Visitors/Shadow

- 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 the school, for volunteering or meeting with the student.
- Visits must be pre-arranged through the school office one day in advance.
- Parents must sign in at the office and wear their Visitor Pass for the time on campus.

Weapons on Campus

The personal possession of weapons on all PCS campuses and at any school sponsored event is strictly prohibited. This prohibition applies to all students, employees, independent contractors, and visitors, including those who have a valid permit to carry a concealed weapon. This prohibition does not apply to law enforcement personnel. Weapons may include, but are not limited to: firearms, pellet guns, air rifles or BB guns, paintball guns, bows and arrows, swords, switchblades and large knives, ammunition, tasers and clubs.

EXTRA-CURRICULAR ACTIVITIES

ATHLETICS (SEE ADDENDUM)

Portland Christian is a member of the Oregon School Activities Association and participates in inter-school athletics as a member of the Northwest League- 2A. Athletic goals and guidelines are covered in the Athletic Handbook.

ATHLETICS ELIGIBILITY AND ACADEMIC REQUIREMENTS

All athletes will be checked for academic progress throughout the school year. This check will be done by the Principal's staff and communicated to students, teacher, parents, and coaches in coordination with the Athletic Director. The following procedure will be followed for checking athletes' grades throughout the school year.

Eligibility Process:

Step 1 – Grades of all athletes will be checked midway through each quarter and at the end of each quarter. Any student at that time, who falls below a 2.0 GPA or has an overall grade of an F in any class, will be placed on an eligibility probation the following week. The student's grades will be checked with their teachers and the student will be made aware that they fall below the required progress. They will still be allowed to participate in athletics during the step 1 process.

Step 2 – Grades will be checked after one week for those students who were noted as below progress in step 1.

Students who still fall below a 2.0 GPA or has an overall grade of an F in any class, will be placed on the ineligible list. When a student is placed on the ineligible list, they will not be allowed to practice or participate in any competition. This includes traveling with the team to away games or sitting on the bench during home contests.

Step 3 – Grades will be checked after two weeks, for those students that were noted as still below progress in step 2. If these students remain below a 2.0 GPA or has an overall grade of an F in any class, they will be dismissed from the team permanently for the remainder of the season.

****Note:** If a student falls below a 2.0 GPA or has a final grade of an F on their transcript following the end of a semester they will be required to sit out 1 week following the end of the semester before gaining back their eligibility and grades will be checked when Step 1 begins again. Student athletes MUST meet PCS and OSAA academic requirements.

Rooter and Team Bus 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 unless they are siblings.

OSAA RULE: SIGNS LARGER THAN 8.5 X 11", CONFETTI OR ARTIFICIAL NOISEMAKERS ARE NOT ALLOWED AT GAMES.

CLUBS AND ORGANIZATIONS – POLICY 5.14.1

The Board encourages student organizations and clubs which are consistent with the mission of Portland Christian Schools. Student organizations and clubs may be curriculum related, or non-curriculum related and may be initiated by the school administration and/or staff or by students. All clubs and organizations shall be led by an approved sponsor who is a faculty member, an approved parent, or an approved associate of the school. Sponsors must be in attendance at all planning meetings. All school policies and procedures apply to sponsors, chaperones and activities including adult/youth contact policies, background clearance, confidentiality policies, transportation policies, facilities use policies, policies regarding notifications to the Administration and parents, and all other pertinent policies and procedures.

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.

General guidelines

- While students are encouraged to take leadership and responsibility, they may not act independently of the advisor.
- 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.

Fundraising

- Fundraising activities that directly benefit special groups (i.e. cheerleading, drama, ski club, etc.) must obtain special permission in advance from the administration and all funds must be received by the Business Office.
- Procurement guidelines are available from the Business Office.
- Fundraising Request Forms must be completed 30 days prior to event.

Social Activities

- School policies apply at all extra-curricular activities.
- School transportation policies apply if the function moves from one location to another.

Art Club

Students may elect to participate in the Art Club at the school, which is led by the visual arts teacher. The club generally meets monthly for activities, enjoying art together and learning. There may be occasional fees associated with select (optional) activities.

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.

Math Honor Society (Grades 10-12)

Portland Christian students may be selected to become a member of the Math Honor Society, known as Mu Alpha Theta. This is a national organization, or club, for those who meet the criteria for membership. The goal of the Portland Christian chapter is to foster a better understanding and a love of mathematics, while serving the students, school, and the Lord through helping others in their studies of mathematics. Mu Alpha Theta is an organization dedicated to promoting scholarship in mathematics and establishing math as an integral part of high school. Students who meet the requirements and complete an application for membership are chosen based on their overall grade point average, an unweighted mathematics grade point average, and their reputation as a student who excels in mathematical abilities and a commitment to their education. Members serve as math peer tutors as they complete the required community service. There are annual dues to be paid for membership to remain an active participant.

National Art Honor Society and National Junior Art Honor Society

These societies empower student artists with opportunities to connect, serve, and gain recognition for their efforts in the visual arts. Through the completion of two semesters of visual art, an art GPA of 3.5 or higher and an overall cumulative GPA of 2.0 or higher, students are eligible to apply to NAHS (9-12 grade) or NJAHS (7-8 grade). Becoming a member of the society means a commitment to completing 10 hours of advisor-approved arts community service hours and attending two meetings a month. Annual dues of \$15 will be collected from each member, seniors will have dues of \$25. This fee covers membership costs for both the student and the chapter, and the additional fee for senior year covers the cost of the honor cord for graduation. It is the mission of both the National Art Honor Society and National Junior Art Honor Society to:

- Inspire and recognize those students who have shown outstanding ability in art.
- Foster excellence and a dedicated spirit to the pursuit of art.
- Further creative abilities and talents of the Society's members, as well as the school's entire student art enrollment.
- Aid members in working toward the attainment of their highest potential in an art area.
- Bring art to the attention of the school and community.
- Increase an awareness of art in relation to other areas of the school curriculum.
- Further aesthetic awareness in all aspects of the school's total program.

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 academic standards are met, new students who are NHS members in good standing may transfer their memberships directly to the Mark Fakkema Chapter.
- There are annual dues to be paid for membership to remain an active participant.

Ski Club

All students (Jr. and Sr. High) are welcome to join the winter ski club through the school, in partnership with Mt. Hood Meadows. Students will pay the fees associated with this activity. Chaperones from the school accompany the students. Generally, the schedule allows for weekly outings after school on Friday throughout the winter.

STUDENT COUNCIL – POLICY 5.14.9

Purpose

- To coordinate and carry out school activities in which students are involved.
- To be an lead by 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.
- To serve others willingly, demonstrating servant leadership at all times.

Responsibilities

- Activities as directed by Administration
- All-school activities (i.e. Homecoming, Prom, Spirit Week)
- Mission projects
- Lead class meetings

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 presidents will serve as members of Student Council.
- Junior High select class representatives only.

Class Officers

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 High School class presidents serve on Student Council.

Qualifications for current members:

Students must maintain at least a 2.5 cumulative 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.

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 (Grades 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.

ADDENDUM - ATHLETIC HANDBOOK

INTRODUCTION

The Athletic Handbook is primarily written with the High School athletic program in mind. However, the Junior High (Grades 6-8) and Senior High (Grades 9-12) programs at PC are within the same organization and administration. Each of the principles contained within this document are also designated for the Junior High program. Any references to the Oregon School Activities Association (OSAA) apply only to the High School program because the OSAA does not sponsor or regulate programs below the senior high school level. If there is something specific to the Junior High student it will be emphasized.

ATHLETIC OFFERINGS AT PORTLAND CHRISTIAN JR/SR HIGH

	Fall	Winter	Spring
High School Sports (9 th -12 th)	Volleyball – Varsity & JV Girls Soccer Boys Soccer Football - Varsity & JV	Girls Basketball – Varsity Girls Basketball - JV Boys Basketball – Varsity Boys Basketball – JV Boys Basketball – JV2	Softball Baseball Track and Field Golf
Junior High (6 th -8 th)	Volleyball – 7 th & 8 th CYO Volleyball – 6 th grade Football – 6 th -8 th Soccer – 6 th -8 th	Girls Basketball – 7 th & 8 th Boys Basketball – 7 th & 8 th CYO Boys Basketball – 6 th CYO Girls Basketball – 6 th	Track and Field – 6 th -8 th CYO Baseball – 6 th -8 th
Elementary (1 st -5 th)	CYO Basketball – 1 st & 2 nd Coed CYO Volleyball – 3 rd -5 th	CYO Boys Basketball 3 rd - 5 th CYO Girls Basketball 3 rd - 5 th	CYO Baseball – 3 rd -5 th

PHILOSOPHY OF ATHLETICS AT PORTLAND CHRISTIAN

Philippians 3:12-14 [\(NIV\)](#)

Not that I have already obtained all this, or have already been made perfect, but I press on to take hold of that for which Christ Jesus took hold of me. Brothers, I do not consider myself yet to have taken hold of it. But one thing I do: Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.

It is the desire of the athletic department that every team or individual that competes for Portland Christian experience the thrill of winning games and of rising to one's full potential. More importantly, however, the goal of the athletic department is that everything that is done be honoring and glorifying to God.

To the Parent - Parents play a key and critical role in the overall success of their young person's involvement in athletics. There are some key ingredients in the recipe of success in athletics that need to be provided by parents.

A. Support and Cooperation

1. Attend every contest that is feasible. Being at the game is important to your student-athlete. Be positive and supportive without adding undue pressure and unrealistic expectations. Let your young person know that you are supportive, and that you believe in them regardless of the results of the individual or team performance in a contest.

2. Each family of an athlete must volunteer to perform a task required for the success and facilitation of at least 2 home contests during each season your athlete competes. This could include score clock, scorebook, announcing, chain gang, gate/ticket booth, security, line judge, gym/field clean up and tear down, and/or concessions.
3. Try to be objective regarding your child's playing time and contribution to the team. All players, no matter how capable, need coaching and mentoring, correction, praise and encouragement and occasionally chastisement.
4. Supporting the coach's judgment, character, actions, strategy, and overall philosophy will help your child do the same. In contrast, criticism and questioning a coach's actions and overall program will likewise lead the student-athlete in that way. To question is not necessarily to criticize; it's all in the frame of mind and the approach. Be considerate, respectful, tactful and positive when addressing concerns with the coach.
5. Build up, rather than put down, other team members. It is important that each student-athlete sees the other team members as a vital part of the team, regardless of their role or skill level.
6. Be sensitive to those around you as you watch the contest. Being a parent of an outstanding player or a parent of a player who plays less often each holds its share of joy and pain.

B. Communication

1. Student Contact
ACTION: A Permission To Contact form gives parents authority as to who may contact their student and in what form. **Texting between coaches and student-athletes is not permissible.** It is possible special permission will be given to a team captain to facilitate information between the coach and team via text messages. Email addresses will be put on a database for specific sport contact between the athletic department, coaches and parents.
2. When a student joins a team the commitment is made not only by the student-athlete but the parents as well. Student-athletes are expected to attend all scheduled practices, games, and tournaments. If a practice or contest will be missed, the coach should be consulted as far ahead as possible. If a family finds it necessary to be gone for an extended time during the season it is important to work with the coach so he/she can plan also. Missing a practice or contest will generally result in some consequences. At times parents may deem it necessary to remove their student from an athletic team on a temporary or permanent basis. It must be realized that these actions penalize the entire team in addition to the removed student. It is suggested that this course of action be viewed only as a last resort and used only when other disciplinary methods have been exhausted. Regular consultation should be maintained with the coach if removal from the team is a consideration.
3. Confrontation is sometimes necessary and can be healthy if timing and method are appropriate. It is better to confront an issue in love than to let it go and build up into unnecessary hard feelings. Guidelines for handling parent/coach concerns: Generally the first responsibility is for the student-athlete to meet with the coach to seek understanding on matters of concern. A coach appreciates communication from the student regarding team or individual situations. A coach will not "hold it against" a student-athlete for wanting to talk about a situation. If a parent wants to speak with a coach about a concern it should be done at a suitable time or via an appointment. Confronting a coach before or after a contest is not an appropriate time. If the concern still exists after meeting with a coach the concern should be taken to the Athletic Director (AD) as the next step.

To the Athlete - When you wear the Purple and Gold of your school you assume the responsibilities that go along with being a PC ROYAL student-athlete.

1 Peter 2:9 (NLT) ...for you are a chosen people. You are royal priests, a holy nation, God's very own possession. As a result, you can show others the goodness of God, for he called you out of the darkness into his wonderful light.

- A. **RESPONSIBILITIES TO GOD:** As a member of an athletic squad from a Christian school, the most important responsibility a student-athlete has is to be a good representative of God. Christians are Ambassadors for Christ and the Light of the World.
- B. **RESPONSIBILITIES TO YOURSELF:** Your academic studies, your participation in other extra-curricular activities as well as sports, help to prepare you for your life as an adult. You have a responsibility to broaden yourself and develop strength of character and you owe it to yourself to get the greatest possible good from your school experiences.
- C. **RESPONSIBILITIES TO YOUR SCHOOL AND COMMUNITY:** By participating in athletics to the maximum of your ability, you are contributing positively to the reputation of PC. You assume a leadership role when you are on an

athletic squad. The student body, the community, and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. As an athlete, the younger students will watch you, and they will copy you in many ways. Make Portland Christian proud of you and others proud of your school by your faithful exemplification of these ideals.

GOVERNANCES

A. PORTLAND CHRISTIAN SCHOOLS

1. The Board of Trustees is responsible for all school policies and delegates their fulfillment to the administration. The head administrator delegated with the responsibility of the athletic program is the Superintendent.

2. The day-to-day responsibility for overseeing the athletic program is assigned to the Director of Athletics (AD). Each student participant is directly responsible to his/her own coach who is responsible to the AD who in turn reports to the Superintendent.

B. THE OREGON SCHOOL ACTIVITIES ASSOCIATION (OSAA)

All member high schools voluntarily join the Oregon School Activities Association and compete only with other member schools in Oregon or schools of other states that are members of their state association. As a member school, Portland Christian High School agrees to abide by and enforce all rules and regulations set forth by this Association. The OSAA has specific rules regarding individual eligibility including attendance, grades, age, awards, school representation and transfers between schools, which all schools must follow.

The primary role of the OSAA is to maintain rules and regulations that ensure equity in competition for the student athletes and a balance with other educational programs. The OSAA solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations. The OSAA attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner. The OSAA is also responsible for all state playoffs and tournaments beyond district play for athletics and activities. Further information about the OSAA can be found on their website at: www.osaa.org

C. LEAGUE AFFILIATIONS

Portland Christian High School is a member of the Northwest League which consists of Class 2A schools assigned by the OSAA. 2A schools in Oregon have a student population of 90-205 in grades 9-12. OSAA has assigned PC to special districts in Boys Soccer - 3A/2A/1A District 1, Girls Soccer - 3A/2A/1A District 1, and Boys and Girls Cross Country - 3A/2A/1A - District 1.

D. JUNIOR HIGH LEAGUES

Soccer, volleyball, basketball and track teams compete with other private and small public schools in the Metro-Christian League (MCL).

E. CATHOLIC YOUTH ORGANIZATION (CYO)

PC utilizes this organization for youth volleyball, basketball, and baseball for students in grades 3-6 when there are sufficient parent volunteer coaches and student participation numbers to fill teams. As a guest club in CYO, PC's programs will adhere to policies, rules and regulations as listed in the current CYO Sports Manual.

F. GRANT YOUTH BASEBALL

Portland Christian utilizes the Grant Youth Baseball program for our 7-8 grade students.

BASIC ATHLETIC DEPARTMENT POLICIES

A. REQUIREMENTS FOR PARTICIPATION

1. OSAA Eligibility (summary):

- a. **Academics** - Passing work in five (5) regular subjects the preceding term as well as the current term. The student must be maintaining regular progress towards graduation.
- b. **Graduation** - a student becomes ineligible thereafter upon graduation from high school. Following initial enrollment, a student may participate in the interscholastic program for four consecutive years (eight semesters) after entering the ninth grade. Students below the ninth grade level may not participate on high school athletics.
- c. **Age** - a student who becomes 19 before August 15 shall become ineligible for interscholastic competition. A student who becomes 19 on or after August 15 shall remain eligible for that entire school year. (A Junior High student who turns 15 before August 15 shall likewise not be eligible on PC Junior High teams.)
- d. **Monetary Compensation** - A student may not accept monetary compensation in recognition of athletic ability, participation and/or achievement. A student may accept non-monetary compensation or items of value solely in recognition of athletic ability, participation and/or achievement if the total value of such non-monetary compensation or items of value, including the actual value of any discounts, coupons, etc. does not exceed \$500 in any association year. Should there ever be a question, contact the athletic director immediately since eligibility is at stake.
- e. **Transfer** - Any questions should be directed to the athletic director. The OSAA deals primarily through school administration and not directly with parents.
- f. **International Students Program (ISP)** - ISP students with a CSIET approved agency will be eligible for one year only. All other ISP students are ineligible for their 1st year at PC unless entering as a freshman.

2. Minimum Requirements of Portland Christian Secondary Campus

- g. **Academics** - in addition to the requirements of the OSAA, student athletes at Portland Christian are expected to maintain a 2.0 cumulative GPA to graduate. All athletes will be checked for academic progress throughout the school year. This check will be done through the school office and communicated to students, teachers, parents, and coaches in coordination with the Athletic Director. The following eligibility process will be followed for checking athletes' grades throughout the school year

Eligibility Process:

Step 1 – Grades of all athletes will be checked midway through each quarter and at the end of each quarter. Any student at that time, who falls below a 2.0 GPA or has an overall grade of an F in any class, will be placed on an eligibility probation the following week. The student's grades will be checked with their teachers and the student will be made aware that they fall below the required progress. They will still be allowed to participate in athletics during the step 1 process.

Step 2 – Grades will be checked after one week, for those students who were noted as below progress in step 1. Students who still fall below a 2.0 GPA or has an overall grade of an F in any class, will be placed on the ineligible list. When a student is placed on the ineligible list, they will not be allowed to practice or participate in any competition. This includes traveling with the team to away games or sitting on the bench during home contests.

Step 3 – Grades will be checked after two weeks, for those students that were noted as still below progress in step 2. If these students remain below a 2.0 GPA or has an overall grade of an F in any class, they will be dismissed from the team permanently for the remainder of the season.

****Note:** If a student falls below a 2.0 GPA or has a final grade of an F on their transcript following the end of a semester, they will be required to sit out one week following the end of the semester before gaining back their eligibility, and grades will be checked when Step 1 begins again. Student athletes MUST meet PCS and OSAA academic requirements.

- h. **Attendance** - if a student is absent *unexcused* any part of the day, they will not be allowed to participate in any practice or game that day. If a student is absent *excused* more than half a day, they will not be allowed to participate in any practice or game that day without special permission from the principal. See Attendance section of Student Handbook for list of excused absences and consequences for unexcused absences.
- i. **Physical Examination – ACTION:** Completed by a physician and submitted before participation in any practice or contest for grades 6-12. Valid for two years from date of examination. Sixth graders involved in athletics on the Jr./Sr. Campus will be required to have this on file as well.

- j. Athletic Participation Permit – ACTION:** Completed yearly by the parent/guardian – includes permission, assumption of risk, insurance information and emergency information.
- k. Mandatory Parent/Student-Athlete Meeting – ACTION:** All student-athletes and a parent representative are required to attend a pre-season meeting prior to each sports season. Meeting dates and times will be announced by the coach of each team.
- l. Risk of Participation** - All athletes and parents must realize the risk of serious injury that may be a result of athletic participation. Portland Christian coaches will advise, caution and warn athletes of the potential for injury and the proper procedures for participation in the particular sport. All athletes must be covered by family health insurance. The school does not offer any supplemental insurance.
- m. Financial Obligations - ACTION**
 - A sports fee of \$150 for Elementary, \$180 for Junior High, and \$215 for High School athletes will be assessed per season. There is a \$1,000 annual family cap. *CYO sports do not count toward the family cap.*
 - Uniforms are provided by the school. Students will be billed for lost uniforms at replacement costs. A fee will be charged for uniforms turned in after the published deadline or turned in soiled or damaged.
 - Fees are required to be paid prior to the first day of practice. Athletes shall not be allowed to participate in practices or contests, or receive a uniform until fees are paid and physical exams are current. Contact the Athletic Office to make any other arrangements.

B. ATHLETIC CODES OF CONDUCT

1. Sportsmanship

- a. Athletes** - All athletes shall abide by a code of ethics that will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Intimidation or forms of "trash talk" and disrespect will not be tolerated. A PC athlete should be diligent in preparation, relentless in effort, disciplined by nature, respectful in actions, self-controlled with words, humble in spirit, and aggressive in pursuit of excellence, without regard to the score, opponent, time, referee, etc. As Christian athletes display these characteristics, good things usually happen: teams are successful; players are motivated; fans are supportive and enthusiastic; parents are proud; prospective student-athletes want to participate, and very often non-believers are drawn to Christ. *See Expectations for General Behavior in the Student Related Instructional Policies and Administrative Procedures section of the Student Handbook for specifics.*
- b. Parents and Spectators** - It is important to make guests to our school activities feel welcome. All visitors should feel as though they have been treated fairly and dealt with in a sportsmanlike way. The skills of the visiting team should be recognized and appreciated. Everyone needs to work to create a positive atmosphere at Portland Christian. The following behavior is not acceptable at any contest: booing or jeering, mocking or taunting, yelling negative comments to officials, coaches, players, or any spectator. Never confront officials or other participants during or following a contest. If a problem occurs inform the school administration and allow them to deal with the situation. A game official or school administrator (or their designee) has the authority to remove any person from the confines of an athletic contest for unsportsmanlike behavior. The school may also deny them the privilege of attending future contests.

2. Substance Abuse - *Any student who is known to use alcoholic beverages, tobacco in any form, illegal drugs of any kind on or off campus, will face disciplinary action.* A student not in school for disciplinary reasons will not participate in practices or games and any further participation will be determined by the administration.

- 3. Hazing and Bullying** are not a part of the Portland Christian athletic program. Hazing is defined as an initiation process, or acts welcoming to the team, conducted against a player or prospective player of a team that degrades or humiliates that person. Any bullying behavior directed toward another student that endangers the mental or physical health or safety of the student is not acceptable behavior and incidents will be investigated and dealt with by the administration.
- 4. Game Behavior** - According to OSAA policy, if a high school player is ejected by an official for an unsportsmanlike act that player will not be allowed to participate in the next scheduled contest and the school will be fined by the OSAA. This fine will be passed along to the student.

C. PARTICIPATION

We encourage student-athletes at Portland Christian not limit their participation to just one sport if they have the ability and are capable of playing in two or three sports per year. Dual Sports - An athlete may participate in only one sport per season. All cases of request of dual sport participation are to be presented to the Athletic Director & both coaches for consideration.

D. DROPPING OR TRANSFERRING SPORTS

Quitting a sport after the season has begun may create problems for the entire program. On occasion, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the athlete is to consult with their immediate coach and also the head coach of that sport. If an athlete drops a sport before the first contest has been held a refund may be requested. If an athlete wishes to change sports (drop one and begin another) during the same season he/she must consult with the coaches of each sport concerned and with the AD to seek permission to do so.

E. EQUIPMENT AND UNIFORMS

School equipment and uniforms checked out to the student-athlete becomes his/her responsibility. The student-athlete is expected to keep all items clean and in good condition. Equipment /practice gear/uniforms are to be used only in practice or contests or as directed by the coach. It is not to be worn in PE classes or at other times. Loss of any equipment is the financial obligation of the athlete at full replacement value. A late fee may be charged for late return of items. No athlete will be allowed to participate in a subsequent sport until all previously issued athletic equipment /uniform has been returned or proper restitution is made.

F. TRAVEL

All coaches and team members are expected to travel to away contests in transportation provided by the school.

ACTION: Any exceptions for transportation must be prearranged with the AD in advance in writing. Each person is also expected to return back to school on the same transportation. However, if a parent/guardian is at the site of the contest they may sign-out their student with the coach. Athletes will not be given permission ever to ride home with other students.

1. Transportation provided for trips is a school bus. Students are responsible to the coach and the bus driver on the bus. It is expected that PC student-athletes will obey the laws relating to school busses, keep the bus clean, remain seated, maintain an "inside voice" in conversation and show the driver appreciation for driving. Refer to Transportation for Officially Sponsored School Activities in the General Information section of the Student Handbook.
2. Food Stops - when out of town the coach may decide to stop at a restaurant or store before or after an event for the purpose of allowing student-athletes to buy food and drink. Appropriate dress and behavior is expected.
3. A coach must wait with the students until all have rides, so when the bus returns late at night it is important to arrange transportation on time. Parents should either be ready at the estimated time or arrange for the student to call earlier regarding the pickup time.
4. On occasion the schedule will require travel on a school night with a late return time. It is expected that student-athletes will not be tardy or miss classes the next day. Athletic contests and late night return from them are not reasons for tardiness or absence. However, students returning on the bus after 12:00 a.m. from a school event will be excused from 1st period the next morning.
5. Return transportation will be provided for ALL junior high away sporting events; however, for high school events located within 10 miles of PCHS, there will only be one way transportation. Parent/guardians must pick up athletes or arrange for transportation with a "Permission to Ride Home" form available online or in the office. This form must be turned in at least 24 hours prior.

G. COLLEGE RECRUITMENT

Preparation for college athletics is a byproduct of participation in high school athletics and many PC athletes have and will continue on to compete at the collegiate level. Any student-athlete who anticipates competing at an NCAA Division I or II College must register with the NCAA Clearinghouse through the counseling department. Visit the school web site for resources and links for up to date information on the rules and regulations governing post high school athletics.

H. CONFLICTS IN EXTRACURRICULAR ACTIVITIES

Inevitably in a school situation, scheduling conflicts will arise between athletic events and other school activities. When the athletic schedule is produced, care will be taken by the Athletic Director to avoid conflicts if possible. In some instances, a student will have to choose prior to the season between, for example, playing on an athletic team or taking a part in a drama production. Typical conflicts may involve musical performances/competitions with athletic contests. A student who is participating on an athletic team is expected to attend all regularly scheduled practices and should not expect to miss practice to try out for another activity.

The following guidelines are presented as the method for dealing with activity schedule conflicts.

Priority I - Precedence is based on the sanctioning of the activity by the OSAA.

Priority II - Contests that are a criteria for advancement to a higher level of competition such as a state tournament.

Priority III - Major competitions and performances including contests or tournaments determining conference and district championships.

Priority IV - Includes regularly scheduled games, contests and major performances. An event previously scheduled and placed on the school calendar will take precedence over a rescheduled event or addition to the calendar.

Priority V - How important the student's participation is to the success of the group's performance?

If after utilizing the prioritized criteria, all items remain equal, the student in consultation with the Principal must make the final decision. **NO PENALTY IS TO BE ASSESSED TO THE PARTICIPANT AFTER FOLLOWING THIS PROCEDURE.**

I. RELEASE FROM CLASS

If a student misses a class because of an athletic contest, it is the responsibility of the student to turn in all work due **BEFORE** leaving school. Scheduled tests and quizzes must be taken before leaving unless other arrangements have been made with the teacher.

J. SQUAD SELECTION/PLAYING TIME

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program at Portland Christian; coaches are encouraged to keep as many students on a team as can be reasonably managed. Time, space, facilities, equipment and other factors will place limitations on the most effective squad size for any particular sport.

Usually, no limitations are put on the number of participants in Football and Track. Volleyball and Basketball teams typically experience the most restrictions because of team size and indoor practice space limitations. It is the decision of the coach regarding the number of players to be named to a team in a given season.

It needs to be understood that high school students who make a team will not necessarily see equal playing time. **No amount of playing time is guaranteed to a high school athlete.** Playing time depends on the skill and experience of the participant and how those attributes blend with the rest of the team and the level of competition. **Playing time for the high school student-athlete is an appropriate point of discussion between an athlete and the coach.** High school coaches will not be expected to discuss playing time with parents. In sub-varsity teams it is generally expected that a student-athlete will participate in each contest but there may be occasions when this does not happen.

Junior High Participation and Playing Time - Portland Christian Schools requires its Junior High coaches to play every player on the team at least the equivalent of one quarter of play per contest. It is the philosophy of the school to encourage student participation and commitment to each sport by giving instruction at practice as well as giving a commitment to actual playing time to the middle school athlete in order to prepare him for high school athletic

participation. The one exception in playing time for Junior High may include post-season tournaments and/or playoffs. The coach may opt to use a more limited rotation of players during the post-season and will notify squad members of the tentative plan.

K. COACHES' POLICIES

Each coach may establish other rules or standards for the team or program in which they work which go beyond those listed in this handbook. The policies will be consistent with and not contradict other school practices and policies. The coach will make these known to the team after approval from the Athletic Director.

L. CONFLICT RESOLUTION

If a conflict or perception of a conflict arises with a coach or other staff person the first responsibility is for the athlete to discuss the situation with the coach. This should occur before the parent speaks with the coach. If no resolution is found, the next two steps of appeal are to the Athletic Director and then the Principal in that order. Before or after ball games are not appropriate times for a parent to approach a coach to discuss a situation.

M. REPORTING OF INJURY

All injuries, which occur while participating in athletics, must be reported to the coach and Athletic Director. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed.

N. LOCKER ROOMS

Lockers will be assigned to students who are in a PE class or athletics. It is the student's responsibility to advise the assistant to athletic director if they change lockers during the school year. Students are responsible to provide their own locks. Personal items, sports equipment, and all clothing items are to be properly stored in the locked locker. All remaining locks will be cut off the week after school ends for the year. Items left inside lockers will be donated to the Goodwill or Salvation Army if the locker wasn't properly registered and its owner is undetermined. Roughhousing, horseplay, throwing balls or any other objects is not allowed in the locker room. Showers are available for use; however, no towels will be provided by the school. Spiked or cleated shoes are not to be worn in any part of the school building, including the locker room.

O. PERSONAL BELONGINGS/VALUABLES

It is the responsibility of the student-athlete to secure personal belongings at PC or when traveling to other schools. Money and valuables should not be left unprotected. The school will not be responsible for loss, damage, or theft of belongings in the locker room. **See Locker Rooms information in section N above.*

P. PERSONAL APPEARANCE

As an extension of the school day coaches will enforce the school dress code with student-athletes on road trips and home contests. Coaches at times may require team members to dress in a specific fashion for contest dates and or spirit days; e.g., collared shirt with tie for guys, dress or skirt for girls. *Refer to Personal Appearance section in the Student Handbook.*

Q. WEIGHT ROOM REGULATIONS

Weight training classes are designed for the purpose of increasing a student's physical strength and athletic potential through the use of lifting weights. Student-athletes are encouraged to enroll in a weight training class or participate in open weight room times. Under no circumstances are students to use the weight room without school approved supervision present. . During these times lifters are required to follow the general weight room guidelines that include, but are not limited to the following:

1. Never lift without a supervisor present.
2. Never lift without a spotter.
3. No horseplay at any time.
4. No food or drink except water.
5. Return all weights after finishing with a piece of equipment.
6. Always use correct technique
7. No ball throwing in the weight room.

8. Always conduct yourself in a manner that is honoring to God.

R. SPORTS SEASONS/PRACTICE TIMES

1. **High School - OSAA Regulations** – Fall practice begins during week 7 of the NFHS Calendar, which is typically two weeks prior to first day of school. See athletic mobile app for details <http://teamapp.mobi/pcsathletics> or school calendar for details. Visit OSAA.org for specific dates governing each sport.

2. **Junior High** – Fall practices generally begin the week before school begins. See the athletic mobile app <http://teamapp.mobi/pcsathletics> or the school calendar for details.

3. **Practice Times** - As a general rule, High School practices will last a maximum of two hours and Junior High practices a maximum of one and one-half hours on school days. Each HS coach will determine “Daily Doubles” schedules prior to school for fall sports. Practices will generally be scheduled to begin no earlier than 3:45 p.m. to allow for tutoring. However, the start time for some practice schedules will vary because of game schedules and gym/field availability. Practices will be held for some teams during vacation time or days when school is not in session. Weekend practices will not generally be held. Sunday practices must be first cleared with the AD.

4. **Practice Limitations** - Practices may be conducted for sports teams only during the OSAA designated sports season. Out of season during the school year a coach may work with no more than two athletes from his/her team during a given day. This is in effect from the beginning of fall practice through Memorial Day.

5. **Weather Related Problems** - There are sometimes delays or cancellations due to weather conditions or other circumstances. When school is canceled, a contest or practice is not automatically canceled. Decisions may be made in relation to weather conditions throughout the day. According to league rules, canceled games are to be rescheduled for the first available date Monday through Saturday, including holidays.

S. ADMISSION/SEASON PASSES

Typically, no admission charges are made for Junior High contests at PC. The Metro Christian League may charge for entry into league playoff contests. The Lewis & Clark League charges admission to varsity Football, Volleyball and Basketball. Expect to pay at some schools for other sports and OSAA Endowment contests. The L&C League admission rates are \$5.00 for adults and \$2.00 for students. Admission is charged for all league playoff or championship level contests, and rates may be higher. PC offers season passes for regular season home contests at a discounted rate. Current PC students and staff are never charged for entry at home contests, with the exception of OSAA Endowment and league playoff or championship level contests.

T. ATHLETIC AWARDS POLICIES

1. **VARSITY LETTER REQUIREMENTS** - The varsity award shall be presented to a student- athlete who satisfies the participation requirements as listed below, completes all team obligations and receives the recommendation of the coach. The coach may recommend a waiver of these requirements under an unusual circumstance.

- a. **Specific Sport Requirements**

- **Baseball/Softball - either:** 1) play in one-fourth of the number of total innings during the regular season; 2) pinch hit or pinch run in three-fourths of the games played; 3) pitcher in four starts or six game appearances.
- **Basketball, Football:** play in one-third of the number of total quarters during the regular season.
- **Soccer:** play in one third of the number of halves played during the regular season.
- **Track:** earn an average of 1 point per meet held during the season. Plus other criteria as designated by the coach.
- **Volleyball:** participation in one-third of the total number of games played during the regular season.

- b. **Managers, Junior Varsity, and Junior High** athletes are awarded participation certificates.

2. **LETTERING CRITERIA THAT PERTAINS TO ALL SPORTS**

- a. A student-athlete who moves from one level of competition to another will receive their award at the higher level provided the athlete has met the combined requirements.
- b. A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
- c. Injury: Any athlete who plays regularly and was thereafter injured may be awarded a letter, if in the coach's judgment the athlete would have met the lettering requirements.

- d. If an athlete moves to varsity during state competition and plays in 50% of the periods or scores team points in individual competition that athlete may letter regardless of other lettering criteria.
- e. Complete the season in good standing with the school and coach.

3. AWARDS

- A. Varsity Awards
 - 1st award will be a chenille letter, certificate and sport emblem.
 - 2nd and subsequent varsity letters earned will be a certificate and sport emblem.
- b. All other athletes will be awarded a participation certificate.
- c. Head Coaches are responsible for the organization of their end-of-season award party. Generally, parents and student athletes will meet at the secondary campus for recognition and honor of those who participated unless an off campus destination is agreed upon by families.
- e. Trophies are not awarded for Junior High and higher level sports.

**Revised
8/2018**