

Portland Christian School
Mini-Handbook – grades 7-12
2015-2016 School Year

Dear Junior High and Senior High students,

Welcome back for the 2015-2016 school year. This is the 92nd year of school for Portland Christian School, and you are a part of that history. The purpose of this agenda is to be a resource for you this school year. We have included this mini-handbook as something you can reference throughout the year if you need. This does not include all of the policies and procedures that are included in the Parent and Student Handbook, but selected ones that we felt would be most useful to you as 7-12th grade students. We are praying for you and are excited you are part of the PCS family.

Jennifer Haynes
High School Principal

Tim Caldwell
Junior High Principal

Portland Christian School Mission Statement

Portland Christian School is committed to honoring our Lord and Savior Jesus Christ, the Creator of all things, with a learning environment that is based on biblical principles and is intellectually stimulating. Our mission is to work cooperatively with the student's home and church "so that the man of God may be thoroughly equipped for every good work." II Timothy 3:17 (NIV)

Highlighted Policies and Guidelines

Church Attendance Requirement

A commitment to regular attendance in an appropriate church program which is in agreement with the PCS Statement of Faith is compulsory for students in grades K through 12. Failure to comply with this regulation may be considered adequate grounds for expulsion or non-readmission.

Textbooks

Students are charged a book fee each year for use of books and materials and are responsible for their care. Lost, defaced or damaged books and materials will result in replacement costs being charged to the student. TAKE CARE OF YOUR BOOKS!!!

Junior High Academics

All junior high students will take and are expected to make appropriate academic progress in the 5 core areas of academic instruction, which include Bible, math, English, social studies, and science. In addition, students will take non-core classes in which they will be expected to work hard and give their best effort. Students will receive grades in each of these courses, and should strive to give their best in each course as is honoring to the Lord.

Nine-week grading periods

Grades are reported to parents each nine weeks through report cards that are sent home with students and require a parent signature. Parents will need to check Edline regularly to know their student's weekly progress. Parents are encouraged to e-mail or call teachers as needed throughout the school year if they have questions or concerns about their student's progress.

Minimum Graduation Requirements and Grading Scale

Currently, each student must earn a total of twenty-four (24) credits in order to graduate from Portland Christian High School. Those credits include the following minimum requirements:

Bible 4 credits*
English 4 credits
Mathematics 3 credits**
Science 3 credits
Social Studies 4 credits (including Worldview Analysis)
Visual or Performing Arts 1 credit
Health 0.5 credit
Physical Education 0.5 credit

Grading System Grades 7-12	
Grades	Percentages
A+	99% - 100%
A	95% - 98%
A-	93% - 94%
B+	91% - 92%
B	87% - 90%
B-	85% - 86%
C+	83% - 84%
C	79% - 82%
C-	77% - 78%
D+	75% - 76%
D	72% - 74%
D-	70% - 71%
F1	50% - 69%
F2	>50%

*One (1) credit must be earned in Bible for each year the student attends Portland Christian High School. Example: a student who entered PCS as a junior (11th grade) would be required to have (2) credits in Bible plus twenty-two additional appropriate credits in order to graduate. Students who fail Bible are required to earn a passing grade in summer school Bible class in order to attend PCS the following year. Students who transfer into PCS for their senior year and have deficiencies in required courses may petition the Administration for an exemption whenever scheduling all the required classes is not possible.

**Although 3 credits are required student MUST take a math course each year in high school.

Homework

Homework is a time to practice and gain mastery of skills introduced and modeled while at school. Homework is designed to compliment classroom instruction. Students should expect to have homework regularly. Typically, a junior high student should not have more than 1-1 ½ hours of homework though this can occasionally vary if the student is a methodical worker or if the student is finishing long-term assignments/projects or in-class assignments. High school students, depending on their course load, can expect 1-2 hours of homework typically.

Academic Probation

A student may be placed on academic probation at the time of enrollment into PCS or at any time during a school year that the Administration deems necessary. The student and parents will be notified in writing by the school when a student is placed on probation. Students at PCS are expected to maintain GPAs that are consistent with their academic ability. The goal of a period of academic probation is to determine if PCS is an appropriate and successful placement for a student. Should it be determined that a student is not making appropriate academic gains, the Admissions and Release Committee will then review the student's progress to determine if continued enrollment is appropriate.

Community Service Requirement (grades 9-12)

Students in high school are required to earn at least 10 hours of community service each school year. Up to 5 of these hours can be earned by volunteering at a PCS event.

PCS Attendance Policy

A student's attendance is extremely important. Regular attendance is necessary for the intellectual, spiritual, and character development of every student and is a requirement by state law for every child in the Commonwealth of Kentucky. With this in mind, PCS strongly encourages parents to make every effort to daily have students to school on time. If possible, please make doctor and dental appointments after school or during school breaks to avoid missing instructional time.

Excused Absences: While it is vitally important for all students to be here regularly, PCS recognizes that sometimes absences are unavoidable. Whatever the reason for absence, a written explanation signed by a parent or guardian must be received in the school office when the student first returns to school. Failure to bring this explanation will result in any absence being unexcused. The following are absences that may be considered excused:

- Sickness
- Death in the family
- Doctor's appointment (with signed doctor's note)
- Weather conditions which make travel hazardous (such as ice on)
- Pre-approved absence (see below)
- Pre-approved college visits (junior and seniors can have up to 3 per school year)

Unexcused Absences: Unexcused absences are all absences that are not included in the above list, or absences in which no written explanation has been provided. When a student has accumulated three (3) unexcused absences without explanation, that student is considered truant under state law (see KRS 159.150 and KRS 600.020). Once a student is considered truant, the school administrator will contact parents and guardians to discuss the reason for truancy. Continued truancy after this initial contact may warrant a meeting with the Admissions and Release Committee and/or reporting to the appropriate legal authorities. ***Parents are expected to contact the school Administration at least five days prior to any student's non-emergency absence.***

Pre-approved Absences: PCS recognizes that students may have special opportunities that will require them to be absent that would normally be in the unexcused category. For these absences to be considered excused, pre-approval must be granted. The conditions for pre-approval are as follows: 1) Arrangements are made at least 5 days in advance with both an administrator and the student's teachers, and 2) Administration conferring with teacher(s) to determine if absences may adversely affect student progress. Parent will be notified if there are concerns that the time away would negatively impact the student's success.

Full day/Half-day absent To be considered present for a full day, a student must be at school for a minimum of 5 hours during the school day. If a student is at school for at least 2 hours, but less than 5 hours, then they will be marked absent for a half-day. If a student is at school for less than 2 hours, they will be considered absent for the entire day. The absence will be considered excused or unexcused depending on the reason (see above).

Early Dismissal A student may be excused early from school for illness, doctor appointments which could not be made outside school hours, or emergencies by request of their parent or guardian either in person, by phone, or in writing. The authorized person picking up the student must come to the office to sign out the student.

Make-up Work

PCS students are responsible to see their teachers for make-up work whether it be daily work or tests. Parents have the responsibility to see that the student has made up, within the allotted time, all work missed because of any absence, whether excused or not. A single "zero" grade can have a serious negative impact upon GPA. Parents are encouraged to contact their child's teacher(s) if there are questions or concerns.

Daily Work: When a student is absent, the time allowed for making up daily work for credit will be one day for each day absent not counting the first day back in school. Therefore, a student who is absent for two days (e.g. Thursday and Friday) will have two days to make up the work missed. If the student were to return to school on Monday, the student would have until Thursday morning to turn in make-up work. Exceptional cases justifying deviation from this schedule may be made between the student and teacher.

Tests: It is the student's responsibility to make appropriate arrangements within the time limits set above to take any tests missed due to an excused absence.

Tardies to School/Class

Tardiness to school or to class causes students to miss important routines and valuable instructional time. Not only does tardiness cause a disruption to the daily classroom routine, it also communicates an inappropriate message that being on time is not important. While we realize that occasionally unforeseen circumstances can cause a family or student to run late, it is important to make every effort to be punctual.

Students are allowed three tardies to school or to class per grading period without penalty. Upon the 4th tardy to school or to a class, the student will be assigned a detention. Detentions will be assigned for each subsequent tardy as well. At the end of the grading period, the tardies reset. Parents will be notified when a detention is assigned.

If tardiness is a persistent problem, a student may be considered truant (see section on Truancy above). In such cases, the student and parent/guardian(s) may be required to meet with the Administration and Admissions and Release Committee.

Schoolwear Policy

On January 1st, 2015, PCS adopted a new Schoolwear policy. A student who is in violation of this policy will receive a referral from the office. In addition, parents may need to bring in a change of clothes for the student. The first dress code violation is considered a warning. Subsequent violations may result in an afterschool detention, conference with parents, or other disciplinary actions.

Cell Phone Policy

Students may have cell phones on campus. During the school day, the cell phones need to be stored in the student's locker (junior high). If a student's phone is seen or heard, the phone will be taken to the office. The duration of the confiscation will be at the discretion of the Administration. A student's cell phone privilege may be revoked if necessary.

Athletics/Extracurricular Activities

PCS offers many extracurricular opportunities for 7-12th grade students. Students are encouraged to participate in order to enrich their school experience. Extracurricular opportunities include athletics, clubs, school-sponsored mission trips and volunteer opportunities.

To participate in extracurricular activities students must maintain at least a "C-" average in their academic classes and must maintain appropriate behavior in the classroom. ***For specifics for athletic eligibility in grades 3-12, please see the PCS Athletic Handbook.***

Student Discipline

This set of procedures is not the comprehensive disciplinary code that is spelled out in the Parent/Student Handbook (section 9.0). Instead, this document defines procedures taken by teachers and administration for certain disciplinary offenses. This does not replace the Policy stated in the Handbook, but supports it.

Procedures for Disciplinary Action

In the event of a student violation of a school or classroom rule, teachers or administration will communicate the violation to the parents and the office by completing a Referral Form. The Referral Forms are in triplicate - one copy will be sent home with the student to be signed by parents, one copy will be sent to the office, and one copy will be retained by the teacher for documentation. ***(Please note that these are for more minor disciplinary actions such as talking at inappropriate time during class, minor disruptive behavior, horseplay, etc. More serious offenses might require the student being sent directly to the office.)***

Consequences for Referrals

When a student receives a referral, the student will be required to meet with the principal to discuss the reason for the referral, and consequences for the referral. Consequences for a referral (depending on the reason for the referral and the frequency of the behavior), could include, but are not limited to:

- 1) The student seeking reconciliation with the referring teacher
- 2) Afterschool detention
- 3) Lunch detention
- 4) Saturday school
- 5) In-school suspension
- 6) Out-of-school suspension

Detentions

All detentions must be served on the next scheduled detention day following this meeting unless otherwise determined by the principal. If there is an afterschool practice, game or school event on the day of the detention, the student must serve the detention before going to practice, game or other school events. Parents will be notified by email if an afterschool detention is assigned. Students will serve their detention from 3:15-4:15 on the date that the detention is assigned.

If a student misses a detention for any reason that is not approved by the administration, that student must serve detention on the next 2 days it is offered.

If a student is late to detention, then they must serve an additional detention as well.

If a student misses two detentions without approval by the administration, the student may be assigned an in-school suspension or out-of-school suspension for a length to be determined by the administration.

Saturday Detention

Saturday detentions may be assigned by the administration if deemed necessary. Saturday detention will be on the assigned Saturday from 8am-12pm. Again, this detention must be served before students can participate in Saturday practices, games, or other school events. Parents will be notified by the office if a Saturday Detention is assigned. **STUDENTS MUST PAY A \$10 FEE FOR SATURDAY DETENTIONS. FAILURE TO PAY THE FEE MEANS THE DETENTION WAS NOT SERVED.**

Please note that the administration reserves the right to assign a detention, in-school suspension, suspension, or request the student appear before the Admissions and Release Committee for more serious consequences, regardless of the number of occurrences. Parents will be informed on all infractions that the administration deems of a more serious nature.

Social Media Policy

Ephesians 4:29 - 5:7 sets a standard of measure for our behaviors and words. We are told to be encouraging - "building each other up..." Various types of social and electronic media such as Facebook, Twitter, Instagram, texting, e-mail, blogging, etc. create a public forum allowing opportunity for both positive and negative communication. Statements and images can be shared or posted which can do a great deal of good or harm. Social media communications are evidence of our treatment of others. Students' on-line behaviors are reflections of lifestyle and behavior choices. We are responsible for our words and actions including what we write or post via

social media. **Inappropriate, immoral, or hurtful remarks, gestures, pictures, or other modes of communication will not be considered as behavior acceptable for PCS students. Disciplinary actions may be taken for a student's social media activity.**

Anti-bullying, harassment, or intimidation

PCS is committed to a safe and Christ-honoring environment for all students, employees, volunteers, and guests which is free from harassment, intimidation, or bullying. We define harassment, bullying, and intimidation to be interchangeable terms and believe this act occurs when individuals intentionally and persistently engage in any of the following behaviors:

- Physically harms a student or damages a student's property
- Substantially interferes with a student's education
- Creates an intimidating or threatening educational environment
- Disrupts the orderly operation of the school

Intimidation, harassment or bullying can take many forms, including pranks, gestures, physical attacks, written or verbal threats (including via social or electronic media), and/or physical actions. An intentional act refers to the individual's conscious or deliberate choice to inflict physical, mental, or emotional harm or suffering on another individual. When violation of this policy is deemed to have occurred, counseling and corrective disciplinary measures, including the possibility of suspension and/or expulsion, will be used to address and change the behavior of the student and remediate the impact upon the victim. Additionally, false reports and/or retaliation for intimidation, harassment, or bullying constitute violations of this policy.