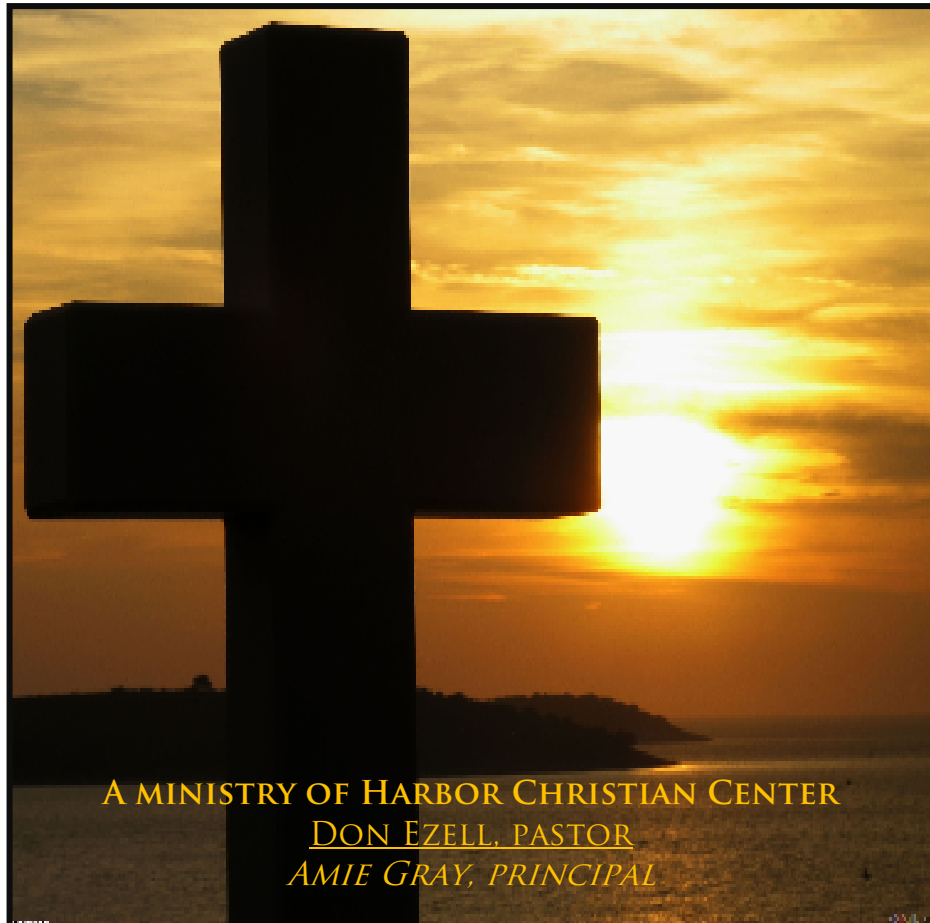

“Building Christ-like character and academic
excellence in our students, while equipping them to
succeed in a challenging world.”



Revise 2012

1530 Wilmington Blvd.

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WELCOME TO PACIFIC HARBOR CHRISTIAN SCHOOL!

PRINCIPAL'S LETTER

Welcome to the family of Pacific Harbor Christian School! Your child is your greatest INVESTMENT and the sacrifice that you are making to ensure they have a quality Christian education, rooted in the Word of God, will not return void!

The theme for the 2012-2013 school year is **“Fully Equipped for Battle”**, based on Ephesians 6:10-18. Our goal at PHCS this year is to prepare our students and families for battle by studying, memorizing, and putting into action the Word of God,

specifically coming from the verse shared above. This year we are going to teach our students:

1. To know who they are in Jesus and to know the weapons He has already provided us with,
2. To know the importance of wearing the full armor of God every day,
3. To know the tactics of our enemy (they are not new) and,
4. To know how to confidently use all of this in action so they will be Fully Equipped for Battle!

It is an honor and privilege to be able to provide a quality education built on the foundation of God's Word and I would like to thank you for choosing Pacific Harbor Christian School. You are an important part of our school family, whether you have been here for 12 years or this is your first year at PHCS.

I challenge our families to partner with us like never before; the task of raising a family is great, but God is greater! He has surrounded you with a family, church, and school to enable you to provide your child with the best life! Come to every monthly PTF meeting, join us at chapels, keep us in prayer, and be ready to be victorious in Jesus' name!

In His Service,
Amie Gray
Principal

“Building Christ-like character and academic excellence in our students, while preparing them to succeed in a challenging world.”

HISTORY AND DESCRIPTION

Our school began as a ministry and vision of Pastor Herbert W. Ezell in 1977. He envisioned a school on two blocks of land that would offer quality Christian education to the church families at Harbor Christian Center and those in the community.

Happy Harbor Preschool opened in 1978 and by 1980 had established a Kindergarten program. The vision for a Middle School program began in 1981 and 1st, 7th, and 8th grade classes were enrolled. By 1982, the full program of Pre-K through a 9th grade graduating class had graced our campus. In 1996, a Toddler Program was added to our existing preschool license allowing us to expand our services to children age 18 months and up.

A decision to demolish two existing older structures on the elementary campus, between the office and the preschool, was made in 1999 and the project began

in November of that year. A new building was constructed that houses our Library, and our middle school classrooms. A second building located on the same lot houses a large cafeteria, a kitchen, an athletics office, locker room, and restroom facilities. These new buildings were completed and opened in the summer of 2000.

Other areas of expansion include a Before and After School Program and a Summer Day Camp Program that includes academics, Bible teaching, weekly field trips, and fun activities in a safe, Christian environment. In 2009, we added an Art Program and in 2010 we opened our fully accredited, technology based, and college preparatory high school, which extends Christian education to high school students in our community. In the summer of 2011 we enhanced the technology of our school by adding SMART Boards to every K-8 classroom.

Today we are two schools under the name of Pacific Harbor Christian School and Happy Harbor Preschool, ministering to students in preschool through 12th grade.

WHO WE ARE

VISION OF KINGDOM EDUCATION

We believe that the love of Jesus, the knowledge of salvation, and the teaching of Christian principles are to be interwoven into the student's total school experience.

God's love, the teaching of Biblical principles, and teaching Jesus' very character are to be part of each student's school experience, interwoven into every part of the school day. Examples being: relationships in and out of class, classroom instruction, worship, and even field trips. We endeavor to role model Christian character and to bring our student body into the same character of Jesus Christ our Savior.

MISSION STATEMENT

To build Christ-like character and academic excellence in our students while equipping them to succeed in a challenging world.

It is the endeavor of Pacific Harbor for the truth of God, as revealed in scripture, to be the basis for all we do. These Biblical principles guide us each step of the way and are the foundation of Kingdom Education

STATEMENT OF FAITH

We believe:

- ❖ The Bible is the inspired and authoritative Word of God.
 - ❖ There is one God, eternally existent in three persons – Father, Son and Holy Spirit.
 - ❖ In the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, and His atoning death on the cross for remission of sin.
 - ❖ In the bodily resurrection of Christ.
 - ❖ In His ascension to the right hand of the Father as our mediator and advocate.
-
-

- ❖ In His personal return in power and glory.
- ❖ That for salvation from sin, acceptance and confession of Jesus Christ as our Lord and Savior is absolutely necessary.
- ❖ That the ministry of the Holy Spirit is to indwell the Christian, thus enabling them to live a Godly life.
- ❖ The gifts of the Holy Spirit are ministered in these days as they were in Bible days.
- ❖ The resurrection of both the saved and the lost: they that are saved rise to eternal life; they that are lost resurrect to eternal condemnation.
- ❖ Heaven and Hell are places of existence.
- ❖ In spiritual unity of believers.
- ❖ In the sanctity of marriage, as stated in Genesis 2:20-25.
- ❖ In the importance of teaching parents and staff that our families are a priority in life.

OUR SCHOOL SYMBOLS AND MASCOT

Mariners are known for their ability to take hold of the wheel and steer a sea-going vessel over the waves, storms, and dangers that surround them. The word Pacific Harbor means **peaceful harbor**. For students that enter the gates of Pacific Harbor Christian School they find a *safe harbor*, surrounded by love and Christian strength. *Our campus* represents the safe, peaceful harbor, the *ship* represents our classrooms, and the *crew* represents our faculty, staff, and parents. The *Mariners* represent our student body and the *Captain* represents God, the Father. Mariners are called to navigate **their ship** by God's truth and directions of their *map*...the Bible.

Our school colors are white, which represents *purity*, navy blue, which represents *peace*, and burgundy, which represents *Christ*. The *lighthouse* is a school symbol that represents the Holy Spirit, the guiding light. He sends out His ray of hope to lead a lost and dying world.

EDUCATION PHILOSOPHY AND GOALS

"Thy kingdom is an everlasting kingdom and thy dominion endureth through all generations." Psalm 145:13

PHILOSOPHY

Pacific Harbor Christian School is an extension of ministry of Harbor Christian Center. As such, it exists to bring children into the knowledge of their Lord and Savior, Jesus Christ.

By providing a quality Christian education for both the children of members and non-members of Harbor Christian Center, we provide an environment in which spiritual, intellectual, emotional, and social growth can take place. We also provide for the development of physical skills and the expression of each child's unique personality and talents.

GOALS

The basis for a healthy and positive self-image lies in the knowledge that we are the beloved children of God, redeemed from sin by the sacrifice of Jesus on the cross and equipped to succeed in life through Him.

FOR STUDENTS

Students will be encouraged to work at their full potential by:

- **Modeling Christ-like** character that glorifies God.
- Being **respectful** to staff and fellow students.
- **Applying** their Biblical worldview to their own life.
- **Listening** and paying attention.
- **Devoting** themselves to their work and doing everything with excellence.
- **Studying hard** and turning in assignments in a timely manner.
- Having **reverence** to God.
- Following **Matthew 18 principle** in dealing with students, parents, and staff.

FOR FACULTY AND STAFF

Faculty and staff are dedicated to help each student achieve positive spiritual, mental, emotional, and physical growth in the following ways:

- **Praying daily** for the school and its ministry.
- **Role model** in attitude, speech, and actions on a consistent daily walk with Jesus Christ.
- **Motivate** students to accept God's gift of salvation and grow in their faith.
- **Partner** with parents in the child's education and assist them in the task.
- **Plan a well-rounded program** that meets each student's individual needs, interests, and abilities.
- Follow the Matthew 18 principle in dealing with students, parents, and staff.

FOR PARENT

Education of children and youth is the primary responsibility of parents. We ask parents to **commit to partner with us** by:

- **Praying daily for the school** and its ministry.
- **Teaching and supporting** respect.
- **Encouraging** responsibility.
- Following through on **discipline**.
- **Volunteering** and **supporting** events and programs.
- **Supporting** our policies and procedures.
- Using the **Matthew 18 principle** is imperative in communicating.

Pacific Harbor Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. 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 immorality, homosexual 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.

GENERAL INFORMATION

“Whatever you do in word or in deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.” Col. 3:17

OFFICE INFORMATION AND HOURS

Address: 1530 Wilmington Boulevard, Wilmington, CA 90744

Telephone: (310) 835-5665 **Fax Number:** (310) 835-6316

E-mail address: phcs@pacificharborschool.net

Website: www.pacificharborschool.net

School office hours: 7:30am – 4:00pm

Pacific Harbor Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. Our school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions, athletics, and other school administered programs. Pacific Harbor acknowledges that there is no preferential treatment with God (Acts 10:34-35).

Pacific Harbor is a member of the Association of Christian Schools International (ACSI).

DAILY SCHOOL HOURS AND SCHEDULES

Our Kindergarten through 12th grade classes begin at 8:15am. Elementary classes (K-5th) are dismissed at 3pm and secondary classes (6th-12th) are dismissed at 3:15pm.

MINIMUM DAY SCHEDULE

Approximately once a month the staff of Pacific Harbor meets to enhance their teaching ministry. On these days, school ends at 12pm. Students are to leave campus by 12:15pm or may be checked into Day Care for their safety. Students are not to loiter once school is dismissed. Please **refer to your school calendar** for minimum days.

RAINY DAY SCHEDULE

In the event of a rainy day or inclement weather, the **driveway gates** of 1530 Wilmington Boulevard will be opened from 7:00am to 8:15am. Students are to go directly to Day Care from 6:30-8am in the cafe. At 8am teachers will pick up students and escort them to class. Chapels and field trips may be canceled on rainy days.

PUPIL FREE DAY

Approximately three times per year the school staff will be in an all-day training and students will not be in attendance.

DAILY SCHEDULE

Elementary Schedule

8:00-8:10	Flag Salutes (8:15 Tardy Bell)
8:15-11:30	Class instruction
11:30-12:15	Kindergarten - 2 nd grade lunch
12:00-12:45	3 rd - 6 th grade lunch
12:45-3:00	Class instruction
3:00	Dismissal bell (K-5 th)
3:15	Day Care begins
3:15	6 th grade dismissal

Secondary Schedule (7th-12th grades)

8:00-8:10	Flag salutes (8:15am - Tardy bell)
8:15-9:03	1 st period/Homeroom
9:05-9:53	2 nd period
9:55-10:43	3 rd period
10:45-11:05	Snack
11:08-11:57	4 th period
12:00-12:48	5 th period
12:50-1:40	Lunch (café/north yard)
1:42-3:00	6 th period
3:00-3:15	7 th period/Homeroom

Note: Please check for a detailed daily schedule posted in your child's class and given out at Orientation and Back-to-School Nights. This schedule will give approximate times each subject will be taught during the school day and is subject to changes and revisions.

LUNCH SCHEDULE

Kindergarten - 2 nd Grade	11:30am-12:15pm
3 rd - 6 th Grade	12:00pm-12:45pm
7 th - 12 th Grade	12:50-1:40pm

EXTENDED DAY CARE

As a service to working parents and those that need a safe and supervised environment for their **K-8th** grade children (not available to high school students) we offer an extended Day Care program.

Before school Day Care is from 6:30am-7:45am and after school Day Care is from 3:15pm-6:00pm. There are varied Day Care plans available to meet the individual needs of each family. For a plan for the school year you may sign up during registration. If you find this plan doesn't work for you, changing plans or dropping a plan may be done easily and quickly at the beginning of each month in the school office.

Kindergarten through 5th grade students that are not picked up by 3:15pm, and do not have signed permission to walk home on file in the office, are automatically checked into Day Care as a courtesy for parents that are running late or that need a once-in-a-while Day Care service. An hourly rate will be billed for this type of service.

Afternoon Day Care begins at 3:30pm for 6th - 8th grade students. On minimum days, all Kindergarten – 8th grade students not picked up by 12:15pm are checked into Day Care.

Students that arrive at school between 7:45-8:15am are not charged for Day Care and will be supervised in the café and on the north schoolyard. When a student is brought before 7:45am, the parent must walk the student into Day Care in the café and sign him/her in. **Parent must sign students into AM Day Care; if students aren't signed in, parents will be billed \$25.**

When a student is being picked up from Day Care, a parent or any person 16 years or older designated by the parent on the emergency list, must sign out the student by coming onto campus. A photo ID may be required. Day Care staff is not allowed to sign students out of Day Care. Any student left after 6pm will be charged a late pick up fee of \$1 per minute until picked up. There are **no exceptions or waivers to this rule.** Billing will be automatic, as our staff will be paid overtime to work past 6pm.

The use of Day Care is a privilege, not a right. Students who are not respectful and/or obedient may be denied the privilege of the Day Care service.

Day Care plans are separate from monthly or yearly tuition fees and must be paid in full each month in order to keep this service available.

STUDENT DROP OFF AND PICK UP

In order to minimize morning traffic, please use the **traffic circle on the north yard from 7:45-8:13am** (on rainy days parents may simply pull into the gates, park, and accompany student to the day care facility or classroom.) See rainy day schedule for more information. **Parking in front of the school office before or after school is permitted, however, spaces are limited; therefore we ask that you return quickly to your vehicle to eliminate double parking and traffic jams outside of the school office.**

All students are encouraged to be present at flag salutes each morning on the north yard. Since school begins at 8:15am, an 8:00am drop off, or earlier, is necessary for all students. Announcements, reminders, and prayer for the school day are done daily at flag salutes. By starting each day off in prayer we form a bond of unity among our school community. **Please make drop off at flag salutes, or earlier, a priority.**

LEAVING CAMPUS EARLY

At times it may be necessary for a student to leave class early before the end of the school day. **Students leaving campus early must be signed out at the school office by a person listed on the emergency list. An ID may be required. An office attendant will notify the teacher to release the student.** To assist the teacher in preparation for early dismissal, send a note to the teacher in advance with the approximate time student will be departing. Grades will be negatively impacted for students leaving early (unexcused) on a regular basis.

DONATIONS AND GIFTS

Pacific Harbor is a non-profit ministry. Our annual tuition and fees cover basic operating expenses. Gifts, donations, and fundraising cover all other

expenditures. All cash gifts and gifts-in-kind are tax deductible, as long as they are not designated for an individual. Donation verification letters will be written upon request; your gifts and support are greatly appreciated. When making donations of used items, items must be in clean and in good condition. While we appreciate a desire to support the school, all donated items are subject to administrative approval for acceptance.

FUNDRAISING POLICY

Our fundraiser profit is used to purchase specific items not covered by the operating budget. Over the years the school has been able to use fundraiser money to purchase computers, SMART Boards, furniture, and play yard equipment. **We require participation in both fall and spring fundraisers with a minimum of \$50 per family per fundraiser.** Families may opt to pay the \$200 PSI fee instead of participating in the fundraisers (see Parent Student Involvement section for more information).

Throughout the school year various program leaders may incorporate fundraising to help the students enjoy trips or purchase items such as equipment and uniforms and to support our cheerleading, sports, and music programs. These small supportive fundraiser efforts do not replace or take priority over the main fall and spring fundraisers for major purchases.

VOLUNTEERS

Our Parent Teacher Fellowship (PTF) is an active and vital part of our school program. The parent group supports many of the yearly activities including fundraisers, Christmas Store, Book Fair, Walk-a-Thon, and the End of the Year Celebration. These activities promote school spirit among our families and provide valuable resources for the students.

PROFESSIONAL VOLUNTEERS

Prospective aides, volunteers, and helpers shall be approved in advance and assigned to classrooms by the principal. No payment or other financial benefit will be given for their services. These volunteers will be Christians who are caring, dependable, and effective with children. They should be willing to work cooperatively with a teacher and under a specific teacher's supervision. Volunteers are also required to complete a "Volunteer Application Packet" and sign a visitor contract.

VISITORS ON CAMPUS

ADULT VISITATION

We extend an invitation to all parents and family members to visit classrooms during the school year, and encourage parent participation in all school activities. Arrangements with the school office in advance of requested visits are required. **Parents must sign in at the main office and receive a visitor's badge.** Classroom visits are limited to 20 minutes unless parent is volunteering and under the teacher's direction.

If after visiting a class, a parent desires a conference with the teacher, arrangements must be made with the school office for an appointment. **Please do**

not detain the teacher during teaching time as it takes away from the students (between 8:15am-3:15pm).

VOLUNTEER AND FORMER STUDENT VISITATION

Student visitors **must** sign in at the office and are allowed to visit during **lunch** and **snack times** only. Proper dress attire that reflects school standards of modesty and Christian values are required. They must read and sign a Visitor Contract before being allowed to enter campus.

CAMPUS SECURITY AND SAFETY

Pacific Harbor is a **closed campus**, which means:

- A. Students are **NOT permitted to leave the grounds without being signed out by a parent or guardian** before the end of the school day, and students are **expected to remain in supervised areas** for the duration of the school day.
- B. **All non-staff and non-enrolled students MUST sign in at the main office** to receive a Visitor's Pass before proceeding onto campus and **must be in dress attire that reflects our school standards of modesty and decency.**
- C. **All gates are to be closed before 8:15am** and entrance onto the campus must be done through the front office and/or through the gate by the information window.

CLASSROOM DELIVERIES

To permit our teachers to maintain continuity in their teaching, deliveries (including lunches, money, books, athletic wear/equipment, etc.) will not be made to the classroom. This includes messages to come and retrieve these items from the office. It will be your student's responsibility to initiate the collection of forgotten items from the office at break and lunch only (not during class time). This policy does not pertain to legitimate emergencies.

SEARCH AND SEIZURE POLICY

Pacific Harbor supports all staff in the **maintenance of law, order, discipline, and proper behavior** that is reflective of Christian character in its school and during authorized school functions, which may take place off school property.

Pacific Harbor prohibits the possession, on school property or at authorized school functions, of **substances or objects which may threaten organization, discipline, proper behavior, and public safety.** Such materials or objects may include, but are not restricted to:

1. Alcoholic beverages
2. Illicit drugs
3. Stolen property
4. Weapons (either restricted or prohibited by law)
5. Any object which may be used as a weapon and which may cause serious injury
6. Hate literature, racist material, and pornography, etc.

SEARCHES

Lockers, cars, backpacks and all items brought onto campus are subject to search. All inanimate objects – lockers, cars, and backpacks are allowed for random search or drug sniffing; NOT students. PHCS must have reasonable cause (a lower standard than probable cause) for having a student empty their pockets.

1. Only the Principal, and/or those expressly authorized by the Principal, is authorized to institute searches and to seize prohibited objects, or substances, unless there is an immediate threat to the safety or security of a person(s) or the school building.
2. Searches can and will be conducted within the discretion and judgment of the Principal or assigned Administrator.
3. Ordinarily, where the need for a search of the person by force is indicated, the police will be called.
4. All personal searches will be conducted in the privacy of the Principal's office, or another suitable room designated by the Principal, and no cross-gender personal searches will be conducted.
5. When a search is conducted, a witness will be in the room to record all pertinent information including action taken, discussions held, and the date, time, and place of the investigation. The Principal will keep a copy of this documentation on file and access will be controlled.
6. Anything a student tells administrative staff (not necessarily security staff) is admissible in court. Law enforcement all say you have no need to advise students of rights or to have an attorney present during any questioning.
7. Any contraband discovered as the result of a search will be confiscated and retained in a secure location until they can be handed over to the police.
8. **Students shall have no reasonable expectations of privacy** in any areas designated to them for storage or personal belongings on school property (i.e., lockers, offices, cubby holes, etc.), nor can students have a reasonable expectation of privacy in any belongings they may transport onto school property in a bag or on their person (i.e., backpacks, purses, wallets, pockets, etc.).
9. Should the evidence result in the filing of criminal charges against a person, the Principal or designate shall refer the matter to the police and will refrain from any further action or discussion of the situation until the police arrives.
10. In all cases, consideration is to be given to offenders to repent and have the opportunity of reconciliation, while referring the offenders to appropriate counseling or similar intervention for restoration.

FIRE AND DISASTER DRILLS

Pacific Harbor has an emergency plan that is in compliance with the California Principle Code for Public Safety. The law requires that schools conduct fire drills. In keeping with recommended civil defense procedure, disaster drills are also conducted. The teachers will discuss instructions for these drills. Students are to become familiar with these instructions so that all drills can be conducted with minimum confusion. The following drills help prepare Pacific Harbor in the event a disaster occurs:

- ❖ **Fire:** building evacuation.
- ❖ **Earthquake:** stop, drop, cover, and hold on.
- ❖ **Code Red:** extreme immediate danger - classrooms locked. Opening doors will not be done unless proper code word from Principal is given.
- ❖ **Code Blue:** necessary precaution by returning to class with students for safety. This is not a lock-down drill.

In the event of a major disaster, Pacific Harbor has emergency supplies in each classroom and throughout the campus. These supplies will provide our staff and students with water, food, basic medical supplies, and other emergency equipment to sustain us for a 3-5 day period. In the event of our facility being destroyed, we will relocate students to the church, if it is safe.

SCHOOL LIBRARY

Our school library is located next to the main office. It provides many excellent sources of material for research and reference. Parents are encouraged to volunteer in our school library to earn P.S.I. (Parent School Involvement) hours. Areas where help is needed include: reading stories, filing and organizing books, as well as checking books in and out for students.

Students are eligible to check out books if both the student and the parent have **signed a library card form** that explains the library rules and regulations. Books are checked out for a specific length of time and a late fee charged if the book(s) are returned after the due date.

MARINER'S CAFÉ

Breakfast items are available from 7:30am-8:00am in the school cafeteria. At mid morning recess and snack **A La Carte** items are available for purchase for K-12th grade. Students may bring their own lunches from home or pre-order hot lunches from the cafeteria (monthly). Hot lunches are available Monday through Friday, but must be pre-ordered. Order forms are sent home in the student's Communication Envelope and must be returned to the office by the due date. **Late orders will not be accepted. Pre-ordered lunches are non-refundable; please plan accordingly, reviewing the school monthly calendar while completing order form.**

In the event that a student forgets to bring a lunch, the cafeteria staff will provide the student with an emergency lunch and the parent will be billed for the lunch provided. **We do ask that this service not become a habit, and utilized only in emergency situations.**

Mariner's Café offers a **BirthDay Deal** for your child to enjoy with his/her entire class for a nominal fee. You may select for your child cupcakes, ice cream cups, birthday cake, or a giant cookie cake to celebrate their special day. The package also includes birthday napkins, a balloon bouquet, and a photo of the birthday child.

LOST AND FOUND

All personal belongings that have been turned in as lost will be kept in the Lost and Found area in the cafeteria. Due to limited storage space, **unclaimed items will be given to a ministry on a quarterly-basis.** Therefore, if a student loses something, it is important to claim the item **as soon as possible.** All items with

student names will not be given away; therefore **personal belongings such as jackets, lunch bags, backpacks, books, and Bibles** should be clearly marked with the name of the student in permanent marker.

HALL PASSES

Students are not to be out of class without a pass. This includes students in before and after school Day Care. Students found running in the hall, playing in the restrooms, or loitering on the campus inside or outside the gates will be disciplined to ensure safety and obedience to school rules.

LOCKS AND LOCKERS

1st – 12th grade students are assigned a locker where they can keep their books and supplies. 2nd – 12th grade students must purchase a combination lock. Middle School students may go to their lockers before and after homeroom, before and after snack, before and after lunch, and after school.

- Students are not to share their lock combination or locker with other students (they must give their teacher their combinations at the beginning of school).
- Students are responsible for their lock and locker contents.
- Students are expected to maintain a clean locker.
- **Students are not allowed to write in or on lockers, apply adhesive stickers, post magazine pictures, cut outs, or any other items in their locker that would in any way deface them or be deemed inappropriate by the Principal. However, *appropriate personal photos are permitted. The Principal reserves the right to determine what is appropriate.***
- All lockers are to be kept in good working condition; this includes not jamming lockers and/or vandalizing lockers.

At the end of the school year, students are responsible for cleaning out their locker and removing locks.

TELEPHONE POLICY

It is the responsibility of the parent and student to communicate each other's specific needs prior to the beginning of the school day. **Calling home due to forgotten items, to secure rides, to go home with friends, or to bring lunches, etc., is NOT permitted.** Written communication is needed to allow a student to go home with friend(s).

Use of **cellular phones while on school campus is prohibited** and subject to discipline. The exception to this rule is if a doctor prescribes the need for a cellular phone for medical purposes or when emergency circumstances are present (emergency deemed life threatening). **Cellular phones must be kept in backpacks and turned off the entire time students are on school grounds.**

If a student brings a cell phone out of their backpack it will be confiscated and the cell phone usage may be reviewed by the principal. It will only be returned when the parent comes into the school office to retrieve it. Upon a second infraction, the student would be subject to disciplinary measures, including not being allowed to bring cell phones on campus.

YEARBOOKS

Pacific Harbor's yearbook is designed to document and showcase the school community and major events from preschool through 12th grade. It is through this media that student's memories are indelibly formatted to enjoy for years. Pacific Harbor is not responsible for lost or damaged yearbooks.

Yearbook cost is covered through your registration fee. Personal dedication pages for 8th and 12th grade students are available at various prices based on page size. Order forms are sent out during the month of September and space is limited, so a first come first served basis is necessary.

Respecting personal belongings includes yearbooks. Defacing yearbooks, such as inappropriate language and drawings, crossing out pictures, and writing in markers and such as to damage the pages, are unacceptable. This behavior will result in:

- ❖ Student replacing the damaged yearbook or price of the yearbook to be reimbursed.
- ❖ Disciplinary action to be followed up by teacher.

CLASS PARTIES

We encourage classroom parties in an effort to promote fun and fellowship. Special occasions such as Thanksgiving, Christmas, Valentine's Day, birthdays, Easter, and end of school year are all occasions that warrant celebrations. To ensure health and safety, we ask that parents and students adhere to the school procedure for classroom parties.

- Parties are to be arranged with the teacher in advance.
- No homemade items are allowed (packaged, store-bought items only).
- Food items should be kept simple and as healthy as possible (i.e., cupcakes and juice, veggies with dip, crackers with cheese, fruit, etc.).
- Off campus parties may be arranged by parents only and are not considered a school function.
- Birthday parties must include entire class in order for a student to be allowed to pass out invitations at school. Remember, Mariner's Café offers a Birthday Deal.

PERSONAL POSSESSIONS POLICY

BRINGING ITEMS TO SCHOOL

No toys, games, magazines, playthings, electronics such as digital camera, cameras, CD players, Ipods/MP3 players, electronic devices/games of any kind, cell phones, or playing cards except by Administrative permission are allowed on campus. *Please see Telephone Policy on page 16-17.* Such items often become the center of disputes between students and may become lost or damaged. For this reason, all such items which are not essential to the student's schoolwork and/or activities should be left at home.

If such items are found in a student's possession, they will be confiscated and given to the principal. Parent of student must retrieve the item. This policy applies to Day Care as well as to the regular school day.

Students cannot tamper with or take items from another student's desk, backpack, or personal belongings without permission.

The possession of matches, knives, or other sharp and/or dangerous objects; cigarettes, drugs, alcoholic beverages, and any other item contrary to student safety and the standards of the school will be dealt with immediately. Such offense is taken very seriously and will result in immediate suspension or expulsion of the student.

SHOW AND TELL

In the case of students bringing items for "Show and Tell," the item is to be kept by the teacher during the day and brought out only during the designated time. We ask that items brought for "Show and Tell" are to be of an educational nature, thus eliminating toys and playthings; items must be preapproved by the teacher, and item may not be out during outdoor time and/or daycare.

CHRISTIAN STANDARDS ON PERSONAL BELONGINGS

In keeping with our Christian school standards, we do not allow items that glorify the occult, immoral, or the ungodly in anyway. This includes cartoon, television, or movie characters such as witches, ghosts, dragons, monsters, wizards, unicorns, skulls, the peace sign, or any cartoon characters that use occult practices (spells, magic, witchcraft, violence, or criminal activity). Though seemingly very innocent, the peace sign depicts an upside down broken cross. The cross at Calvary which our Savior Jesus died for all humanity is the only true symbol of peace.

- **The above cannot be displayed on one's clothing or personal property** such items as pictures or emblems which exalt groups/movements that are contrary to Biblical standards (this includes **backpacks, school supplies, and lunch boxes**).
- Students wearing clothing with such items will be asked to change their attire before returning to class.

While it is impossible to stay abreast of every new toy that comes on the market, we offer the following guide for your consideration when purchasing imprinted items for your child.

Parents: If the answer is "yes" to any of the questions below, the toy, game or cartoon series is potentially dangerous to your child's spiritual health.

1. Does the toy, game, or character teach that problems can be solved through **violence**?
2. Does it teach reliance upon "**magic**" rather than upon hard work, developed skills, and the help of God to accomplish goals or solve problems?
3. Does the toy, game, or character instill **fear**?
4. Does it encourage play roles of "aggressor" and "victim"?
5. Is the toy or character **demonic** in appearance?
6. Does the toy, game, character, or things associated with it exhibit **occult** symbolism in any form?

7. Does the toy, or cartoon version of it, encourage an **unwholesome** type of imaginative play?
8. Does the toy or character claim to have powers, which rightfully belong to God alone?
9. Is it **sexually** suggestive in dress or appearance?
10. Does the character, toy, or game represent a **defiant**, self-seeking attitude or nature?

Let Philippians 4:8 be your guide to purchasing items for your child: *“Whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy – meditate on these things.”*

FIELD TRIPS

Educational field trips and on-site assemblies are an excellent support to our curriculum and school program. These activities are viewed as an actual class session and therefore all students are required to attend our scheduled trips. Exceptions can be made and are subject to Principal’s approval. Parent volunteers are encouraged to sign up as Field Trip Chaperones with their child’s teacher at Back-to-School Night. All classes attend two field trips each school year. Some field trip locations have limited spaces.

IMPORTANT CLASS TRIPS

4th Grade Overnight Trip (spring)

6th Grade Outdoor Camp Experience (spring)

8th and 12th Grade *Graduating Class Trip (June)

*Graduating class trips are rewarded to the class when good behavior and positive school spirit has been reflected in the student’s overall attitude throughout the year. (Please refer to Graduation Criteria page 38-39 for details.)

ADMISSION POLICY

“Train up a child in the way he should go and when he is old he will not depart from it.”
Proverbs 22:6

ELIGIBILITY

PARENT QUALIFICATIONS

The Bible mandates that the **primary responsibility of each student’s education begins first with the parent(s)**. We view the school’s role as one of **partnership with parents**. In an effort to promote a successful partnership it is **essential that parents be in agreement with the philosophies and intentions of the school**. We ask you to read and be reminded of the **Parental Cooperation Agreement** that was signed during registration. We also ask you to set aside time to go over the school rules and policies with your child allowing the student to see that the parents and the school are in agreement with what is expected.

If at any point during the school year, you, as the parent, find that you are in disagreement with the philosophy of the school, you should make every effort to meet with the Principal for a solution by practicing the Matthew 18 Principle (see page 75).

If a harmonious solution cannot be reached, without publicity, your child(ren) may be withdrawn from the school, the final decision will be that of the school Principal and school board.

PHCS's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. **The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches.** This includes, but is not necessarily limited to, participating in, supporting or condoning sexual immorality, homosexual, or bisexual activity, promoting such practices, or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)

Please note:

1. Children with a history of **behavior or academic problems** may be admitted on a probationary status.
2. **Children in need of remedial help** due to testing that reflects below grade level ability will be asked to attend tutoring throughout the school year.
3. **Tuition is based on yearly fees** and may be broken into 9, 10, 11, or 12-month payments.
4. We retain the right to **refuse enrollment or re-enrollment to a student** whom, while he or she may not have been suspended or expelled, has shown on-going attitudes of disrespect for school staff and rules. This even includes **disrespect or problems shown by parents to our staff.** Students whom have not shown commitment to improve their academic grades may be refused enrollment or re-enrollment also.
5. Parents are required to check students communication envelope every Friday and return it on Monday to stay informed about school happenings.
6. Parents may stay up to date on student grades by using Edline, our online grading system.

TUITION

Pacific Harbor is committed to keeping tuition rates and operational costs as low as possible, yet reasonable enough to secure and retain quality teachers, staff, and educational materials for your child(ren). Every family is given a **Financial Agreement** to sign that states the total amount of tuition and fees for the school year. Parents have the option to pay their tuition in full or to elect paying on a monthly payment plan. **There will be no refunds of tuition or registration fees in the event of suspensions, expulsion, absences, holidays, or voluntary withdrawal.**

Tuition is due by 5th of each month; failure to pay by the 10th will result in your child being excluded from attendance. Payment must be made and brought current before the student may return to class. **Parents must clear all balances in the current year in order to re-register for the upcoming school year. Arrangements can be made, however communication with Principal is required to do this.**

OTHER FEES

BOOK FEES (K-8th)

The Book Fee covers the cost of consumable workbooks and the use of the textbooks by the students. Damage or loss of a textbook will result in the payment of the full cost of the text. Upon distribution, **students are required to cover all books.** Teachers keep detailed records of condition of hardbound books loaned to students; damage is billed accordingly. If a textbook or workbook is lost, a search through the Lost and Found area in the school cafeteria or in the office will be your first step. **Parents will be required to pay for replacements if they are needed.** 9th-12th grade students purchase books per class as needed.

SPORTS AND CHEER FEES

All sports fees must be paid as stated in the Sports Handbook provided at the mandatory Sports Meeting in August. Deadlines for payment of these fees are necessary to ensure accurate reservations and student participation. Failure to pay the fee by the due date will result in your child(ren) not being able to participate. Athletes are required to participate in **ONE** Sports fundraiser each season (fundraisers vary each year) to purchase new equipment and enhance the sports program.

WITHDRAWAL PROCEDURES

A student that is transferring from Pacific Harbor to another school should inform the school office at least one week prior to withdrawal. This will help expedite the transfer of appropriate files to the next school. Please complete the withdrawal form in order to receive exit grades to take to the new school. It will then be up to the new school to request your child's cumulative file.

All outstanding balances on the account must be paid in full in order to complete the withdrawal process. Registration, Book Fees, and miscellaneous fees will not be refunded. Students withdrawn between the 1st and the 15th of the month will be charged ½ of the monthly tuition. Students withdrawn between the 16th and end of the month will be charged a full month's tuition. All school property must be returned in the condition received, prior to the release of transfer documents or the parents will be required to pay for the cost.

EMERGENCY AND HEALTH REQUIREMENTS

In an effort to offer a safe environment for all students it is imperative that the school office have **up-to-date emergency and health information** on your child(ren). We ask that you support this mandatory requirement by providing the following:

1. **Current** and complete **emergency card information.**
2. Have all required immunization, TB tests, and physicals **completed upon entrance** (or during enrollment by deadlines).
3. Come to the office to complete the **Medication Policy form** if your child needs medication administered during school hours.
4. Please **keep sick children** home and provide a **doctor's note** when they return to school if they are out **for over 4 days** or have recovered from a **communicable disease.**

EMERGENCY AND HEALTH PROCEDURES

“May the Lord of peace Himself always give you His peace no matter what happens. The Lord be with you all.” 2 Thess. 3:16

ADMINISTERING FIRST AID

The School Office offers first-aid to all injured or ill students. If a student is injured on campus, the student should report this injury to a teacher, T.A., or Daycare worker immediately. An Injury and Illness Report will be sent home to notify the parent of the incident and what steps were done to treat the injury.

In the case of a serious injury or medical emergency, the child will be taken to a nearby hospital emergency room for treatment. The parent will be notified immediately. **For your child’s safety, it is absolutely necessary that we have up-to-date emergency information, your work, cell, and home number, as well as complete and accurate health records for your child.**

COMMUNICABLE AND INFECTIOUS DISEASES

Parents are required to promptly report any communicable disease to the school office. Some common examples are chicken pox, head lice, impetigo, measles, mumps, ringworm, and scarlet fever. The California State Law (49451) states that whenever there is a good reason to believe that a child is suffering from a recognized contagious or infectious disease, he/she will be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

STUDENT ILLNESSES

While we do not attempt to diagnose illness, we do ask students that “appear” to be contagious and that are noticeably ill, to be seen immediately by their doctor. These will be the standards by which the office will send home a student due to illness:

- Temperature of 99.6 and above or under 97.6
- Any recognizable contagious symptoms (or a suspicion of)
- Vomiting, diarrhea, or stomach pain
- Consistent cough that causes discomfort

Students who are absent more than four (4) consecutive days need a note from the doctor in order to return to school.

MEDICATION

We do not administer medication to students unless a doctor has diagnosed a child to be on the medication indefinitely or for a period of time for recovery. In this case, **the parent must come to the school office to fill out a Medication Form and a Medical Release Form.** The medication **must be in its original container** with the doctor’s instructions stating correct dosage. The container is to be left in the office (parents please plan for this by leaving some medication at home for you to administer in case of absence). **If the parent has not signed the above forms, we will not**

administer the medication. PHCS requires that all medication be dispersed only in the Main office.

This policy is established in an effort to promote safety for all students. A critical or fatal mishap could occur if a child is given improper dosage or wrong medications. Clear, specific directions, proper labeling of instructions on bottles, and permission slips are our best method in promoting safety. Please remember we are an educational facility, not a medical office.

HEALTHY EATING

It is our endeavor to provide well-balanced and food items to our students. We also encourage healthy food choices by allowing children to purchase A La Carte items and afternoon snacks from the Mariner's Cafe. **Every child is required to eat lunch at school, if they are without a lunch, an emergency lunch will be provided for a \$5 fee.**

TIPS FOR GOOD HEALTH

Since food is fuel, we ask students and parents to:

1. Make **eating breakfast** before school, or during breakfast time in the cafeteria a priority.
2. Bring or order a **lunch every day**.
3. Include an **afternoon snack** to be kept in the student's locker or bags.
4. Bring **bottled water** to allow for proper hydration during the day.
5. **Get plenty of sleep** each night to ensure adequate rest.
6. Promote an active lifestyle and encourage your child to give 100% effort in our PE/Sports Program.

ATTENDANCE POLICY

*"Keep thy heart with all diligence, for out of it are the issues of life."
Proverbs 4:23*

ABSENCES

The instructional program designed by each teacher is a progressive and sequential experience of learning. Therefore, regular attendance is one of the important components to the success of learning.

Any assignments missed due to absences must be made up according to the amount of days absent. Example: If a student is absent 2 days, student has 2 days to make up the missed work, tests, quizzes and/or projects (see Homework Policy). A parent must call school office by 9am to verify students who are absent or arriving late. **Students will not be admitted to class without a note.**

EXCUSED ABSENCES

An absence will be **excused** if it is for one of the following reasons: illness, doctor's appointment, emergency, or attendance to a funeral. **Any student with an absence of more than three consecutive days must have a medical note from the doctor. All students must check into the main office with absence notes prior to re-admission to class, tardy 30 minutes or more on three occasions in one school year equals truancy.** All notes must explain the circumstances regarding his/her absence(s), and be dated and signed by the parent with the student's name clearly stated before he/she is admitted to class (Ed Code 48260, 48264-66).

We ask that your child not return to school until they are free of recognizable contagious symptoms such as a cough, runny nose, rash, or fever. **Your child's temperature should be normal for 24 hours before they return to school following their illness.** Children with head lice, pink eye, or impetigo, or any contagious disease will not be permitted to attend school until the condition is no longer communicable.

Teachers will notify the office when a child has been absent for three or more consecutive days without notification to the school, a school secretary will contact parents.

UNEXCUSED ABSENCES

Any absence that is other than illness, doctor's appointment, emergency, or attendance to a funeral is unexcused. Authorities will be notified if unexcused absences and/or absences accumulate excessively within an academic quarter (nine weeks). **This will take place after parental contacts and there is still no change in student's school attendance.**

Truancies are NOT tolerated. Truancy is an absence without the knowledge and consent of the parent or guardian. This includes leaving school without permission or staying out of class or an activity without permission. **The student will receive a zero for class work and assignments missed because of truancy.**

TARDIES

The **tardy bell** at Pacific Harbor Christian School **will ring at 8:15am for all students.** Due to the importance of unity and allegiance to God and country, all students need to be present at flag salutes. Announcements will be given at this time. All gates close at 8:13am.

Any student (K-12th) arriving to class after 8:15am must be signed in at the main office by the parent. Failure to do this will result in detention for your child.

After receiving **3 tardies in a given quarter during the same semester**, each additional tardy will affect the student's **work habits grade** on their report card. Habitual tardiness may result in a poor grade and admission for the next school year **may be denied** if this violation continues.

For students in grades K-12th, **15 minute detention** will be given **upon the 3rd unexcused tardy in the quarter**, and students will lose Perfect Attendance for the

quarter. Any additional unexcused tardy will result in 15 minute detentions. **Six tardies** will result in a **Conduct Slip** and two Conducts of the same infraction will warrant a Discipline Slip and Suspension. Effort and Citizenship grades will be affected. **Authorities will be notified if tardiness is habitual and affecting the overall result** of your child's success in school.

Excused tardies are classified as one of the following – death in the family, doctor or dental appointment, or attendance to a funeral. Arrival after 10:30am or leaving before 12pm will be considered a half day. **Upon the 7th unexcused tardy in one semester, the student will be required to arrive at school at 7am for five (5) consecutive days. If during this week student does not arrive at 7am, an In-School Suspension will result for that day and their academic grades will be negatively impacted.**

ACADEMICS

“A wise man is strong; yea a man of knowledge increaseth strength.”
Proverbs 24:5

PROGRAMS

Pacific Harbor Christian School offers three academic programs to meet the diverse needs of our student body. **The elementary academic program**, kindergarten through fifth grade, is based on a traditional self-contained environment. **The middle school academic program** is rotational, with students learning Bible, Science, and a core subject in their homeroom and rotating to other classes for additional academic courses. The academic course of study follows our curriculum (ABEKA, Purposeful Design, McGraw Hill, Bob Jones University, McDougal Littel, Saxon Math, Positive Action, Mentoring Minds, and Houghton Mifflin) as implemented by the teacher. **The high school program** is technology based and each student's course of study is approved and supported by our High School Coordinator.

CLASSROOM ENVIRONMENT

In order to maintain a classroom environment that allows for maximum learning, teachers establish those standards they deem necessary. However, the following standards are for all classes:

- Students must always demonstrate respect for and cooperation with teachers and classmates.
 - Students will be on time to each class and prepared with the necessary materials and mental attitude, which indicates a readiness to learn.
 - Communication of any kind between students that is disruptive to the teacher or classmates is unacceptable.
 - Personal grooming is inappropriate during class sessions and is not permitted.
 - Students leaving class for any reason will be issued a hall pass that must remain in the student's possession while the student is out of class or at their locker.
 - Food and beverages will not be permitted during class time
-

- Students may not be in classrooms, school buildings, or school office unless a staff member is present.
- The teacher's desk, computer, briefcase, keys, grade book, and other belongings are personal property and will be treated as such by students.
- Students must remove hats, beanies, and hoods of sweaters prior to entering the classroom, cafeteria, and church sanctuary.

CURRICULUM

The philosophy of the school must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated to develop and educate students with a Biblical worldview perspective.

At PHCS, textbooks are provided on loan to its students in the sense that no additional charge is made for them other than in the annual book fees. Softbound consumable workbooks become student property at the end of the year. Students are responsible for their texts and should damage or loss occur, they and their parents are accountable to pay the cost of replacement.

Curriculum committees are composed of teachers and the Principal. They screen potential textbook adoptions to determine how closely they align with PHCS's philosophy and objectives. In addition, the scope and sequence of each series is considered along with a list of other criteria.

SECONDARY ELECTIVES

We offer 6th - 8th grade students the following elective classes: journalism, drama, leadership, yearbook, computer technology, Spanish, art, teacher's assistant, office assistant, dance team, and worship team.

Students are also able to tryout for our sports teams as their elective: girl's volleyball and basketball, boy's flag football and basketball, and girl's cheerleading.

We offer our 9th - 12th grade students the following electives: Spanish I, II, III, Latin I, II, III, Chinese I, II, German I, II, French I, II, Health (Life Management Skills), SAT Prep, Thinking & Learning Strategies, PE (Fitness Lifestyle Design), Computing for College and Career, AP Art History, Game Design, and Digital Photography.

POLICY

The desired academic student outcome is to equip students to think and assess concepts rationally through various teaching methods and the usage of tools such as report cards, progress reports, probation reports, and individualized conferences. The main purpose is to guide the student to promotion and graduation with good character and a Biblical worldview.

GRADING

Report cards are issued every nine weeks. They include Academic Grades, Citizenship (courtesy, reverence, self-control, cooperation) and Effort (participation and study habits).

First quarter report cards will only be issued at the time of the Parent/Teacher Conference. After the first quarter conference, report cards will be mailed home. Dates of report cards going home will be on the Monthly Calendar.

Grade Scale

O = Outstanding	A	94-100%	C	74-76.99%
S = Satisfactory	A-	90-93.99%	C-	70-73.99%
N = Needs Improvement	B+	87-89.99%	D+	67-69.99%
U = Unsatisfactory	B	84-86.99%	D	64-66.99%
	B-	80-83.99%	D-	60-63.99%
	C+	77-79.99%	F	Below 60%
			I	Incomplete *

*An Incomplete is given only when the teacher feels there are justifiable reasons for late work. Student has 2 weeks to complete the work.

REPORT CARDS

Quarter grades are an evaluation of the student’s progress for an entire nine-week period. Grades are recorded on the student’s report card after the end of each quarter.

Semester grades are an evaluation of the student’s work for an entire eighteen-week period, which includes mid-term or final exams. These grades are recorded on the transcript that becomes part of the permanent record. It is on the basis of semester grades that 6th – 8th grade students earn credit and grade points to complete the promotion and graduation requirements. Report cards are given at Parent Teacher Conferences (1st quarter only), and mailed home for the rest of the year. Credit is received only for courses with a minimum of a “D” grade or better for the semester.

ACADEMIC PROBATIONS

A student is considered doing unsatisfactory work when two or more grades of “D” or below, or one grade of “F” are received in academic subjects during a grading period. Academic subjects include Bible, English, math, science and social studies. The student will be placed on Academic Probation for the following quarter. A Probation Notice will go home with students every two weeks, giving grades in each subject for the previous two weeks. This allows the student and parent to monitor the student’s progress. Parents are required to sign one copy of each Probation Notice and return it to the school. The student will be removed from probation when grades in at least four of the five academic subjects have been raised to “C” or above and no grade of “F” appears on that quarter’s report card. Academic Probation will roll over to the next school year as a form of communication between the school and home.

PROGRESS REPORTS (MID QUARTER REPORTS)

An Academic Progress Report is an assessment of the 1st through 8th grade student's overall standing every mid-quarter. This report is sent home with the student, and must be signed by parent(s) and returned to the student's teacher during that same school week. Please mark your personal calendar to keep you aware of the Progress Report week. If you fail to receive the report, please contact the school office immediately.

HOMEWORK POLICY

The purpose of homework is to provide opportunity for students to practice and use skills they learn in their Christian educational program. It serves as an intellectual discipline, establishes independent study skills and habits, and supplements and reinforces work done in school through meaningful and creative assignments. In addition, the **home has the responsibility** to assist the student with work, by providing a time and a place with an atmosphere that encourages concentration upon the work to be completed.

Homework is **defined as out-of-class tasks assigned** to students as an extension or elaboration of class work through practice, preparation, and extension of long-term projects. **Homework is not assigned on Wednesdays and on weekends.** **Exception: The teacher must give adequate notice to parents and students if weekend homework is assigned.** Estimated homework guidelines are as follows (but may vary):

- Kindergarten Should not exceed more than 30 minutes each day.
- 1st-3rd Grade Should not exceed more than 50 minutes each day.
- 4th-5th Grade Should not exceed more than 90 minutes each day.
- 6th-8th Grade Should not exceed more than 2 hours each day.

The above guidelines are based on the "norm" developmental student as provided by ACSI, National Educational Association, and National PTA.

HOMEWORK REQUESTS

When your child has been absent two days, you may call the office and request their missing assignments no later than 9am. Please plan to pick up the assignments after 3:15pm in the school office. . Please do not disturb the teacher during the school day for missing assignments.

MAKE UP WORK

Upon returning to classes after absences, students will have time to make up work, tests, and quizzes based on number of days absent. Students truant from class or school will not be allowed to make up work and/or tests and exams missed during the truancy without approval from Principal.

INDEPENDENT STUDY CONTRACT

If you know in advance that your child will be out of school, approval to receive or make up the assignments must be cleared by the Principal. Parents and teachers must complete the **Independent Study Contract** prior to the student's absence. This will ensure schoolwork will be validated upon the student's return.

However it is the responsibility of the student to see that any missed work is made up. Assignments given in advance could vary from actual work done in class depending on classroom pace. Teachers will make specific arrangements for making up missed quizzes and/or tests.

EXTRA CREDIT

Extra credit is not to be in place of assigned schoolwork. However, there are times when a student desires to enhance concepts introduced by completing additional assignments/projects or research events of interest. Extra credit is up to each teacher's discretion, and can only be assigned if the student has completed all given assignments.

CHEATING

Should a student be caught cheating on a test, quiz, or by copying someone else's assignments, a **Discipline Slip will be issued**. This infraction is considered to be serious. The student will receive a "0%" and the test, quiz, or assignment will not be retaken. If a student allowed another student to copy their work, he/she will also receive a "0%." Plagiarizing (claiming someone's work or idea as your own without proper acknowledgement/citation) is considered cheating and will result in "0%" on the assignment, and the student will be issued a Discipline Slip. Discipline slips remain in the student's cumulative records.

TUTORING

Pacific Harbor has various tutorial programs to best meet the needs of the student. Fees vary according to the specific services rendered. Overall students assessment will determine the program most conducive to the student's individual needs. Students found in need of these services will be contacted (teacher to parent) and information to enroll will be explained. The tutorial programs are:

- One-on-one instructional tutoring
- Personal Educational Plan (referrals to outside sources for overall assessment) and communication with LAUSD for students with IEPs.

ACHIEVEMENT TESTING

In the spring of the school year, the Terra Nova Achievement Test is administered to K - 12th grade. Kindergarten students will also take a criterion reference test ensuring proper placement in the first grade. It is of the utmost importance that students attend each testing day on time. There are no make up tests, nor are tardy students permitted to enter class during a test session.

Parents are welcome to make an appointment with the Principal to go over test results. A copy of the Terra Nova test results will be mailed to parents in late May.

CUMULATIVE RECORDS

Pursuant to the Education Code of California (F)#49063, you are hereby given notification of privacy rights of parents and students. Federal and state laws grant certain rights of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by Pacific Harbor must

be granted to the legal parent of the student under the age of 18. Legal parent means a *natural parent, adoptive parent, or legal guardian having legal custody*. (Ed Code 49061)

Pacific Harbor does not have the legal authority to prohibit or restrict a natural parent's access to a student's records, or physical contact with that student in relationship to a custody case; unless the legal papers are on file with the school office. The school can only carry out the instructions specified in the final custody papers, divorce decree, court order, or restraining order. If these conditions exist, which prohibit the natural parent from physical custody of the student, it is the responsibility of the contracting parent who has legal custody to provide the school with the PROPER PAPERS.

Parents may receive a copy of any information from the cumulative records at rate of \$10. Policies and procedures relating to types of records, persons responsible for records, directory information, and access by other persons, and review and the challenge of records is available through the main office. When a student moves to a new school, records will be forwarded upon the request of the new school. At the time of transfer, the parent may review, receive a copy, and/or challenge the records.

AWARDS

A. Mariner Award

The Mariner Award is given at the end of each quarter to a student(s) who has shown outstanding performance, improvement, effort, or consistency in a given subject area **or** in any area of outstanding quality not related to academics (helping, courtesy, responsibility, kindness).

B. Bible Memory Award

A Bible Memory Award is given at the end of each quarter to students who have earned 90% or above on all Bible Memory passages for that quarter. Students who earn this award all four quarters will receive a Bible Memorization Certificate for the year.

C. Citizenship Award

Citizenship Awards are given quarterly to all students who have a citizenship grade of B+ or higher in middle school and S+ or higher (in elementary). Students who earn this award all four quarters will receive a Good Citizenship Certificate for the year.

D. Perfect Attendance Award

A Perfect Attendance Award is given to students who have attended school every day during the quarter. Students receiving more than 3 unexcused tardies in one quarter will not be eligible for Perfect Attendance for that quarter. Students who earn this award all four quarters will receive a Yearly Perfect Attendance Award.

E. Honor Roll (Grades 6th - 8th)

Middle school students eligible for the "A" Honor Roll each quarter must have a grade point average (GPA) of 3.50 or better for all academic subjects. Students having an average between 3.00 and 3.49 are eligible for the "B" Honor Roll. A "D" or less in one academic subject will disqualify a student for Honor Roll.

Elementary school students (1st-5th) are eligible for honor roll each quarter by receiving all As or Bs on their report card. A letter of commendation will be mailed home to all honor roll students.

Honor Roll List

At the end of each quarter a Principal's Honor Roll List will be posted on the main campus bulletin board to honor the students who have achieved all As and/or Bs in every given quarter. Making the Honor Roll is proof that a student has made extraordinary effort and deserves recognition.

GRADUATION

"In all thy ways acknowledge Him, and He shall direct thy path." Proverbs 3:6

PROMOTION & GRADUATION REQUIREMENTS

Promotion and graduation shall be based on satisfactory progress and completion of the requirements of Pacific Harbor. Students will be promoted and/or graduated to the next grade level at the end of each year unless teachers recommend retention and/or summer school. Final discretion of retention is upon Principal's approval and decision is based upon assessment of the total student.

GRADUATION CRITERIA

Students in 8th and 12th grade must complete the required course of study to be eligible to graduate as described by the state of California for that grade level.

Students in 8th and 12th grades will receive a diploma of graduation and will be eligible to participate in all activities if graduating in good standing. The specific criteria for the graduating class are as follows:

8TH AND 12TH GRADE ELIGIBILITY

- Grade point average (GPA) of 1.50 (a low C) or higher and completion of 50 units or more. This GPA is determined by compiling academic grades each quarter for Bible, English, math, science, and social studies.
- If a student's GPA is 1.49 or below at the end of 8th and/or 12th grade the student will receive a letter verifying completion of 8th and/or 12th grade in place of a diploma. The student will not be eligible to participate in the graduation activities.
- A student's social, moral, and behavioral attitude must reflect the Christian standards of obedience and conduct at Pacific Harbor Christian School. Failure to uphold this standard will result in exclusion from class trip and ineligibility to participate in graduation commencement.
- **Punctuality and daily attendance** must not exceed more than 12 tardies per semester and no more than 12 unexcused absences per semester. Excessive absences will affect overall performance.

COMMUNITY SERVICE REQUIREMENT

Service hours: 8th grade students must complete 25 hours, including one mission outreach, of community service. Service hour forms are available through the 8th grade teacher. Hours are due by May 3, 2013.

High school students must complete 50 hours of service and one mission outreach by May of their senior year.

AWARDS AND HONORS

VALEDICTORIAN AND SALUTATORIAN

The selection of Valedictorian and Salutatorian are based on the highest and second highest cumulative GPA for three consecutive Middle School years at PHCS and four consecutive years in high school at PHCS.

SPECIAL HONORS

The Principal reserves the right to make special recognition for academic excellence of student(s) with high GPA who have been at Pacific Harbor Christian School less than the required amount: Middle School three years and High School four years.

PRINCIPAL'S AWARD

This is special recognition for a student who has rendered a special and/or consistent service to our school, or would not otherwise qualify for a scholastic honor award. This student would be considered a good citizen and an asset to our school.

THE ANDREA CLYMORE AWARD

The Andrea Clymore Award will be presented each year during the Testimonial Chapel to a student in 8th and one in 12th grade that has displayed Godly, Christian character in words and in deed throughout the school year. The award is a living memory of Miss Andrea Clymore who was a student of godly character at PHCS and whose young life was taken in 1996 in a car accident.

7TH GRADE GRADUATION CLASS ESCORTS

This honor is awarded to two students who have been at Pacific Harbor Christian School for the 6th and 7th grades with Good Citizenship and top GPA. If more than two students qualify, the deciding factor would be overall length of time at our school and any special ACSI awards or involvement in Speech Meets, Spelling Bees, Science Fairs, or Math Olympics. The class escorts will lead the graduation processional in June. The announcement of selected escorts will be at the Testimonial Chapel.

6TH GRADE GRADUATION CLASS USHERS

This honor is awarded to two 6th graders who display Good Citizenship and attain the highest GPA. The class ushers will welcome guests to the graduation ceremony and hand out programs, the announcement of selected ushers will during the Testimonial Chapel.

8TH AND 12TH GRADE GRADUATION ACTIVITIES

The graduation program is designed to honor those who have met Pacific Harbor Christian School's standard of excellence upon completion of middle and high school. This program includes the following activities:

- Mission trip
- Class trip
- Testimonial Chapel
- Commencement Ceremony and Reception

GRADUATING CLASS TRIP

- The 8th and 12th grade class trip is to be planned out by the homeroom teacher and supported by fundraisers and donations.
- The trip must be approved by the Principal and maintain adequate supervision.
- Any student who has displayed repeated behavioral infractions, in or out of school, may be excluded from attending this trip.
- The entire class may be excluded (trip canceled) if their overall behavior and attitude has not been reflective of a graduating class that deserves this honor.

GRADUATION FEES

The graduation fee for **8th grade is \$100** and **\$150 for 12th grade** is due to the Finance Office no later than October 5, 2012. The fee covers the class pins, commencement invitations, and helps with the graduation reception costs.

8TH AND 12TH GRADE GRADUATION ATTIRE

As a church sponsored school we do not compromise our Christian principles. Moral and decent attire is to be the demeanor of our program. Listed below are the activities of the program and the proper dress code.

CLASS TRIP DRESS CODE

For graduating class trip students will wear their Class T Shirt and are required to follow Free Dress Day dress code rules. Dress code guidelines for all other class trips will be provided at the Parent Information Meeting.

COMMENCEMENT DRESS CODE

- **Girls:** all white dresses or skirts no shorter than 2" above the knee. Dress length should be checked by the girl sitting in a chair, as the students will be sitting on stage during the ceremony. The bodice or neckline may not reveal busts or back areas; this includes no see through shawls or jackets. All dresses must NOT reveal any strapless, backless, or form fitting styles! Accent accessories may be of the class color. Shoes may not have higher than a 2" heel.
- **Boys:** are to be well groomed in appearance; wearing white shirt, dark pants and shoes, and a tie in class colors. Dress suits and tuxedos are not necessary.

PROMOTIONAL (5TH) AND TESTIMONIAL CHAPEL DRESS CODE

- **Boys:** shirt, ties, and/or suspenders and dark dress pants (class colors are to be displayed through ties, suspenders, or shirt).
- **Girls:** dresses or skirt and blouses in class colors. “Sunday best” type apparel that follows our policy on modesty and neatness as well as length. Girls dresses or skirts nor shorter than 2” above the knee. The bodice or neckline may not reveal busts or back areas; this includes no see through shawls or jackets. All dresses must NOT reveal any strapless, backless, or form fitting styles! Shoes may not be higher than 1” for 5th grade and 2” for 8th and 12th grade girls. Accent accessories may be of the class color.

**Approval of graduation attire is made by homeroom teacher.
FINAL DECISION IS MADE BY PRINCIPAL.**

ATHLETICS

“Do you not know that in a race all the runners compete, but only one receives the prize? So run your race that you may lay hold of the prize and make it yours.” 1 Corinthians 9:24

OUR VISION

Sports activities are an integral part of character development at Pacific Harbor. Christians are commanded to be different from the world around them, including the area of athletics (Isaiah 55:8-9). We are to do everything as unto the Lord and not unto men (Colossians 3:23). Please refer to the Athletics Handbook for more information on character development, sports available to students, and guidelines.

INTERSCHOLASTIC

Pacific Harbor offers a wide variety of interscholastic sports to students in 6th-8th grade. In order to participate in the school sports programs, an Athletic Handbook and required forms will be included in the registration packet. Parents must complete and return forms prior to the first day of practice. We require all parents to attend each sports orientation meeting so that complete insight of the vision for the sport and necessary practice and game day information will be provided.

FEEES

Athletic fees are to be paid in full by the specified due dates. These fees are non-refundable and ensure student uniforms will be available prior to the first games within the league. The fees cover the cost of the student’s participation for that season only.

ELIGIBILITY

To be in good standing with the school, all students desiring to participate in sports must maintain a “C” average (2.0 GPA) academically and have a satisfactory or above grade in citizenship. The Principal has the option of placing a student on probation for such problems as attitude, behavior, or homework. Final decision concerning probation and eligibility will be made by the Principal.

TRANSPORTATION

PHCS provides bus transportation for field trips, but does not provide transportation to and from school. Additionally, parent volunteers drive students to sports and ACSI activities throughout the school year.

CAR TRANSPORTATION TO ACTIVITIES

Parents who wish to drive students to and from sporting events, or other school activities must have an approved Volunteer Driver Application and copies of current registration, insurance, and driver's license on file in the School Office. Please note: A volunteer driver must be a minimum of 25 years of years of age.

PHYSICAL EDUCATION

At Pacific Harbor our physical education program consists of sports, conditioning through exercise, and skill development. This begins in 1st grade and continues through 8th grade. We use the President's Challenge Program, which involves running, curl ups, shuttle run, pull-ups, and v-sits. During the first week of school, issues such as PE uniforms (see Dress Code), behavior during PE, water bottles, medical conditions, and sportsmanship will be discussed.

Middle and high school P.E. is on Monday, Wednesday, and Friday. Students change into their P.E. uniform at the beginning of P.E. class, with the supervision of the P.E. teacher (athletic shoes and socks are mandatory). The program also incorporates teaching Health twice a week. Students will receive a grade for both Physical Education and Health.

Elementary 1st-5th P.E.

The students in elementary school will participate in organized P.E. every Tuesday and Friday and are required to wear the uniform to school on those days. Students are to purchase a navy blue P.E. shirt from the Norman's Uniform Company and they may wear either school uniform shorts or a pair of navy blue sweats. (Tennis shoes and socks are mandatory).

CHAPEL

*"Faith cometh by hearing and hearing by the word of God."
Romans 10:17*

THOUGHTS ABOUT CHAPEL

Chapel is an important part of campus life at Pacific Harbor. It is an opportunity for students to hear anointed speakers, worship God with music, and to turn their thoughts to Christ with scripture and singing. Students are required to attend Chapel and are expected to come desiring God to minister to them.

Chapel is a time to hear the word of God preached, which the scriptures say is the only way faith comes. With faith comes belief, with belief comes surrender, and with surrender comes consecration. This is our mission at Pacific Harbor Christian School, to present our students with the knowledge and understanding of a Biblical worldview, so they can go out into the world and preach the gospel of Jesus Christ to

all whether it is on the playground, office, or school, their lives will change the world around them.

CHAPEL BEHAVIOR

Worshiping the King begins within our hearts. We ask our students to enter and exit Chapel in a respectful manner and to dress in their Chapel attire (see Dress Code). In an effort to teach our students respect and reverence, we ask that they:

- Bring a Bible to Chapel
- Demonstrate proper courtesy to speakers with attentiveness and respect
- Do not study or do homework
- Do not bring food or drinks
- Remove sweatshirt hoods upon entering Chapel

Students who do not adhere to the above mentioned Chapel behavior requirements will be subject to disciplinary action.

CHAPEL SCHEDULES

All School Chapel (grades K-12) 9:00AM in Sanctuary, for special events and times of building school unity.

Weekly Chapels:

- Elementary (grades K-5) Thursdays from 8:45AM – 9:45AM in Halo Hall.
- Secondary (grades 6-12) Fridays from 8:45AM – 10:00AM in Halo Hall.

AWARDS CHAPEL

At the end of each quarter students will be honored for their diligence in the areas of academics, attendance, and character. Please refer to our monthly calendar for dates.

- Elementary (grades K-6) Awards Chapel 9:00AM – 10:00AM in the church sanctuary.
- Secondary (grades 7-12) Awards Chapel 10:30-11:30AM in the church sanctuary.

SPIRITUAL EMPHASIS WEEK

We set aside the week prior to Easter to reflect and focus on the power of the Resurrection of Jesus Christ. Students will attend chapel services Monday through Thursday of that week. **Chapel attire is required for those days. School is closed on Good Friday.**

Parents are always welcome and encouraged to attend our weekly school chapel services.

COMMUNICATION

“The Lord God hath given me the tongue of the learned, that I should know how to speak a word...” Isaiah 50:4

PHILOSOPHY ON COMMUNICATION

In an effort to build strong bonds and to develop a bridge between home and school, Pacific Harbor's philosophy concerning communication is based on the following principles:

1. Honesty
2. Clarity
3. Supportive interactions
4. Organization

It is our desire to give our families clear guidelines and direct information in an effort to make the student's school year a success.

PUBLISHED DOCUMENTS

Below are some of the regular forms of documentation we issue to help communicate to our families, **all documents are available on our school website. If you don't have a computer, please notify the office and we will send copies home with your child.**

1. **Communication Envelope** – Every Friday, students will bring home a student envelope with flyers for the week and graded assignments. Please return your envelope **every Monday, signed by the parent/guardian** with any communication you want to send to the teacher. This is a graded requirement.
2. **Monthly Calendar** – This is sent home **monthly** in the student's communication envelope. This calendar is a tool used to help families stay current with upcoming events as well as the uniform for each day. We recommend posting it in a visible location at home.
3. **Mariner's Café Menu** – Sent home each month in communication envelope for preordered hot lunches from our cafe
4. **School Newsletters (The Harbor Light)** – Sent home with each student on alternating months.
5. **Newsletter/Assignment Book** – A weekly update for grades K-12th will be posted on our website. Grades 3 – 8 will also keep an assignment book. These communications will be sent home to keep parents informed of work and upcoming events. It is the parent and student's responsibility to keep up with assignments.
6. **Edline** – 1st-8th grade parents may check grades. Teachers update the grades by 5pm every Friday. Our High School Coordinator will email grades of high school students to parents every Friday by 5pm.
7. **Website** – www.pacificharborschool.net
8. **E-mail** – phcs@pacificharborschool.net

DRESS CODE POLICY

"I beseech you therefore brethren, by the mercies of God, that you present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service." Romans 12:1

UNIFORM COMPANY

The only acceptable uniform clothing for K-12th grades must come from:

Norman's Uniform Company
371 W. 6th Street, San Pedro 90731
(310) 832-8342
Fax: (310) 832-1410
www.normansuniforms.com

We have a contract with this company and they maintain a stock of uniforms with our school name and logo. Since we walk in integrity as a business, we will support this contract by using Norman's solely as our supplier. PHCS receives a percentage of any purchases as long as payment is made in check form.

PURPOSE AND GENERAL GUIDELINES

As Christians, it is our desire for students to please the Lord and be a **good witness** to others, not only in behavior, but also in appearance. Therefore, we require students to dress modestly without drawing undue attention to themselves. The use of a dress code, not only meets this goal, but it also conforms the student body in unity with an academy appearance. The dress standard for boys and girls throughout the school applies to student activities on and off campus.

DRESS CODE ATTIRE

Our goal of an academy look includes overall neatness, being well groomed, **shirts tucked in**, and skirts and/or shorts no shorter than two inches above the knee. Shorts must only be uniform walking shorts and are not to be ordered too short or rolled up. Improper fit of shorts will be considered a Dress Code Violation even if they are uniform shorts!

UNIFORM DRESS CODE

GIRLS

1. **Jumper (grades K-5th) and skirt (grades 6th-12th) no higher than 2"** above the knee.
 2. White uniform **blouse** or gray or burgundy uniform **polo shirt**.
 3. White, black, or navy blue socks/tights. **Socks must be visible. (Leggings are NOT allowed).**
 4. Solid **black, white, or gray, or a combination of those solid colors** on closed toe and back shoes. **NO OTHER COLORS!** Heels may not be higher than 1-inch. Close toe and back strap on all shoes. No patterns or designs allowed.
 5. **Solid** navy, white, gray, or black jacket or sweater.
 6. Uniform **shorts** (not to be worn on Chapel Day), no higher than 2" above the knee.
 7. K-8th navy blue **uniform pants** (proper style and fit).
 8. Solid **white, gray, or navy blue turtleneck or long sleeve t-shirt** worn under school blouse is acceptable. (Long sleeve polo shirts are available.)
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9. Shirts to be **tucked in** except when engaged in physical activity during recess, lunch, P.E, or when wearing a chapel skirt.
10. **No acrylic nails** (K-8th grade), conservative acrylic nails (9th-12th).
11. **Nail polish:** K-2nd - clear only, 3rd - 12th - no black.
12. K-6th - **No make up.** 7th-12th grade girl's make up must be **natural in appearance** and modest in color and application.
13. **Hair well groomed**, out of eyes, conservative in style, and natural in color. *This includes weaved hair, two tone colors and/or streaked colors. *Please understand students with colored or weaved hair will not be allowed in school until their hair has returned to its natural color. (High School natural and natural two-toned coloring only)
14. **No extreme dangling earrings.** Hoops no larger than 1" diameter and only one earring in each ear lobe.
15. **No excessive jewelry**/sub-cultural style. Piercing of ears must be in lobe area only. Jewelry, must be worn in moderation and not attract undue attention to the wearer. Jewelry/bracelets should be modest. Tongue rings may not be worn. Body piercings and tattoos that can be seen are not acceptable. **(Like tattoos, students must not write on their body, clothes, or shoes).** Ear plugs are not allowed.
16. Girls may choose to wear a belt if they purchase uniform pants with belt loops.
17. No caps, beanies, or visors on uniform days unless they have the school logo.

BOYS

1. Uniform **navy blue pants** neatly hemmed (no frayed hems). (No longer than the heel of the shoe.)
2. Uniform white, gray, or burgundy **uniform polo shirts.**
3. White undershirts under polos are acceptable.
4. **Only** solid **black, white, or gray, or a combination of those solid colors on** closed toe and back shoes. **NO OTHER COLORS!** Close toe and back straps on all shoes. No patterns or designs allowed.
5. Solid navy, white, gray, or black jacket or sweater.
6. **Only** solid **white, gray, or navy blue turtleneck or long sleeve t-shirt** worn under school shirt is acceptable. (Long sleeve polo shirts are available.)
7. Shirts are to be **tucked in** except when engaged in physical activity during recess, lunch, or P.E.
8. **Pants** are not to be more than 1 size larger, including length of pants, must not be too tight, follow guidelines of modesty.
9. **Belts are mandatory** for boys. **Only black or navy belts are allowed.** No initial or emblem buckles allowed.
10. White or black socks (no other colors) **must be visible (solid colors, no emblems).**
11. No **extreme hair cuts** and/or **hair styles.** Hair must not go below the top of the collar, pass student's eyebrows, or pass the top of their

ears. No shaved, bald, or buzzed styles and natural in color. Students with colored or weaved hair will not be allowed in school until their hair has returned to its natural color.

12. **No earrings** for boys. (ear plugs are not allowed).
13. **No excessive jewelry**/sub-cultural style. Tongue rings may not be worn. Body piercings and tattoos that can be seen are not acceptable. **(Like tattoos, students must not write on their body, clothes, or shoes).**
14. No **caps, beanies, or visors**, unless they have the school logo.

FREE DRESS DAY

We will incorporate a **Free Dress Day** for K-12th grade students on special occasions that will be communicated on the monthly calendar. We will also have **Wednesdays as Free Dress Days** each week! Wednesdays are the only days K-12th grade students may wear Free Dress and only if they **have earned a pass**. Wearing Free Dress attire without a Free Dress Day Pass will result in a Dress Code Citation. Free Dress Day Passes will be given out as a means of reward for various reasons, P.T.F. attendance, and donation of Box Tops to the office. **Free Dress may not be worn on Chapel days (unless approved by Principal).**

FREE DRESS DAY GUIDELINES

1. Free Dress Day Dress Code will **reflect modesty and Christian standards in character and appearance**.
2. Shorts, skirts and dresses are to be no higher than 2' above the knee.
3. Closed toe shoes with back strap. Socks are mandatory.
4. No radical styles of clothing such as hip-hop, gang, skater, skinhead, surfer, Emo and heavy metal.
5. **Clothing may not be torn, tight, or revealing.** No torn or frayed jeans. No leggings or jeggings.
6. Plain white T-shirts are considered to be undershirts: therefore white T-shirts must have a pocket or collar.
7. No excessive jewelry or sub-cultural style.
8. Students are allowed to wear hats or visors on Free Dress days. Hats, visors, and/or beanies may not be worn in the classroom.

Continued violation of the dress code will result in disciplinary actions. A "Dress Code Citation" will be written for dress code violations and numerous violations will result in suspension, including loss of Free Dress Day privileges, and a mandatory parent conference with the Principal.

Principal reserves the right in all cases to determine what is appropriate and what may attract undue attention to the student. Thank you for your cooperation.

CHAPEL DRESS CODE

Boys:

- K-12th grade boys wear navy uniform pants, white polo, and gray or navy sweater or vest.

Girls:

- K-5th grade girls wear plaid jumper, white sailor or peter pan blouse with burgundy tie (optional)
- 6th-12th grade girls wear plaid skirt, with white polo shirt, and gray or navy sweater or vest.

Student may not wear sweatshirts during chapel. If a student forgets to dress appropriately for Chapel by not wearing the proper chapel attire, the student’s teacher will write up a “Dress Code Citation.”

Note: Shorts are not to be worn on Chapel Days. Please check your calendar for the Chapel Schedule. If an assembly or chapel day falls on an elementary P.E. Day (Tues. or Fri.) approval for the shorts to be worn will be given by Principal.

SUMMER DAY CAMP DRESS CODE

Casual, comfortable clothing is permitted because of the summer weather and busy schedule of activities. However, we cannot compromise our Christian principle of moral and decent attire. Follow school policy on emblems and symbols on shirts, jewelry, lunch boxes, bags, hats, etc. No gang-like style, or sub cultural style is permitted. Hats are permitted but are to be worn for protection from the sun. All campers must wear camp shirt for all off-campus activities and field trips. No flip flops are allowed; shoes must have back strap for safety. Girls must wear a one-piece bathing suit whenever bathing suit attire is required. No bikinis or tankinis allowed at any time.

DISCIPLINE POLICY

*“For whom the Lord loveth, He correcteth; even as a father the son in whom he delighteth.”
Proverbs 3:12*

POLICY

One of the most important lessons education should teach is discipline. It is the **shared responsibility** of the **home, school, and church** to accomplish this goal. This training develops self-control, character, orderliness, and efficiency. Students are expected to use language and speech toward others that does not belittle, slander, or hurt. Any behavior or inappropriate language which causes the learning atmosphere (in or out of the classroom setting) to deteriorate, to be disrupted, or that causes rights to be infringed upon **will not be tolerated.**

Each student should understand that attending Pacific Harbor is a privilege, not a right. It is granted to those who agree to demonstrate a spirit of

harmony with our philosophy, goals, and standards. We ask parents and students both to understand and to abide by the school rules and policies based on Godly, Biblical foundations. Our school desires that the students demonstrate, by their conduct, an inward acceptance of Christ and an attitude of submission to His Lordship by behavior that is appropriate and Biblical. It is our prayer that all students will be drawn to obey from a change of heart and a desire to do what is right. "Let no one despise your youth, but be an example to the beliefs in word, conduct, love, spirit, faith and in purity," 1 Timothy 4:12. While attending Pacific Harbor, all students are expected to follow the guidelines stated herein.

Discipline is the responsibility of the teacher in charge of a particular student or group of students at a given time. A student will be sent to the Principal's office when a teacher finds it necessary, and **when other means of redirecting have been unsuccessful**. The Principal will talk and pray with the student, and then communicate with the teacher and/or the parents. In the case of more serious offenses, a **Discipline Slip** may be issued along with other appropriate action, which may include – **detention, clean-up duty, apology, restitution**, or other such methods of discipline. Corporal punishment (spanking) is left to the discretion of the parent only.

In the case of serious or repeated violations of school rules, and following conferences with the Principal and parents, a student may be suspended or expelled. There may be times when an infraction may warrant a suspension or expulsion without prior violations.

There are three "**Zero Tolerance**" behaviors Pacific Harbor Christian School will not tolerate and are grounds for immediate suspension and/or expulsion.

1. Students will not **tease, threaten, harass, and/or make fun** of any person on campus.
2. Students will not use violence either verbally or physically to solve his/her problems. **Fights are not tolerated, whether student instigated the incident or not. It is the student's responsibility to inform** the teacher/T.A. in charge immediately if there is a problem.
3. Students **will not cuss or use slang words that represent cuss words** on campus. This is holy ground and words used will be to encourage one another. Profane language will not be tolerated.

ACCEPTABLE CORRECTIVE MEASURES

May include but are not limited to the following:

1. Deprivation of privileges or preferred activities
2. Time-out in or out of class
3. Communication to parents via note, telephone, or conference
4. Teacher/student/parent conference
5. Referral to Principal
6. In-school suspension or out-of-school suspension
7. Expulsion

SCHOOL STANDARDS AND CONDUCT

In developing self-discipline and self-control, each student shall be responsible for his/her own behavior. Students are expected to obey ALL rules and regulations developed by the school. Good discipline is conducive to higher education and greater spiritual development. It is relatively free from discussion, disorder, and anti-social behavior. **DISCIPLINE DOES NOT MEAN PUNISHMENT.** It is the process of nurturing, training, guiding, and teaching a child to accept responsibility for his/her actions, words, and attitudes. Our goal is to teach students obedience. Obedience is immediate, complete, and without complaint. This is a godly character trait that each person should attain. Therefore, each student is personally responsible for:

1. Showing **respect** for the rights and feelings of others.
2. Behaving in a way that is **not degrading** to themselves or others at school or at any school-related function.
3. Behaving in a way that helps to create a **positive learning** environment both in the classroom and on the playground.
4. Helping to maintain a **clean, healthful campus**.
5. **Protecting and conserving ALL** school property.
6. **Obedying and respecting** all requests made by Principal, teachers, aides, and other staff members.

GENERAL SCHOOL RULES

(At the teacher's discretion, other class rules may be made).

1. Students **MUST** respect others' rights and the authority of Principal, teachers, and **ALL** school staff.
 2. Students who find it necessary to remain after school must have parental permission, be under the supervision of a teacher, and they are to remain on campus.
 3. Students **MAY NOT** be in classrooms or school buildings without supervision of a teacher or school staff.
 4. Talking is to be done in a conversational tone. Students are not to yell, run, or be rowdy in the walkways.
 5. Students should not push, yell at, or bother others when walking as a class.
 6. There is **NO** talking in the crosswalk.
 7. With the exception of cell phones, **electronic devices** are not allowed in school. **Cell Phones** are to be turned off and kept in backpack while on campus, **and are not allowed to be used on school grounds. (rule applies to all school events).**
 8. Students **must not damage or deface school property or property belonging to others. The student and parent are responsible to pay for any damage done.**
 9. Students should help **keep our school clean** by placing trash in the trash containers and picking up trash even if they didn't throw it down.
 10. No eating or drinking in the classroom without teacher or staff permission. Water bottles are allowed.
 11. There is absolutely **NO GUM CHEWING** or eating shelled seeds on school premises (automatic 30 minute detention).
 12. Drinking fountains are to be kept clean. There is to be no shoving or pushing around the drinking fountains.
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13. There is to be no loitering in front of school, the restrooms, hallways, or stairways.
14. Entrance to and departure from Chapel is to be orderly and quiet.
15. Students **must** walk their bikes, skateboards, or scooters on school grounds, and **a helmet must be worn.**
16. Students are **NOT to speak to anyone** who is outside the gate, on the sidewalk, or in a car.
17. Students must stay inside the school gates.
18. Students must exhibit modesty in dress and behavior, (no hickeys, improper dress or attitude). (Please refer to Dress Code).
19. Students are not allowed overt physical displays of affection; such as frontal hugging, holding hands, or kissing, no sitting on peer laps. This is an automatic severe infraction in our discipline system.
20. Students may **NOT** upload pictures of other students on the internet that are taken at school or at school sponsored events, or any pictures that display Pacific Harbor Christian School uniform, wording, or logo.
21. Students are not allowed to write on their body, shoes, clothes, communication folders or books as this would be considered a form of tagging.
22. No Sharpies or permanent markers of any kind are allowed on campus.
23. All books must be covered the entire school year.
24. No sitting on tables either inside or outside.
25. No running in hallways (automatic 30 minute detention).
26. No playing in bathroom.
27. 2nd-12th grade must have a combination lock on their locker; kept closed and locked throughout the school year. Combination to be given to teacher.

PLAYGROUND RULES

Safety, fun, and Christian standards of sportsmanship are the emphasis for our students while on the playground. Recess, lunch, and P.E. are times for outdoor interaction and fun, and it is during these times that our students are asked to follow playground rules while adhering to school policy.

1. Use safety while climbing, running, jumping, and sliding.
2. Sit properly to slide or swing – feet first.
3. Students may not walk on or jump from the climbing bars.
4. Students are asked to use their hands and feet appropriately as to not physically injure someone.
5. Courtesy and respect to others is mandatory.
6. All playground equipment must be returned to the equipment shed before students leave the yard and return to class.
7. Horseplay, pushing, fighting, and teasing are not tolerated.
8. All outdoor equipment must be used properly.
9. **Students may only eat and drink under the awning on the north yard and may only sit on benches or chairs** (no sitting on tables or laps of other peers). **Trash is be cleaned up immediately.**
10. No loitering or playing in restrooms.

BULLYING AND/OR HARASSING BEHAVIOR

Pacific Harbor Christian School seeks to provide a safe, caring, loving environment for students. All students should feel a sense of physical and emotional safety within each element of the school environment, including the classroom, playground, restroom, and other places and times when supervision is less structured. Research indicates that bullying and/or harassing behavior interferes with social and emotional well-being, may cause students to become withdrawn or depressed, and may cause school performance to suffer.

A student's immaturity can be a reason why, on occasion, he/she uses inappropriate methods to manipulate, tease, or hurt others. Hurtful as these occasional incidents may be, they are not part of a pattern of continuing behavior. When confronted with a mature perspective on the incident and how it affected others, the student shows age-appropriate remorse and contrition, and does not continue the behavior. Our policy on bullying/harassing behavior is not directed toward the student described above. He/she will be corrected within the scope of ongoing school discipline procedures.

1. **Definition of bullying/harassing.** Bullying and/or harassing behavior is defined as any frequent, continuous, or ongoing occurrence when a student uses bullying, teasing, harassing, manipulating of others, and/or intimidation to console or influence, hurt, make fun of, or otherwise ridicule another student or students. Examples of unacceptable bullying and/or harassing behavior include, but are not limited to the following: targeting another student for persistent irritation or torment, being habitually cruel or overbearing, constantly making fun of, spreading rumors or innuendo, mocking others, using expressions or body language to belittle, encouraging social exclusion, excessive teasing, and general belittling.
The target may be one specific student or a variety of students. The following assertions do not excuse the perpetrator nor exempt him/her from disciplinary consequences: The comments and/or actions are a joke, in harmless fun, the recipient is the cause of the behavior, or that the recipient invited the comments or actions.
 2. **Cyber-Bullying.** Pacific Harbor Christian School takes the safety of its students very seriously. Students have the right to feel safe and secure while at school. Both bullying and cyber-bullying are intentional, hurtful acts, words or other behavior such as, but not limited to: name-calling, threatening, hurtful language in letters, e-mail, text, instant messaging, telephone communications, Internet blogs, Internet chat rooms, Internet postings, and hostile and/or defamatory personal websites. **Although cyber-bullying will most likely occur off campus, the effects of it are definitely felt on campus. Therefore, PHCS will take the appropriate steps necessary to stop the act and restore the safe atmosphere of our campus.**
 3. **Bullying is prohibited.** Pacific Harbor Christian School staff will not tolerate any bullying on school grounds or at any school activity on or off campus. **It is considered zero tolerance.**
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4. **Staff intervention.** Pacific Harbor staff members who observe or become aware of an act of bullying will take immediate, appropriate steps to intervene – unless intervention would be a threat to staff members' safety.
5. **Students and parents shall report bullying.** The school expects students and parents who become aware of an act of bullying to report it to the school Principal for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 7.
6. **Investigation procedures.** Upon learning about a bullying incident, the Principal shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff, review of school records, and identification of parent and family issues.
7. **Consequences/intervention.** Consequences for students who bully/cyber-bullying others shall depend on the results of the investigation and may include counseling, a parent conference, suspension, and/or expulsion. Depending on the severity of the incident and the age of the student, the Principal will also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents. Students will often be allowed to confront the bully by expressing how it made them feel and what they expect the bully to do in the future.

WEAPONS

Weapons and threats of harm or threats of violence

In a school, it is important to maintain an environment of safety, free from the fear of actual and potential danger. The display of, or possession of a weapon, or the threat of harm is dangerous, disruptive, and counter to meeting the nurture and safety needs of all students.

Definitions

1. **Weapon:** A “weapon” includes, but is not limited to any knife, cutting instrument, chemical agent or gas, explosive/flammable device (matches), crossbow, slingshot, bludgeon, straight razor, or any other tool, instrument, or implement capable of inflicting serious bodily injury. Ammunition, bullets, cartridges, primers, propellant powder, pellets, arrows, bolts, and darts that can be used in connection with any prohibited weapon shall also constitute as a weapon. Look-alike weapons, regardless of size, color, or material or any object used as a weapon with the intent to harm or create the impression of impending harm, are considered weapons under this definition.
2. **School:** Weapon definitions and policies are in effect at all times when school activity or a school program is in session. This includes day care hours of 6:30 a.m. to 6:00 p.m. Monday through Friday.

3. **Policies:** Possession of a weapon occurs when the weapon is found on the person of that student, in his/her backpack, locker or other personal property, or under his/her control while on school property and when any school event is in session.
4. **Weapons policy:** Possession of weapons or look-alike weapons on school property during any school activity is strictly prohibited. Any student found in possession of a weapon (under definitions above) **will be immediately suspended with parent or guardian notification.** A report will be made to local law enforcement, and at their discretion they may actively intervene. The student will remain suspended pending school board action on the student's probable expulsion.

Threat of Physical Harm

Threats are taken seriously at Pacific Harbor Christian School in light of past events at Columbine and Santee schools. Claims that the statement is only a joke will not keep Pacific Harbor from acting on its policies, since the school cannot determine with certainty whether the threat is serious or not.

A threat of physical harm is any statement, whether made verbally, in writing, or by means of an electronic device, by a person who threatens to commit a crime that could result in death, bodily injury, or excessive property damage to another person, or themselves. No distinction will be made as to the intent to actually carry out the threat, per California Penal Code 422.

Criteria used to evaluate the presence of a threat of physical harm and assessments of the accused in terms of a history of aggressiveness are:

1. Behavior or patterns of threatening behavior.
2. Presence of sufficient evidence.
3. Consistency of witness' statements.
4. Developmental appropriateness based on age and maturity level.
5. Perception of the victim that the threat produces fear of pending danger.

Threats of physical harm are subject to referral to appropriate law enforcement personnel. Students making such threats will be suspended pending a school board hearing and may be expelled.

DISCIPLINARY ACTION CONTRACTS

When a student has violated a minor infraction, a teacher or school staff member may issue a contract. A student's signature on the contract acknowledges that the student has read, understands, and agrees to work on correcting their behavior. Teachers may find other methods more effective with children in lower grades (grades K - 2nd). The Contract is between student and teacher, the goal and consequence and/or reward will be written on the form.

DETENTIONS

All detentions are after school, preceded by a notice stating the reason for the detention, as well as the date and time the detention is to be served. If a detention

notice is not returned signed by the parent, the teacher will call the parent and student will receive additional detention time. **Accumulation of one hour or more detention in one week will result in severe consequences that may lead to suspension.**

Failure to show for detention will result in detention time being doubled and a Conduct Slip given, and may lead to suspension. Parents must ensure their child attends the detention; if there is a family emergency they must communicate with the homeroom teacher to make arrangements. K-6th detention is on Thursdays and 7th-12th detention is on Tuesdays and Thursdays.

CONDUCT SLIPS

Conduct slips are used to document misbehavior **of a more serious nature** than that dealt with using contract forms. The person issuing the Conduct Slip will notify the parents. Conduct Slip remains in a student's file but **is not forwarded to the student's next school.**

The Conduct Slip is a **warning** that your child may move into a school suspension or possibly expulsion. Depending on the situation, a conduct slip may be issued along with a detention, suspension, or other consequence.

DISCIPLINE SLIPS

This form is used to document **major or persistent misbehavior**, such as overt disrespect, damaging property, stealing, cheating, plagiarism, forging signature, etc. A discipline slip may be given for a **first time offense** in case of **fighting, cursing, or putting others down, bullying** or any situation that places our school in danger or jeopardy.

The Principal completes this form and will make home contact. Students must return Discipline Slip with the parent's signature the next school day. **Discipline Slips are a serious form of disciplinary action** and should be treated as such by the student and parent. **They become part of the student's cumulative file and are forwarded to the next school.**

SUSPENSION/EXPULSION

Suspension and/or expulsion may result from **continuing, persistent, and willful misbehavior that has not responded to other disciplinary measures** including parent conferences. A student may also be suspended or expelled without previous warning in the case of certain major offenses such as:

- Smoking or possession of tobacco in any form on campus.
- Possession or use of any drugs, prescription and/or nonprescription, street drugs, and/or paraphernalia. Student's prescription or non-prescription drugs for use during school hours **MUST** be kept in the office.
- Possession of alcoholic beverages or being intoxicated on campus.
- Improper behavior or speech toward the opposite sex or same sex (harassment).
- Profanity directed at a teacher, other adults, or fellow students either verbal or written.
- Physically or verbally assaulting others **whether instigated or provoked.**
- Possession of any object viewed as a weapon to inflict substantial bodily harm.

- Willful destruction or defacing of school property or buildings.
- Repeated violations of school rules.
- An ongoing attitude of disrespect towards Christian values and school rules.
- Truancy.
- Inappropriate relations with peers: frontal hugging, holding hands, and kissing on campus or at school related functions.

Parents of suspended students will be notified by telephone and the written documentation of the infraction(s) and action will be sent home with the student. The written form will be a Conduct or Discipline Slip.

TYPES OF SUSPENSION

1. In-school suspension: The student is isolated on campus (in office), and is not considered absent.
2. Out-of-school suspension: The student is to stay home, and is considered absent.

CONDITIONS OF SUSPENSION

General conditions of suspension are:

1. Social isolation from all members of the student body for the duration of the suspension.
2. All work assigned and required during the suspension will be completed with a 20% deduction of grade.
3. Any test or quiz missed during “in” or “out of” school suspension cannot be made up and will receive a Fail.
4. Violation of any condition of suspension may result in expulsion from school.
5. Suspension is generally not less than one full school day, nor more than five consecutive school days.
6. Expulsion will be used only as a last resort.
7. No participation in school sponsored activities when suspended that day (games, outings, etc.).

MID-QUARTER PROGRESS CONCERNING SOCIAL BEHAVIOR

A Mid-quarter Report will be sent home indicating that a child’s Citizenship and Effort grades are slipping noticeably, or by one whole letter grade. This allows the parent and student the opportunity to bring the grade up to a passing level before the end of the quarter. Parents must sign this Mid-quarter Report and return it to the school within the school week it was received.

SOCIAL PROBATION

Steps for Social Probation:

1. The Principal will place students who have been referred to the office frequently or have had several detentions for the same behavior on Social Probation for the quarter. A Discipline Slip automatically places student on Social Probation.
2. Social Probation Notices will go home with the student on a bi-monthly basis.

3. Parents are to sign and return the notice; thus communication between staff and home is established.
4. Continued infraction will result in immediate suspension or expulsion.
5. Probations will be evaluated quarterly, and a student displaying improvement may be taken off Social Probation at the next quarter.
6. Students on Social Probation at completion of the 4th quarter will not automatically roll over to the next school year. Only at Principal's discretion will a student begin 1st quarter of the new year on Social Probation.

PARENTAL INTERACTION WITH STUDENTS/PARENTS

It is never appropriate for a parent to confront another student on campus about a behavior issue or incident that has occurred with that student. The proper procedure is to talk with the Teacher or Daycare Supervisor first. The discipline of a student and the "fact-finding" process is the responsibility of the PHCS Principal/staff. With this in mind, **we discourage parents from confronting other parents about discipline issues with their child.** Please let the teachers and Principal handle the problems that occur on campus. Thank you for your cooperation and understanding in this matter.

DISCIPLINE PLAN
MINOR INFRACTIONS

Many times minor infractions of school rules many times can be overcome by the students themselves. These minor infractions are a set-up for future, more serious discipline problems if not redirected.

<u>Examples</u>	<u>Teacher Plan</u>	<u>Forms</u>
1. Talking (that disturbs and interrupts).	1. Talk with student (1-2 warnings).	IN THIS ORDER
2. Getting out of seat at the inappropriate times.	2. Document all incidents and your action, and	1. Contracts
3. Discourtesy to others (not keeping hands/feet/mouth to self).	complete, proper forms (daily evaluations).	2. Recess Reports (Out of Class violations)*
4. Being unprepared for class.	3. Telephone parent after second warning.	3. Detentions*
5. School rules being ignored (see rules).	4. Seek advice for setting up a plan of action between your student(s) and yourself.	*NCR Forms:
6. Dress code violation.		White - Parent's to sign & return to teacher
7. Cell phones or electronic devices out of back packs while on school campus.		Yellow - Teacher Copy
		Pink - Office Copy

SERIOUS INFRACTIONS

Definition: When a minor infraction of a school rule is continually violated and the teacher has previously redirected, implemented a contract, informed parents, talked, and prayed with the student, all to no avail, the minor infraction now becomes serious. The Head Teacher/Principal will be informed and a Conduct Slip issued to the student. A serious infraction may, at times, be a first offense and a contract or redirection would not be necessary. This serious infraction would warrant referral to the office with a Conduct Slip.

<u>Examples</u>	<u>Teacher Plan</u>	<u>Forms</u>
1. Tagging or defacing student’s own personal property (books, back pack, etc.). 2. Talking, passing notes, or playing in Chapel. 3. If a student hasn’t changed the minor infraction, it would now go to serious infraction.	1. Student referral to Head Teacher/Principal with written form and yellow folder. 2. Head Teacher/Principal this time disciplines the student with counsel and makes the decision as to the next step by conferring with principal if necessary.	1. Conduct (must be sent to Principal with yellow folder). 2. Conduct and possibly detention (1st-12th) Or Suspension. <u>NCR Forms</u> White – Parents to sign & return to school Yellow – Teacher Copy <u>Pink</u> – Office copy
KINDERGARTEN		
1. Physical injury to another person/child out of anger (1st offense) - (fist, pinching, biting, slapping, kicking, hitting with an object).		

SEVERE INFRACTIONS

Definition: A severe infraction would warrant immediate attention by the Principal along with an office referral. These infractions could include immediate in or out of school suspension or expulsion.

<u>Examples</u>	<u>Teacher Plan</u>	<u>Forms</u>
1. Smoking or possession of tobacco in any form on campus. 2. Possession of use of	1. Principal will evaluate and decide plan of action upon review of all documentation, but not limited to	1. Discipline Slip <u>NCR Forms</u> White – Parents to sign & return to the office

<p>ANY drugs or inhaler, student's prescription drugs for use during school hours MUST be kept in the office.</p> <p>3. Possession of alcoholic beverages or being intoxicated on campus.</p> <p>4. Improper behavior or speech toward the opposite sex or same sex.</p> <p>5. Profanity directed at teacher or other adult authority.</p> <p>6. Physically assaulting others whether or not instigated or provoked.</p> <p>7. Possession of any object viewed as a weapon to inflict substantial bodily harm.</p> <p>8. Willful destruction or defacing of school property and/or urination on school property.</p> <p>9. Repeated violations of any school rules.</p> <p>10. An on-going attitude of disrespect toward Christian values and school rules.</p> <p>11. Cheating/stealing.</p> <p>12. Any gang related activity, (signs, dress, language), verbal, or visual communication.</p> <p>13. Hickeys, body piercing, tattoos.</p>	<p>2. If a suspension or expulsion occurs the teacher has 24 hours to gather assignments, books & personal belongings for parents to pick up. Students on suspension or expulsion do not return to the classroom or campus.</p>	<p>Yellow - Office copy</p>
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| 14. Violation of any of the three “Zero Tolerance” rules. |
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FACULTY & STAFF INFORMATION

“A student is not greater than the teacher. But the student who works hard will become like the teacher.” Luke 6:40

ROLE MODEL POLICY

Pacific Harbor recognizes its need to faithfully present a quality Christian program to the families we serve. In order to do this we hire individuals that will spiritually support our philosophy and that are educated and trained to teach. We require our teaching staff to hold bachelor degrees from accredited universities and to apply for the ACSI Teaching Certificate. In addition, we require all employees to be of born again faith with a personal testimony of their relationship with Christ. With this in mind, below are the requirements we adhere to concerning various levels of employees here at Pacific Harbor.

TEACHERS

- Must be **Born Again** and subscribe to PHCS’s statement of Faith.
- Must **attend a Christian church** fellowship regularly (no less than once a week).
- All teachers hired after August 2007 **must have a bachelor’s degree** or better in order to teach and have direct control of a classroom. (Teachers that have 20+ years teaching experience are exempt, but must continue on-going educational training.)
- By the first day on the job, all teachers have completed all required forms, supplied necessary health documents (i.e. **physical, T.B. clearance**), have been **fingerprinted** and have a **criminal record clearance**, and have **completed staff orientation training**.
- Must pursue **professional development** to continue their education.
- Must have a **valid First Aid and CPR certification**.

STUDENT TEACHERS

Pacific Harbor Christian School, in its desire to advance the cause of Christian education, is active in the development of new teachers. Pacific Harbor Christian School also recognizes its need to faithfully present a quality educational program to the families that send their children through its system for training. Thus the following polices are in effect as it relates to the use of student teachers.

- Student teachers must be born again Christians and must subscribe to PHCS’s Statement of Faith.
 - No teacher with less than three years of actual classroom teaching experience is to be assigned a student teacher.
 - All prospective student teachers are to be interviewed by the Principal and must fill out all PHCS forms and required documents.
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- All student teachers receiving a classroom assignment will be under the direct supervision of the Head Teacher for the first year when making decisions concerning curriculum and student discipline.
- Each student teacher is to have the Student/Teacher Handbook reviewed with him/her before the first day of the student teaching assignment.
- During the first day on the job, each student teacher will be exposed to the philosophy of education for PHCS.
- By the first day on the job, all student teachers have completed all required forms, supplied necessary health documents, (i.e. **physical, T.B. clearance**), have been **fingerprinted** and have a **criminal record clearance**, and have **completed staff orientation training**.
- Must have a **valid First Aid and CPR certification**.

MINISTRY OUTREACH

“For the Son of man has come to seek and to save that which was lost.” Luke 19:10

PURPOSE AND GOAL

At Pacific Harbor we seek to establish and develop Christian character with an emphasis on instilling a Biblical worldview within our students. We do so in various ways by providing, these opportunities:

- Weekly chapels with praise and worship and Bible teaching
- Spiritual Emphasis Week
- Christmas outreach to the community
- Community service projects
- Canned Food Drive to feed those in need
- Worship Fest
- Mission trips
- Parent fellowship group
- Community outreach events

PARENT INVOLVEMENT

*“For where two or three are gathered together in My name there am I in the midst of them.”
Matthew 18:20*

PARENT RESPONSIBILITY AS PARTNERS

We believe that God’s order of training and teaching children **begins first in the home**. Because parents have made a wise choice to use Pacific Harbor to help educate and nurture their child in the way to go, we ask parents to commit to become involved in this teaching and training. Becoming partners with the school makes everyone’s job easier. Parental support, donated time, teamwork, and joining together in prayer are a few effective ways to be responsible as we join together to raise children.

PARENT-TEACHER FELLOWSHIP (PTF)

The Parent-Teacher Fellowship is an organization of parents and teachers. Its purpose is to help promote child welfare in the home, school, church, and community. It is the desire of this organization to bring a closer relationship between the home and the school so that the parents and teachers may cooperate intelligently and spiritually in the rearing of the child. It is also the desire of this fellowship to seek God's guidance in securing for our children the highest advantages in mental, physical, moral, and spiritual education.

Each year the Parent-Teacher Fellowship chooses special projects for the school. They also sponsor many of the activities during the school year. We encourage every parent to become an active member. Your involvement will strengthen the tie between home and school and will benefit both you and your child.

PTF meetings are held once a month in the café at 7p.m. Check monthly calendar for exact dates.

PARENT STUDENT INVOLVEMENT (PSI)

In an effort to fairly share the teamwork needed to make a successful school, parents are asked to become actively involved. The yearly \$200 Parent School Involvement fee will be waived upon showing proof of meeting all of the following requirements by May 18th. **IMPORTANT** - This requirement must be met every school year, hours and meetings **DO NOT** "roll over" to the next school year.

1. **20 Service Hours (PSI hours)**
2. **Attendance at 2 PTF meetings**
3. **A minimum of \$50 per fundraiser, and participation in both fall and spring fundraisers.**

PSI FORM PROCEDURES

Every family will receive at orientation night a **Volunteer P.S.I. Credit Form**. This will be your P.S.I. slip for the school year 2012-2013. Instead of having separate slips for each event and/or donation, we have incorporated one PSI slip. **Parents are responsible to get their slip initialed and hours written in by appropriate staff, teacher, and/or office staff. The PSI Credit Form must be turned into the Finance Office by May 13th** for credit to their account. PHCS is not responsible for lost or stolen 2012-2013 PSI Credit Forms. Should a PSI Credit Form need to be replaced, there are blank forms available in the office. PHCS office, staff, or teachers do not keep records of PSI hours earned or items donated, it is a parents responsibility to follow up in obtaining completion of their PSI Credit Form. Procedures for parental involvement for PSI hours are listed below:

- It is mandatory that parent, guardians, or adult living in the same home as the child attend two mandatory PTF meetings. Credit for attending the meeting(s) is non-transferable.
- On PTF nights, the sign-in sheet will be placed on a table outside the cafeteria. The cafeteria doors will be closed at 7pm. Parents arriving late can sign in, but don't distract the meeting in progress.
- PTF officers will initial your PSI slip when presented at the meeting, and a Free Dress Pass for the student will be handed out.

- **If parents fail to sign in, no credit will be given.**
Please refer to your PSI registration packet for more details.

SEXUAL HARASSMENT

*“Every word of God is pure; He is a shield unto them that put their trust in Him.” Proverbs
30:5*

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is unwanted and unwelcome sexual behavior, which interferes with your right to get an education or to participate in school activities. It may result from words or conduct that offend, stigmatize, or demean a student on the basis of sex.

The target of the harassment and the perpetrator do not have to agree about what is happening; sexual harassment is subjective. Nor do you have to get others, whether peers or school officials, to agree with you. Harassment can be one-time or multiple occurrences. Some examples:

- Touching, pinching, and grabbing body parts
- Sexual notes or pictures
- Sexual graffiti
- Being cornered, forced to kiss someone, or coerced to do something sexual
- Making suggestive or sexual gestures, looks, verbal comments (including “mooing,” “barking,” and other noises) or jokes
- Pulling someone’s clothes off
- Pulling your own clothes off
- Attempted rape and rape

Some forms of harassment may also be crimes and should be reported to police and prosecutors.

PROCEDURES TO TAKE IF HARASSED

1. Tell someone and keep telling until you find someone who believes you. Find supporters and talk with them. The point is to find someone you can trust who will take the kinds of actions you want.
2. Don’t blame yourself, harassment is unwanted and can make you feel trapped, confused, helpless, embarrassed, or scared.
3. Find out who at your school is responsible for dealing with complaints about sexual harassment. If you feel uncomfortable talking to the designated people, go to an adult you like and trust. It’s OK to bring a friend or parent with you to that meeting.
4. Let the harasser know that you don’t like the behavior or comments. If you feel safe and comfortable doing so, tell the harasser his/her misbehavior bothers you and you want him/her to stop. Or write a letter that describes the behaviors you consider to be harassment, indicate that these bother you, and that you want them to stop. Keep a copy of the letter for your records. Write the letter with an adult

- advocate and have the adult hand-deliver the letter to the harasser so the harasser takes this letter seriously.
5. You have the right to file a complaint with the U.S. Department of Education's Office for Civil Rights with your state's Department of Education, or to bring a lawsuit under Title IX of the Federal Education Laws.

GOAL AND OBJECTIVES

Expected School-wide Learning Results (ESLR)

At Pacific Harbor Christian School, students will be provided with academic preparation in all subject areas, as well as with Biblical and Christian training in order to defend their faith. Pacific Harbor Christian School will prepare its students to be:

- **Spiritually Growing Individuals** who have experienced the regenerating power of Jesus Christ and the Word of God through the work of the Holy Spirit in their lives, and who strive for the highest development of each of their God-given talents and abilities. (Eph. 1:3-4; Col. 2:6-7)
- **Life Long Learners** who demonstrate reliance on God, and set realistic personal and academic goals. (Rom. 12:3-8)
- **Critical Thinkers** who carry out problem solving skills from a distinctively Biblical worldview. (Phil. 4:6-9)
- **Effective Communicators** who express themselves and their faith in writing, speaking, listening, and mathematics. (Matt. 22:37)
- **Servant Leaders** who practice Biblical skills in developing Godly relationships; able to be servants in a diverse environment and function effectively as Christians. Leaders, who do not merely look out for their own personal interest, but regard others as more important than themselves and are called to serve others in love. (Phil. 2:1-5; Gal. 5:13)
- **Biblical Worldview Evangelists** who carry the message of Jesus Christ and the great commission to others by witnessing and displaying Christian character. (Mark 15:16)
- **Healthy Individuals** who understand their identity in Christ as a unique individual created in the image of God, and are physically, emotionally, and spiritually fit, practicing good health habits and wise use of the body as the temple of God. (Rom. 12:1-2; 1 Cor. 6:19-20)
- **Community Participants** who understand God's influence in history and world events, and realize their need to practice responsible citizenship through community service. (1 John 3:16-18)

The Matthew 18 Principle For
Solving School Problems

By Dr. Paul A. Kienel, Executive Director
Association of Christian Schools International

The “me generation” philosophy of “I’ll do it my way” sometimes spills over into the Christian community. For example, when differences develop between individuals, some Christians take matters into their “own hands” and by-pass the Biblical procedure of solving problems.

A Christian school is made up of people – parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God’s will that we live and work together in harmony. Jesus said, “A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if you have love one to another” (John 13:34-35).

Due to our human nature we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17 Jesus gives a formula for solving person-to-person problems. I call it “the Matthew 18 principle” for solving school problems. The following are the words of Jesus:

“Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglects to hear the church, let him be unto thee as a heathen man and a publican.”

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

One: **Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “A hypocrite with his mouth destroyeth his neighbor: but through knowledge shall the just be delivered.” (Proverbs 11:9)

Two: **Keep the circle small.** “...if thy brother shall trespass against thee, go and tell him his fault between thee and him alone...” The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people level.

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

Four: **Be forgiving.** “...if he shall hear thee, thou hast gained thy brother.” This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads “...if a man be overtaken in a fault, ye which are spiritual, restore such a one in the spirit of meekness; considering thyself, lest thou also be tempted.”

As I mentioned earlier, most school problems are resolved at the two people level. Forgiveness and restoration is the normal happy conclusion. But what good is the Matthew 18 principle if the individual will not “hear” you, or openly disagrees with your version of the problem? Let’s say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

Five: **The parent and teacher should agree to share the matter with the school Principal.** At this stage the counsel of Jesus would be “...take with thee one or two more, that in the mouth of two or three witnesses every word may be established.” Both parent and teacher should rehearse their version of the issue or issues with the school’s Principal. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to Godly principles will most often reach an amiable solution.

I estimate that 80% of school problems are solved at the two people level. Another 18% of school problems are solved at the three and four person level, which includes the school’s Principal. This leaves 2% to be resolved at the level of the school board. The board represents the church or church community. Let’s say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

Six: **The school Principal should explain the problem to the chairman of the school board. The chairman will decide how the matter will be presented to the board.** Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

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

Prayer for the 2012-2013 School Year:

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“To God be the Glory”