



# PACIFIC COAST CHRISTIAN PREP

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## Student Handbook



# A LETTER FROM OUR FAMILY TO YOURS

It is with great excitement that we welcome you to a new year at Pacific Coast Christian Prep as part of the Panther family! Here, we truly are a family. Our team understands the rich diversity and exceptional people who make up our community. Our quality, enriching Christcentric education prepares the hearts and minds of our young to become impactful leaders in the future. We value service to others and recognize that a leader must first be a servant. Service to God and service to others is the ultimate point and purpose of education.

True Christian education consists of developing critical reasoning skills in students who can ascertain the various underlying worldview from publishers, authors, teachers, coaches, media, entertainment and the world around them, and compare those views to a Christian worldview. Our exceptional academics, elite athletics, and expressive arts programs all function together to build the character and gifts uniquely inherent in each child.

From our TK program which lays a firm foundation in the social, emotional, physical and mental development of young 4-year olds, to our K-12 liberal arts school emphasizing 21st-century learning modalities with a focus on science, technology, engineering and mathematics (STEM), students will be equipped with the tools necessary to pursue the college and career opportunities of the future.

We desire our students to be curious active learners who investigate, question, analyze and explore with their hands, their hearts and their minds. These things happen when experienced and inspired faculty lead willing students who are strongly supported by an engaged and caring community.

As we look to our future, we are committed to becoming one of the leading preparatory schools in the nation while remaining grounded and rooted in Christ. We will continue to invest in the lives of the students, in the lives of the parents, and in the lives of our dedicated and highly trained faculty and staff.

We close with this verse from Col. 1:9-10, which is our heart for you:

“We have not stopped praying for you since we first heard about you. We ask God to give you complete knowledge of His will and to give you spiritual wisdom and understanding. Then the way you live will always honor and please the Lord, and your lives will produce every kind of good fruit. All the while, you will grow as you learn to know God better and better.”

Welcome Panthers! Welcome home!

Dei Gratia – By the grace of God,

Faculty and Staff  
Pacific Coast Christian Prep  
Panthers





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## I. Who We Are

### A. MISSION

The mission of Pacific Coast Christian Prep is to dedicate ourselves to the pursuit of Biblical worldview discipleship interwoven in *exceptional academics, elite athletics, and expressive arts*, which prepares our graduates to live God's call and "Impact the World" for Christ.

### B. VISION

Our vision is to glorify God by establishing a Christ-centric, comprehensive TK-12th grade school that is recognized nationally for our exemplar model of discipling students in a Biblical worldview college-preparatory education while serving a diverse student population.

### C. MOTTO

"Impact the World"

*"In humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others."* Philippians 2: 3a-4

Our desire is to fully equip students in the character, gifts and preparation needed for our students and families to make an impact on the world for Christ.

### D. PURPOSE

Expanding the Kingdom of God through education.

### E. STATEMENT OF FAITH

**We believe...** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).

**We believe...** there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

**We believe...** in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).

**We believe...** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).

**We believe...** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).

**We believe...** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).

**We believe...** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

**We believe...** that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a





man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.

**We believe...** that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

**We believe...** in the sanctity of human life and that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139).

**Final Authority for Matters of Belief and Conduct...** the statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Pacific Coast Christian Prep's (PCCPrep) faith, doctrine, practice, and policy, our School Board is PCCPrep's final interpretive authority on the Bible's meaning and application.

## F. OUR PILLARS

PURPOSE DRIVEN

CHRIST FIRST

CRITICAL THINKERS

PREPARED LEADERS

**PURPOSE DRIVEN:** *"The Lord will fulfill His purpose for me; your steadfast love, O LORD, endures forever..."* Psalm 138:8

We believe that every person is wonderfully made with gifts and talents that lead to a unique purpose in this world. God gives us our meaning, value and purpose. We also believe that everything we do should be done with purpose. This is what drives us to be excellent in our calling as individuals in a school setting. Our academics, artistic expression, athletics, and electives should be designed and conducted in an exemplary way to glorify God and support our calling and purpose.

**CHRIST FIRST:** *"He is the beginning, supreme over all...So He is first in everything."* Colossians 1:18b

Our first priority is to love God with our whole being and through all of our actions. At PCCPrep, a vibrant spiritual experience is created through daily Bible classes, dynamic weekly chapels, biblical worldview training throughout the curriculum, and enriching spiritual experiences including retreats, missions, and service projects. The ability for students to interpret the world around them through the lens of scripture gives students deep roots and a solid foundation upon which to build their lives. The foundation for everything we do at PCCPrep is the Bible. We will keep Christ first in all decisions and programs, honoring Him in all policies and procedures, steadfast in our values as found in the Bible and demonstrated to us in Christ Jesus.

**CRITICAL THINKERS:** *"But examine everything carefully; hold fast to that which is good;"* I Thessalonians 5:21

Our comprehensive TK12th grade educational program is developed from a Biblical worldview foundation which guides students through a well thought out, age-appropriate education encompassing academics, arts, athletics, and other extra and co-curricular activities. These are designed to train thinking disciples who critically examine all things by the standard of God's word and are thus prepared to follow God's call as they go forth in profession and community to impact the world.





**PREPARED LEADERS:** *"If I have the gift of prophecy and understand all mysteries and all knowledge, and if I have all faith so that I can move mountains but do not have love, I am nothing."* I Corinthians 13:2

The relentless pursuit of excellence in everything we do develops outstanding leadership opportunities both now and in the future to impact the world for Christ. Leaders are servants first and place the needs of others before their own needs. They lead from the bottom up as they seek to build others up to live their calling. They humbly love and lead others through faith, compassion, and service. We strategically create opportunities for our students to lead others through service days, local outreaches, missions and leadership trips. The loving, nurturing environment created by our faculty, staff, parents and students is what defines us. If we do all things well, including academics, arts, and athletics, but do not love God and one another, we have accomplished nothing.

## G. STUDENT LEARNING OUTCOMES (SLOS)

### PURPOSE DRIVEN

- \* Know that God has a plan and purpose for their life.
- \* Discover their meaning, value and purpose in Christ.
- \* Pursue their unique passions, in order to impact the world for Christ.
- \* Exhibit a high degree of persistence, resourcefulness, and resilience.
- \* Learn from success and failure.

### CHRIST FIRST

- \* Explore the gospel and character of Jesus Christ.
- \* Study the Bible and memorize Scripture at their levels.
- \* Grow in biblical worldview discernment.
- \* Experience God's love through a joyful, vibrant spiritual environment.
- \* Demonstrate their love for Jesus through service, worship, and communication of their faith.

### CRITICAL THINKERS

- \* Read well, write well, speak well and think well as measured by the standards for each subject and grade level.
- \* Solve problems, research, analyze, interpret, and evaluate information.
- \* Determine legitimacy of sources through critical analysis.
- \* Discover how God's Truth permeates all subject areas and articulate a Biblical worldview.
- \* Progress towards higher levels of education and ultimately be academically prepared for the colleges or vocations of their choice.

### PREPARED LEADERS

- \* Work independently and collaboratively with others, exhibiting patience, kindness, self-control and respect.
- \* Anticipate changes and apply knowledge, skills, and creativity to real-world situations.
- \* Develop character and discipline through participation in arts, athletics, and/or other activities.
- \* Demonstrate servant leadership through student-led activities, events, leadership training and/or service projects.
- \* Contemplate models of Christ-like love and leadership in the staff and emulate these traits through mentoring, discipleship, and exhortation.

## H. OUR PHILOSOPHY OF EDUCATION

Jesus taught us that the greatest commandment in all of scripture is to "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: 'Love your neighbor as yourself.' There is no commandment greater than these." (Mark 12:30-31) At Pacific Coast Christian Prep, our philosophy of education begins and ends with these two commandments. It is in Christ and through Christ that we have our meaning, value and purpose. Our purpose, therefore, is to love God and love others.







We are to love God with all of our heart (spiritually), all of our soul (socially and creatively), all of our mind (academically), and all of our strength (physically). PCCPrep is called to prepare students to love God in all of these areas by preparing their hearts, bodies, minds, spirits and connections for service to Him and to the world he created.

We believe that to love God and love others fully, we must be prepared to fully utilize the unique gifts God has given us. PCCPrep is committed to providing every chance for students to make the best use of their gifts by offering liberal arts, STEM, AP and Dual Enrollment classes, athletics, and participation in the visual and performing arts. In order to broaden our opportunities for outreach and to love more people groups in the world, PCCPrep students are encouraged to become fluent Spanish speakers and are offered Spanish instruction TK-12th grade.

**Exceptional Academics:** Our deep and rigorous academic program is designed by our exceptional faculty who serve as instructors and inspirational mentors. We research and use the best published texts we can find, and may use multiple sources to create the very best programs available. Therefore, we work collaboratively together weekly to create rich, Biblically integrated, singular and cross-curricular instruction that is carefully mapped from TK-12th grade using college readiness standards. Lessons are designed to develop problem-solving, critical thinking and communication skills reflecting the highest standards of pedagogy. Assessments are carefully designed and analyzed to ensure expected outcomes are being met.

Science, Technology, Engineering and Mathematics (STEM) are key pillars of our educational experience at PCCPrep. PCCPrep is committed to the technical transformation of this world through Godly principles. We understand the full range of technology-based opportunities, and the skills necessary to succeed in all college technical settings. A wide range of technical trainings are available, with the strategic integration of mathematics, engineering and the sciences. Real world technology internships will be available, with a curriculum based on active technology executives and experts. PCCPrep has made substantial investments in its technology and infrastructure which provides the optimal technical environment for our students. From computer programming to technical project management, robotics to engineering, PCCPrep prepares our students in God based entrepreneurialism. PCCPrep understands the importance of science, information technology, engineering and mathematics in today's society, and the required training of our students to help them succeed in all of the various and overlapping STEM environments.

**Elite Athletics:** Our competitive athletic program is designed to build resilience, teamwork, stamina and valor in the life of the student-athlete both on and off the field. Athletics are inherently educational and as such, the field, track and court are extensions of the classroom and are classrooms.

**Expressive Arts:** Our Arts program is dynamic and vibrant at its core, and is an expression and reflection of God's creativity. The biblical worldview training in the study of artistic expression relates to both history and philosophical thought throughout the ages.

**Extra & Co-curricular Activities:** We recognize that each student is made in the image and likeness of God with unique gifts, interests, abilities, and backgrounds. Therefore, we seek to create multiple opportunities for students to discover and enrich their unique calling through arts, athletics, various clubs, mission's trips, leadership trips, service opportunities, and job shadows, etc.

PCCPrep students are given many opportunities to lead in areas such as clubs, outreaches, and performances. Likewise, they are given the opportunity to demonstrate their love for God through service to each other, the community and the world around them.

## I. ACCREDITATION AND AFFILIATION

Pacific Coast Christian Prep annually files a Private School Affidavit for TK-12th grade through the California State





Department of Education. PCCPrep is pursuing accreditation with both Western Association of Schools and Colleges (WASC) and Association of Christian Schools International (ACSI).

## J. REGALIA

**School Colors:** Black, White, and Gray

**School Mascot:** Panther

## K. OPERATING HOURS

First bell rings 5 minutes before below start times.

### **TK - 4th Grade School Hours:**

Monday - Thursday: 7:30 AM - 2:40 PM

Friday: 7:30 AM - 12:05 PM

### **5th - 12th Grade School Hours:**

Monday - Thursday: 7:30 AM - 2:50 PM

Friday: 7:30 AM - 12:15 PM

Students may arrive on campus beginning at 7:00 AM. For students in grades TK-5th Grade there is extended care provided until 6:00 PM (additional fees apply).

### **Office Hours:**

Monday - Friday: 7:00 AM - 3:30 PM

(Closed all school holidays except during summer break. Summer office hours are 8:00 AM – 12:00 PM)





## II. ACADEMIC GRADE CODES, PROGRAMS & PROCEDURES

### A. ACADEMIC AND CONDUCT CODES

**Elementary School Reporting and Codes:** The TK-6<sup>th</sup> grade uses a standards-based report card designed to assess student performance against a specific and observable set of grade/subject level skills. A standards-based system measures each student against the identified, concrete standard, instead of measuring how the student performs compared to other students. This type of reporting instrument keeps teachers, parents, and students themselves focused on the desired outcomes for “year- end” learning goals from the very beginning of the year. A standards-based report card uses proficiency scores that are observable and objective based on end-of-year grade level benchmarks. The following codes will be used:

Life Skills		Homework	
Grading Scale	Grading Descriptors	Grading Scale	Progress Scale
4	Student consistently demonstrates this skill.	3	Successful
3	Student demonstrates this skill most of the time.	2	Progressing
2	Student demonstrates this skill some of the time.	1	Needs Improvement
1	Student requires on-going intervention.	0	No Effort Shown

### Academic Standards

Grading Scale	Progress Scale	Progress Descriptors
4	Advanced	The student consistently demonstrates independent mastery of <b>more complex content</b> related to this grade level standard and works <b>above this grade level standard</b> . With complete ease the student grasps, applies and extends processes and skills for this standard.
3	Proficient	<b>This is the goal for this grade and is something to celebrate!</b> The student consistently demonstrates understanding of the grade level standard and can independently apply the standard in a variety of contexts; meeting standard/expectation.
2	Emergent	The student is <b>beginning</b> to, and occasionally does demonstrate this grade level standard. The student is beginning to comprehend and apply key processes and skills for the standard, but produces work that contains errors. Is approaching achievement of standard/expectation.
1	Below Basic	Student has limited knowledge or skill regarding this standard. Student is working below grade level expectations, has not mastered standard, and needs on-going support. <b>Conference may be needed.</b>
(blank)	Not Assessed	The standard was not addressed this term. This is because the entire curriculum cannot be taught at once. While some learning standards will be addressed throughout the entire year, others will be phased in as the school year progresses.





**Junior High and High School Reporting and Codes:** The JH/HS uses a traditional report card issued after each semester following final exams. The conduct and grade codes are as follows:

	Conduct Codes
<b>E</b>	Excellent
<b>G</b>	Good
<b>S</b>	Satisfactory
<b>N</b>	Needs Improvement
<b>U</b>	Unsatisfactory

Grade	Description	Percent Range	Regular	Honors	AP
<b>A+</b>	Excellent	97.00 - 100.00	4.33	4.83	5.33
<b>A</b>	Excellent	93.00 - 96.99	4.00	4.50	5.00
<b>A-</b>	Very Good	90.00 - 92.99	3.67	4.17	4.67
<b>B+</b>	Above Average	87.00 - 89.99	3.33	3.83	4.33
<b>B</b>	Above Average	83.00 - 86.99	3.00	3.50	4.00
<b>B-</b>	Above Average	80.00 - 82.99	2.67	3.17	3.67
<b>C+</b>	Average	77.00 - 79.99	2.33	2.83	3.33
<b>C</b>	Average	73.00 - 76.99	2.00	2.50	3.00
<b>C-</b>	Average	70.00 - 72.99	1.67	2.17	2.67
<b>*D+</b>	Below Average	67.00 - 69.99	1.33	1.33	1.33
<b>*D</b>	Below Average	63.00 - 66.99	1.00	1.00	1.00
<b>*D-</b>	Below Average	60.00 - 62.99	0.67	0.67	0.67
<b>*F</b>	Failing	0.00 - 59.99	0.00	0.00	0.00
<b>I</b>	Incomplete	No Credit – Student must complete missing work within allotted timeframe for a grade to be issued.			
<b>P</b>	Passing	Credit for Proficiency			
<b>W</b>	Withdraw	No Credit - Authorized drop after 2 weeks while receiving a passing grade.			
<b>WF</b>	Withdraw/Fail	No Credit - Authorized drop after 2 weeks while receiving a non-passing grade.			
<b>NG</b>	No Grade	No Credit - Auditing a class			

**Earning credit and passing classes**

A student must receive a D- or above to pass a class. If a student receives a D+ through a D-, the student will receive high school credit and may be placed in the next level. However, it should be noted that colleges do not recognize any grade below a C- for admissions purposes in any class. In some cases (math and Spanish classes, specifically), a student with a grade below a C- will need to re-mediate the course at parent expense to demonstrate proficiency in the skills required for success at the next level.

An F, I, or WF is not considered passing and does not receive credit. A student with such marks in any class will be required to pursue credit recovery for the course at parent expense. Exceptions to this policy will be based on administrative approval and the ability to accommodate the class in the students’ schedule.

**B. COLLEGE CREDIT EQUIVALENT**

Students taking college courses can earn concurrent high school credit (Dual Credit) depending on prior approval, course subject and level.

College Units	High School Units
1-2	1
3+	2





### C. GRADUATION REQUIREMENTS

A student must meet all PCCPrep graduation requirements prior to walking in graduation.

Subject	Semesters	Notes
History / Social Science	6	World History/US History/Government & Economics
English	8	
Mathematics	6	At least Algebra 1, Geometry, Algebra 2
Science 3 yrs. with 2 labs	6	1 Physical Science lab, 1 Life Science lab, 1 additional year of science, engineering or informational technology Must have science or math as a senior
Language other than English (LOTE)	6	At least 4 credits must be taken in 9 <sup>th</sup> through 12 <sup>th</sup> grade
Visual/Performing Arts (VAPA)	2	Both semesters of same UC approved course.
College Prep Elective	2	Additional UC "g" approved college prep elective in history/social science, English, mathematics, science, or LOTE.
General Electives	6	
PE or Athletics	4	
Bible*	8	Must complete Bible course each year enrolled at PCCPrep
Minimum Required Credits**	54	Total minimum amount of high school credits taken during high school required to graduate.
ACT Test		Must take the ACT test and submit scores to PCCPrep during 11 <sup>th</sup> grade.
Digital Portfolio Presentation		Senior capstone project presented to panel.
Community Service Hours*	100 hours	25 hours submitted per year while enrolled at PCCPrep

\*Requirement is in direct association to the number of years enrolled at Pacific Coast Christian Prep.

\*\*Full time status required every year.

### D. HIGH SCHOOL COURSE OFFERINGS

The below courses are available and can be offered with minimum yearly enrollments.

<b>Bible</b>	Old Testament Survey	New Testament Survey	Doctrines	Philosophy		
<b>Math</b>	Algebra I	Geometry	Algebra II	Pre-Calculus	Calculus	Dual Enrollment
<b>Science</b>	Biology	Chemistry	Anatomy & Physiology	Advanced Pre-Med	Information Technology	
<b>Social Studies</b>		World History	U.S. History	Government & Economics	AP US History	AP Gov
<b>Language Arts</b>	English 9	World Literature	U.S. Literature	British Literature	AP English Language	AP English Literature
<b>Foreign Language</b>	Spanish 1	Spanish 2	Spanish 3	Spanish III Honors	AP Spanish Language	AP Spanish Literature
<b>Electives</b>	Yearbook / Visual Com	Drama	Guitar	Worship Team	PE/Athletics	





**E. COLLEGE PREPARATORY STANDARDIZED TESTS**

EXAM	OFFERED FOR:	LOCATION	PURPOSE
ACT	11 <sup>th</sup> grade Standard fee, late fee & standby fees: paid by parent	Administered seven times annually at specified test site. Log on to <a href="http://www.actstudents.org">www.actstudents.org</a>	College readiness tests in English, math, reading, science and writing.
PreACT	10 <sup>th</sup> grade Fee paid by PCCPrep	Administered on campus annually	Practice test for the ACT
ASPIRE	3 <sup>rd</sup> – 9 <sup>th</sup> grade Fee paid by PCCPrep	Administered on campus annually	School assessment data: Practice for the ACT
PSAT	10 <sup>th</sup> – 11 <sup>th</sup> grade Optional/Fee paid by parents	Contact administration for locations	Entrance exam for the National Merit Scholarship program
SAT (Reasoning)	9 <sup>th</sup> – 12 <sup>th</sup> grade Standard fee, late fee & standby fees: paid by parent	Administered seven times annually at specified test site. Log onto <a href="http://www.collegeboard.com">www.collegeboard.com</a>	College readiness tests English vocabulary, math through trigonometry and writing.
SAT II* Subject Tests	9 <sup>th</sup> – 12 <sup>th</sup> grade Standard fee, late fee & standby fees: paid by parent	Administered seven times annually at specified test site. Log onto <a href="http://www.collegeboard.com">www.collegeboard.com</a>	Log onto <a href="http://www.collegeboard.com">www.collegeboard.com</a> for subject listing.
ACT	9 <sup>th</sup> – 12 <sup>th</sup> grade Standard fee, late fee & standby fees: paid by parent	Administered seven times annually at specified test site. Log on to <a href="http://www.actstudents.org">www.actstudents.org</a>	Tests in English, math, reading, science and writing available.
AP Exam	9 <sup>th</sup> – 12 <sup>th</sup> grade Test fee paid by parents	Administered on campus annually	Students enrolled in AP courses can take the corresponding exam.

\* UC and equivalent level schools recommend subject exams for certain colleges and majors.

**F. ADDITIONAL ACADEMIC PROGRAMS**

Advanced Placement (AP): This is a college level course that prepares students for the AP exam. The score will determine eligible college credit, which is determined by the university or college. Students must first meet prerequisites to be eligible for AP courses and have teacher’s approval. Students will receive an additional point towards the GPA value of this class when they take the AP exam at the end of the year.

Dual-Enrollment: Juniors and Seniors who have an unweighted GPA of 3.0 or higher may choose to take dual-enrollment courses through a college or university. We use the term dual-enrollment to mean that students will be enrolled -- concurrently -- in two distinct educational institutions. These high school students will be able to take college courses while they are still enrolled in high school. This opportunity is to enable high school students to receive credits that will be recognized at the collegiate level and can qualify as completed course credits at the high school level (the acceptance of credit, however, is always an individual institution decision). College courses must pre-approved prior to enrollment by our administration through a written contract in order to receive credit on our transcript. Courses may not be duplicates of what is offered at PCCPrep.

Concurrent-Enrollment: Some of the course offered at PCCPrep are approved for concurrent college credit through The





College at Southeastern. Students may choose to receive college credit upon successful completion of approved courses taken at PCCPrep. College fees apply and are paid directly to the College at Southeastern.

## G. CLASSROOM / GRADE ASSIGNMENTS

Many factors are taken into consideration before assigning students to a specific teacher or grade level. Our administration and faculty pray fervently each year for God's divine direction of your child. Please understand and accept that the final decision on classroom assignments rests with the administration.

*"Be anxious for nothing, but in everything by prayer and supplication, with thanksgiving, let your requests be known to God; and the peace of God, which surpasses all understanding, will guard your hearts and minds through Christ Jesus."*  
Philippians 4:6-7

## H. DROP PROCEDURES (GRADES 9-12)

Students may drop a class only during the first two weeks of the semester. The Schedule Change Form must be submitted.

## I. EVALUATION PROCEDURES

1. RenWeb weekly updates.
2. Academic Probation (Junior High and High School)  
A student with lower than a 2.0 average at the 3 week grade check date will be placed on academic probation. If the GPA/grades are not raised by the next 3 week grade check date, the student will be ineligible and will not participate in extracurricular activities until the grades are raised. If a student has one F or two D's at a grade check, that student will be ineligible to participate in any field trips. An educational covenant will be discussed and implemented at this time to help the student achieve the desired success.
3. Final Exams (Junior High and High School)  
Semester exams may be given for all subjects. Review sheets will be given. The exams will count no more than fifteen percent towards that semester's grade.
4. Report Cards  
Elementary (TK – 6<sup>th</sup>) quarterly report cards will be issued four times a year. JH/HS (7<sup>th</sup>-12<sup>th</sup>) semester report cards will be issued two times a year.

## J. GRADE LEVEL RETENTION POLICY

It may be the recommendation of the student's teacher that a child repeat a grade level. Being retained does not imply failure nor is it a punishment of any kind. Since it is the goal of every Christian to be made complete in the image of Christ, sometimes it must be determined whether or not being held back will be beneficial in attaining that goal. The teacher and administration will request the parent to meet to pray and discuss concerns and ideas that could help the student to make necessary changes. These conferences will be held between February and the end of school. Both the teacher and principal will make the final decision for retention.

## K. HOMEWORK

Homework is a necessary and advantageous extension of a school's educational program. It serves to reinforce skills taught in the classroom and to challenge students in new applications of mastered principles. Homework may also be class work not completed by an individual student during the day.





The quantity of homework is assigned according to the average level of the class. More advanced students may complete their work in less time while some students may require more time to complete the assignments within these suggested guidelines: For K-6<sup>th</sup> grade *approximately* 10-20 minutes per grade level in addition to nightly reading time can be expected. Example: 3<sup>rd</sup> grade= 30-60 minutes. Math class is the only exception as consistent practice and repetition has been shown to result in increased retention and success. For 6<sup>th</sup> - 12<sup>th</sup> grade there will be *approximately* 25 minutes of homework per regular class. Honors classes may require more work. AP courses are college level courses and will require college level homework

Understandably, there is nothing gained when parents complete their child's homework. This only gives the teacher the impression that a student knows and understands the materials, and it discourages that student from becoming independent and self-sufficient. Also, when tested on material supposedly practiced and understood, the student may be unable to do the work. This, of course, results in wasted time and often results in poor test grades. Parents can be a real asset in guiding their children in the proper use of study time and encouraging perseverance without actually doing the work.

Homework is the student's responsibility. The quality of homework is usually a demonstration of one's attitude toward school and learning. Parents can assist their children in the development of these attitudes by:

- providing special times each day to work on assignments
- providing a special place to work
- helping to organize the student's notebook
- making sure assignments are complete and, in the notebook, where the child can find them to turn in

Teachers may give extra credit work if all other work is done. This is not in place of regular assignments, however. In the case of a student absence, it is the student's responsibility in every case to arrange with the teacher to make up missed work, acquire notes, make-up tests, etc. Work not turned in from an absence will result in a zero.

It is K-12 policy that we are not responsible for students' work. Printing or technological hardships are not the responsibility of the school.

All homework will be posted on RenWeb every Friday, by the teacher, by 5 P.M. for the upcoming week.

**Finally, all homework for K – 12<sup>th</sup> grades must be turned in at the beginning of each class to receive credit. Late homework is not accepted at Pacific Coast Christian Prep. Credit for late homework enables students to develop the habits of procrastination and sloth. *Teachers may require students to turn in work when late for half credit.* (The teacher, on an individual basis, will consider extreme circumstances).**

## L. HONORS AND AWARDS

Various Awards and Honors are recognized throughout the school at events, in the classroom, and at Graduation. Most of the recognition is reserved for the High School students. The following are just some of the awards recognized:

### GRADUATION

#### Valedictorian\*

The senior student, who earns the highest total weighted grade point average through the 7th semester, has been a student at PCCPrep for at least their junior and senior years, and maintains 7th semester grades through the end of the 8th semester, will be designated as Valedictorian for the class. If a student transfers in, the GPA will be based on transfer credits earned at an accredited high school prior to enrollment at PCCPrep unless the student transfers in with a higher GPA than is possible to earn at PCCPrep. In such a case, the higher GPA of the transfer students will be adjusted to equal the highest possible GPA attainable at PCCPrep, at the time of the transfer. In case of a tie, the students will be declared co- valedictorians. Valedictorian will be represented in a white robe with a black stole.







### Salutarian\*

The senior student, who earns the second highest total weighted grade point average and has been a student at PCCPrep for at least their junior and senior years will be designated as Salutarian for the class. Eligibility requirements are the same as those described for valedictorian. Salutarian will be represented in a white robe with a grey stole.

\*Note: For valedictorian and salutarian determination, grade point averages will be computed to the hundredth-place value. Also, it is expected that candidates for these honors will have completed all of the requirements for the “UC approved” Pacific Coast Christian Prep diploma. In order to ultimately be qualified for Salutarian or Valedictorian, students must complete all the regular HS senior level courses, which is to include the philosophy class with exemplary marks.

### Graduation with Honors

Graduation with honors is noted on the commencement program and signified by colored cord. Recognition is based on the cumulative weighted GPA during the first seven semesters of High School credit. Graduation honors categories are as follows:

- Cum Laude (white) – GPA of 3.5 – 3.74
- Magna Cum Laude (silver) – GPA of 3.75 – 3.99
- Summa Cum Laude (gold) – GPA of 4.0 +

### Missions/Leadership Recognition

Students who participate in at least one of PCCPrep Missions/Leadership trip during a student’s four years of high school are signified by colored chords.

- Missions Trip (Purple)
- Leadership Trip (Blue)

### Distinguished Service Graduate

The designation of “Distinguished Service Graduate” is awarded to students who qualify. Distinguished service graduates are recognized at Awards Night and will wear a medal at the graduation ceremony. Such designation is awarded to a student who meets the following criteria:

- A. Participate in at least one of PCCPrep Missions/Leadership trip during a student’s four years of high school.
- B. Log at least two hundred volunteer hours which must be recorded during a student’s four years of high school.
- C. Students must fill out a time sheet and have a supervising (non-parent) adult sign it before the hours will be recorded. Time sheets may be obtained in the Counseling Office.
- D. It is recommended the student turn in time sheets on a monthly basis, and it is strongly encouraged to do so at least once a year.
- E. All hours are due by May 1 of the senior year.

## **Awards**

### **Honor Roll**

Honor roll for JH/US status is granted at the end of each semester to students with high citizenship marks (E or G) as follows:

Grades 7 – 12: Honor Roll = 3.5 or above cumulative unweighted GPA

Principal’s Honor Roll = 3.75 or above cumulative unweighted GPA

### **Sports Awards**

Individual team sports annually recognize players as Most Valuable, Most Improved, Defensive Player, Offensive Player, Coach’s Choice, and Junior High and High School Scholar Athletes.

### **Annual Awards Ceremony**

This award ceremony is a special award ceremony held once a year, honoring the students who best meet one or more of the school’s SLOs (Student Learning Outcomes). The following awards are given:





- 1) Volunteer of the Year
- 2) Physical Fitness Awards (all students who qualify)
- 3) Dramatic Performer of the Year = one boy and one girl in TK-6<sup>th</sup> and 7<sup>th</sup> – 12<sup>th</sup>
- 4) Musician of the Year = one boy and one girl in TK-6<sup>th</sup> and 7<sup>th</sup> – 12<sup>t</sup>

#### Academic Achievement

Status is granted at the end of the year to 1<sup>st</sup> to 12<sup>th</sup> grade students who obtain the following marks on their spring STAR test:

- 5) Growth: 40 SGP on both Math and Reading
- 6) Excellent: 85 PR on Math or Reading
- 7) Superior: 95 PR on Math or Reading

#### Student Learning Outcomes

- 8) Purpose Driven = One in TK/K, 1<sup>st</sup>/2<sup>nd</sup>, 3<sup>rd</sup>/4<sup>th</sup>, 5<sup>th</sup>/6<sup>th</sup> and one per grade level in 7-12
- 9) Christ First = One in TK/K, 1<sup>st</sup>/2<sup>nd</sup>, 3<sup>rd</sup>/4<sup>th</sup>, 5<sup>th</sup>/6<sup>th</sup> and one per grade level in 7-12
- 10) Critical Thinker = One in TK/K, 1<sup>st</sup>/2<sup>nd</sup>, 3<sup>rd</sup>/4<sup>th</sup>, 5<sup>th</sup>/6<sup>th</sup> and one per grade level in 7-12
- 11) Prepared Leader = One in TK/K, 1<sup>st</sup>/2<sup>nd</sup>, 3<sup>rd</sup>/4<sup>th</sup>, 5<sup>th</sup>/6<sup>th</sup> and one per grade level in 7-12

### M. MAKE-UP WORK

It is the student's responsibility to obtain all make-up work immediately upon return to school. Students who are absent (for any reason) will be required to make up work missed in each subject. Full credit will be granted when the work is turned in according to the number of days missed. For example, if the student misses two days, then the work must be turned in within two school days. Make-up work turned in late will receive no credit. For extreme cases of prolonged absence, due dates for make-up work may be extended. However, in these cases, the teacher will grant an extension only after consultation with the principal. When tests or exams are missed due to an absence, the teacher will reschedule the make-up test as soon as possible. For family trips, the teachers may not be able to give assignments to the student prior to his or her leaving. The same time requirements will apply. Many assignments are of such nature that they cannot be made up and parents should consider this when planning trips.

## III. ACCOUNTING

### A. FINANCIAL AID

The purpose of the Financial Aid Program is to provide tuition assistance to families who may not otherwise be able to attend PCCPrep. Awards are determined by our Financial Aid Committee. The amount of the award is based on parents' verified financial need and the school's financial budget. Priority is given to returning students. Financial aid awards are good for one year only. Financial aid must be applied for each year.

Financial Aid Eligibility - Parents of PCCPrep students who have completed the admissions process and registered to attend PCCPrep.

#### Process

1. Pray for God's direction and provision for your finances.
2. Complete the FACTS Grant & Aid Assessment online [www.factstuitionaid.com](http://www.factstuitionaid.com). Click on "Applicant Sign In" to start the process. There is a FACTS assessment fee which can be paid by credit card.
3. The application deadline is March 1<sup>st</sup> for returning students. We will accept applications after that date, but due to limited funding, we want to give priority to our returning families.
4. The online FACTS assessment are reviewed by our Financial Aid Committee.
5. Notification of the financial aid awards will be made by May 1<sup>st</sup> for applications received by March 1<sup>st</sup>.





## B. PAYMENT PLAN FOR TUITION AND FEES

1. The registration fee is to be paid at the time of registration. This fee is on a per student basis annually and is **non-refundable**.
2. Tuition & Fees payment options:
  - #1 option Tuition and fees paid in full on July 1.
  - #2 option Twelve (12) payments due each month June to May. (1<sup>st</sup> of the month)
3. Enrollment status will be compromised if these payments are not made.
4. The Finance Department reserves the right to adapt an individual payment plan as it deems necessary. Parents should communicate any unforeseen needs to the Accounting Office at the earliest possible time.
5. PCCPrep hires staff and makes spending decisions based on the number of registered students. In order to maintain a sound financial position, PCCPrep requires all families to commit to pay the full annual tuition regardless of reasons for potentially withdrawing from PCCPrep, unless prior arrangements have been made. Consequently, we ask parents to prayerfully consider their family's call to attend PCCPrep prior to enrolling.

## C. PAYMENTS - LATE AND/OR RETURNED CHECKS

1. If payment collection attempted by FACTS is not received, a late fee of \$30 is collected by FACTS.
2. Returned checks - In the event a check (non-tuition payment) is returned to the school from the bank, we will notify you and charge you a \$30 NSF fee. The administration reserves the right to ask that future payments be made in cash, money order or cashier's check.
3. Multiple non-payments can result in a financial suspension of the student until the account is paid.
4. Outstanding balances will be collected by FACTS tuition unless they are paid to the PCCPrep accounting office during a specified time.

Any student with unresolved financial obligations may be suspended. A deadline to resolve the issue will be communicated. If the deadline is not met and no communication is received from the parent or responsible party, the student will be considered withdrawn.

## D. TUTORING

**Tutoring** is available to all students (no appointment required) on Mondays and Wednesday from 3:00 – 3:30 PM in your desired teacher's room.

\*Please note: TK-5<sup>th</sup> grade students attending tutoring must be picked up from their classroom no later than 3:30 or Extended Care Program fees will apply.

\* For JH/HS: If the student's grade falls below a C, the student will be required to attend Monday and/or Wednesday tutorial with their teacher at 3:00 PM.

## E. WITHDRAWALS FROM SCHOOL

In the event it becomes necessary to withdraw a student from the school during the school year, please notify the registrar **IN WRITING TWO WEEKS IN ADVANCE**.

# IV. ADMISSIONS

In its Admission Policy, PCCPrep does not discriminate on the basis of race, color, national or ethnic origin. Attendance at





PCCPrep is a privilege and not a right. Each student should value positive attitudes toward spiritual things and the school. Additionally, each student should recognize the positive culture of the school as important for his/her own personal welfare as well as the welfare of classmates... "Live peaceably with all men." Romans 12:18. Students are asked to seek a spirit of humility, teachability, obedience, self-discipline, kindness and love.

## A. ADMITTANCE TO PACIFIC COAST CHRISTIAN PREP

PCCPrep reserves the right to refuse admittance to any person either into the school or to any school function based on behavior contrary to the culture of the school (Daniel 4:35) and in accordance with Penal Codes 626.2, 626.4, 626.6, 626.7, 626.8.

## B. AGE OF ELIGIBILITY

A child shall be admitted to kindergarten at the beginning of the school year, or at any later time in the same year if the child will have his or her fifth birthday on or before September 1 for that school year. This is in accordance with the California Education Code § 48000(a).

## C. REQUIREMENTS FOR ADMISSION

The following requirements have been established for admission to Pacific Coast Christian Prep:

- Completed application form, signed by parent(s), including health records, references, and application fee.
- Satisfactory scholastic and behavioral records from previous school.
- Satisfactory performance on a formal or informal assessment.
- Personal interview for parents and students (entering K-12th).
- Signed Handbook Contract from the student to follow Pacific Coast Christian Prep's Honor Code.

## D. POLICIES FOR ADMISSION

1. Willingness and desire to follow Jesus.
2. Willingness and desire by student to attend PCCPrep.
3. Applications for admission of new students will be received at any time during the year. The appropriate application fee must be included with the application. The application will be processed when the file is complete.
4. Acceptance or denial will be determined once the complete application is received, the student has taken the school placement tests and the student and parents have been interviewed by the administration.
5. Once the student has been accepted, the family may register their child in order to reserve their child's place.

## E. RETURNING ADMISSION POLICY

### 1. Entrance at the Kindergarten Level:

Assuming all financial obligations are met, and the family and student are complying with all school policies and regulations stated in the handbook and parental statement, eligible students will be accepted as follows:

- a. First, any staff member's child or grandchild currently incoming at the kindergarten level.
- b. Then, any transitional kindergarten student with a sibling in the school.
- c. Then, existing students with oldest application date. The date of the family's original application will be used.
- d. Then, any remaining space will be filled with new families accepted to our list based on the date the application was received.

### 2. All Other Grade Levels:

Assuming all financial obligations are met, and the family and student are complying with all school policies and regulations stated in the handbook and parental statement, existing students would be automatically guaranteed placement in the next grade.

If openings become available, eligible students will be accepted as follows:





- a. Any staff member's children or grandchildren.
  - b. Then, siblings of students already enrolled.
  - c. Then, new families accepted to our waiting pool based on the date the application was received.
3. Continuing Enrollment: Re-Registration Procedures:
- a. To facilitate planning for the next school year, PCCPrep holds re-registration during the month of January. Once the re-enrollment time is over, no guarantee can be given for re-enrollment placement.
  - b. All current families that have no outstanding balance due are eligible to re-register for the coming year.
  - c. When re-registration information is distributed to parents complete online re-enrollment within two weeks. You will be notified if an interview with your family is necessary. The School Board reserves the right to re-interview families prior to admission into kindergarten, seventh grade and ninth grade or under other circumstances it deems valuable. Parents who for some reason must withdraw their children after having re-registered them should notify the school as early as possible. **The registration fee and all other paid fees are non-refundable.**

## V. ATTENDANCE POLICIES

We believe that regular attendance in classes is essential to the success of a student's school experience. One can never really make up or compensate for absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. All students will be required to make up missed work, including homework, tests, and/or quizzes. Failure to make up the assignments within the allotted time results in a zero. (See also Make-Up Work under Homework.)

### A. ATTENDANCE PROCEDURE

Parents should notify the school when a student is absent. A call from the parent the day of the absence or note from the parent/guardian explaining the reason for the absence must be submitted the day of the student's return to school office or the absence is recorded as truant.

1. Students who arrive late must report directly to their classroom and will get a tardy from their teacher.
2. A student should never leave school without permission. Parents must come into the office and sign a student release log if a student needs to leave before the end of the school day. If the student is to be released to another adult or on their own, the office will dismiss the student only with a printed and signed note from the parent/guardian. Phone calls will not be used, but a written note may be faxed to the office. All communication must include student name, grade, time of requested departure, reason, destination, who will sign the student out (another adult or the student), printed parent/guardian name, parent/guardian signature and phone number. All work missed is to be made up.
3. Family Trips: If a family trip is planned while school is in session, please submit a Planned Absence Form from parents to the office at least one week prior to the requested date. Students with low achievement, not current in their assignments, or seeking to be absent during inappropriate times during the school year (testing period, etc.) will be advised not to be absent.
4. Students are responsible to be in class ready to begin each school day and class on time.
5. Regular attendance is required if best results are to be attained. It is our premise that it is the parents' responsibility to monitor their child's attendance in school. The parents must enforce attendance in order to receive the maximum return for their tuition investment in PCCPrep. Proverbs 29:15, I Samuel 3:13.
6. Camp and Service day attendance is mandatory - Every day a student misses a camp or service day, they may be assigned a Friday Detention.





## B. ABSENCES

There are five (5) types of absences. They are:

1. School Sanctioned Activity is defined as anything school related (i.e. school camps, field trips, athletic events, etc.). This also includes up to 3 absences/year for college visits (must bring back proof of attendance).
2. Excused Absence is defined as illness\*, death in the family, doctor or dental appointments that *cannot* be made outside of school hours, prior administrative pre-planned family trip (must submit form to office 2 weeks in advance). In order for an absence to be excused, a note or phone call from a parent detailing the reason for the absence must be submitted when the student returns to school, unless permission was previously given by the administration of the school. \* *Excessive absences (more than 3 days) due to illness should be verified by a doctor's note.* An excused absence is still counted as an absence towards the total allowable per semester.
3. Unexcused Absence is defined as any absence that does not fall into allowable absences stated above (i.e. student goes on a trip without 2 week written permission form submitted, family fun day, etc.) We use the code UAV for unexcused absences that a parent called in about, but does not fall under a) or b) above. The code UA indicates an absences that has not yet been verified by the parent. This code can become a truant if not verified by the parent.
4. Truant: By California law, being absent for a day or 30 or more minutes from any class without parental permission and school excuse is considered a truancy. However, PCCPrep's definition of truancy is any absence or being more than 10 minutes to class without permission (with the exception of late AM arrival). Truancy is a serious offense and may be assigned a Friday Detention, probation, suspension, or expulsion. The student will receive no credit for work missed during a truancy. A student may not participate in any PCCPrep activity on the day of a truant absence. This includes sports practices, games, musical performances, etc. "The sluggard craves and gets nothing, but the desires of the diligent are fully satisfied." Prov 13:4  
**Habitual Truant: California has mandated that, after three truanies and parental notification in any year, said student will be classified as a habitual truant. Students with 7 truanies in one year will be referred to the district's Student Attendance Review Board (SARB). This report could lead to the student being assigned a probationary officer and penalties on the parent.**
5. Suspension: This code is used when a student has been suspended from school. The days of the suspension still count as an absence towards the total allowable per semester.

**Excessive Absences:** On the tenth absence for any reason the student will receive a grade of "no credit" in class for the semester and will require the student to repeat the same class at parent expense. This count includes all absences, excused and unexcused (including missing school camp, approved family trips, illness, etc.). Consideration will be given to students with long- term illness and/or injury if all work is complete and a parent request is made in writing, accompanied by a physician's note to the principal. The office should be notified of all absences by calling the school office the morning of the absence. The student will be considered truant without a call from the parents or note of explanation.

## C. TARDIES

Students are responsible to be in class, ready to begin each school day/class on time. A tardy student disrupts the class, misses valuable academic time, and develops poor habits. A student is considered tardy if he is not in class by 7:30 AM, or is not seated, with materials ready, in class after a scheduled break or passing period. Students late to class will not have the opportunity to receive credit for work missed.

There are three (3) types of tardies. They are:

**Late AM Arrival**— The first bell rings at 7:23 AM and the student is considered late if not in class by 7:30. Each teacher will mark tardies in the classroom.

**Excused Tardy**- If a teacher or administrator retained the student, causing him/her to be late, that student should secure a pass with signature from that teacher or administrator prior to entering the next class (Teachers will change the T for an ET).





**Class Tardy**—Class tardy is defined as being up to 10 minutes late to a specific class without a pass from personnel. Any student more than 10 minutes late is considered *truant*. That student will be sent to the office for truancy. A student who is tardy to a **class** (not an AM Tardy) should report directly to that class and the teacher should mark him tardy. If another teacher or administrator retained the student, causing him/her to be late, that student should secure a pass with signature from that teacher or administrator prior to entering the next class. If a student arrives late to a class because of an off-campus appointment, that student must obtain a pass from the main office.

**Visits to the Main Office/Health Office**—If a student needs to conduct business in the office or becomes ill during the school day, he should request a pass from his teacher before going to the office.

**Excessive Tardiness** (total of all tardies per semester)

10<sup>th</sup> tardy= lunch duty. Once a student has over 10 tardies, they will receive lunch duty for every tardy after that. Lunch duty requires the student to spend half of his/her lunch cleaning tables and sweeping the floor. Thank you for your attention to these important items as our goal is that our students learn the importance of being punctual.

## VI. COMMUNICATION

*“Conduct yourselves with wisdom...let your speech always be with grace...”* Colossians 4:5-6

The school is very sensitive to and desirous of communicating with parents effectively and often in these ways:

- RenWeb is our Student Information System. Parents can use RenWeb to check grades, attendance and homework at any time. The information is “real time,” meaning that when the teacher updates their grade books, parents have immediate access to the updated information. RenWeb can be accessed through the school website. [www.PCCPrep.org](http://www.PCCPrep.org).
- Report Cards are emailed home at the end of each quarter for elementary students and each semester for JH/HS students.
- Parent conferences are scheduled at the end of the first quarter and can also be scheduled individually with your child’s teacher. Contact your teacher if you desire to schedule a meeting.
- Parents are required to attend parent orientation which is held at the beginning of the school year.
- Open Door – PCCPrep adheres to an “open door policy.” Any parent may visit the school or classroom at any time. We only ask that parents sign in at the school office before entering any class and sign out when leaving the campus. We enthusiastically encourage this. To avoid interrupting classes while exams, field trips or videos are in progress, we suggest calling one to two days in advance to check the schedule with the office.

## VII. BEHAVIOR

Students accepted to PCCPrep have agreed that while attending Pacific Coast Christian Prep they will do their best to represent the best values, morals and ideals of Christ in every circumstance in every way, every day of their life. Students are accountable to God, their parents, and the school for their behavior 24 hours a day, 7 days a week, 365 days per year (24/7/365), on and off campus.

We believe modeling values is teaching values. Critical thinking begins for each of us at an early age. Critical thinking is the engine driving our values. Our school culture items help establish the right kinds of values early in our children’s minds. The values we espouse are not arbitrary. They are time-honored, true and “others-centered.”

### A. SCHOOL CULTURE

Students will profit and find satisfaction from school life by adopting a positive attitude and by following the rules designed to provide safety, order, and a productive educational atmosphere. Our school culture items are as follows:





1. Christ-like Behavior: Students accepted to PCCPrep have agreed to fore-go specific behavior and attitudes identified as fundamentally against the culture of the school and a relationship in Christ. Students are expected to represent the best values, morals and ideals of Christ in every circumstance in every way, every day of their life. Those students choosing behaviors contrary to the school culture and Christ-likeness are telling us by their behavior that they no longer desire to attend Pacific Coast Christian Prep.
2. Love one another!
3. Hats should be removed upon entrance to any room.
4. Ladies First: Boys will be encouraged to defer (let girls go first) to ladies when entering a room.
5. Speaker's Delight: Students will be encouraged to stand for the first adult speaker and any guest that may address the school.
6. Stand and Deliver: Students are encouraged to stand when addressing an adult in class, when asking a question, reciting, etc. This builds posture, confidence, and sets a strong learning message.
7. Honor Code: Students are exhorted to commit to honor and integrity by never allowing theft, cheating, gossip, or other wrong behavior to occur, first in their own lives, and second, by those persons around them. Students are exhorted to follow Matthew 18 in all interpersonal problem areas. Students are exhorted to humbly submit to God and voluntarily seek counsel from others in leadership if they have personal problems. If a student is involved in and/or witnesses any behavior contrary to the standards set forth in the handbook, he/she is to report it to the administration as soon as possible. If a student chooses to withhold any information, then he/she is running the risk for being disciplined by the school for withholding truth.
8. Class Ambassadors: Each class will have a student designated to greet guests at the door, introduce him/herself, the teacher, and class, shake hands, ask for prayer requests and seek to answer questions the visitors may have.
9. Pledges to the American Flag, Christian Flag, and God's Word daily near the beginning of the day.

## B. SCHOOL RULES FOR STUDENTS

1. Every class at PCCPrep operates with two specific class rules:
  - A. Love God.
  - B. Love others.All behavioral and procedural policies are clarified in light of our desire to love God and love others including parents, peers, teachers and school officials.
2. Parents must use discretion in allowing students to bring personal items to school. The school will not be responsible for replacement or repair costs of items brought from home.
3. Throwing rocks, dirt, sand, or other harmful objects is strictly forbidden.
4. Students must obtain permission from the teacher or assistant before leaving the classroom or playground.
5. Students are not allowed to leave campus for any reason without permission from the office and parents.
6. Students must remain in the designated supervised playground area during recess.
7. All playground and school equipment must be used safely and properly only in the manner for which it was designed.
8. Physical or emotional harassment such as name calling, teasing, or bullying will not be tolerated.
9. No PDA (public display of affection) is allowed during school or at any school related activity. Sexual misconduct will result in indefinite suspension.
10. Food and drinks must be discarded before entering classrooms unless directed otherwise by a teacher. Water is allowed.
11. Gum chewing is not allowed on campus.
12. A student is defined as unprepared for class if he/she has not brought proper writing instruments, paper, books, and/or course materials. Each unprepared will result in a demerit.

## C. CELL PHONES/ELECTRONIC DEVICES (OTHER THAN SCHOOL APPROVED CHROMEBOOKS)

Cell phones or electronic communication devices are for emergency situations only and not for casual personal calls, text messages, or to tell time during the school day or during school events (field trips, athletic team events and trips, or any







other school events in which the student is participating). Cell phones must be kept in the off position during the school day. If a student must use a cell phone during school on campus, we ask that it only be used at nutrition break and lunch, and only in the presence of, and with the permission of, a Pacific Coast Christian Prep faculty or staff member. This policy applies to students in the Extended Care as well. After 2:50 PM, 7<sup>th</sup>- 12<sup>th</sup> grade students may use their phones.

Parents who receive a call from their student at school requesting to be picked up or allowed to leave school should instruct their student to report to the office where a conversation between the parent and the office staff can confirm the need for such action.

Parents should know that such devices are capable of being used for cheating and serve as a huge disruption to and distraction from the normal school day. Please assist our efforts and help re-enforce the proper use of your child's cell phone while they are on campus. Students whose phones go off during class or who are observed using their phones during school hours will have them taken away and turned into the office.

Technological devices such as iPads Electronic Notebooks, iPods, MP3 players, Game Boys, PSPs, etc. (this does not include school-approved Chromebooks) are not to be used, visible, or on during school hours *unless* being used for a specific class, in which case the student must have written teacher permission. If these items are used, visible, or turned on, then they will be taken by staff members and given to the office. Please see Technology use Policy for further details.

Retrieval of technological devices from the office will be as follows:

1<sup>st</sup> offense – Free return to parent

2<sup>nd</sup> offense - \$15 fee and then released to parent

3<sup>rd</sup> offense - \$25 fee and then released to parent

If necessary, additional disciplinary action will be taken. Only the child's parent can retrieve the phone/electronic device in the office after school.

Pacific Coast Christian Prep and personnel will not be held liable for items which are lost or stolen when brought to school. PCCPrep will not be responsible for storing any electronic devices for students.

## D. CHAPEL CONDUCT

1. Chapel is a time to worship and reflect on God.
2. All students must bring a Bible to Chapel.
3. Talking or disrupting Chapel will result in an immediate demerit, and/or a Friday Detention
4. Please be thoughtful and kind to those around you.
5. Freedom to love and worship Jesus in Chapel is a valued tradition. Enjoy.

## E. DRESS CODE

This Dress Code was developed in the Spirit of Corinthians 10:31-32 and is expected to be embraced by all PCCPrep students. Students must dress in conformance with the rules stated herein for their biological sex. Dress should be modest, clean and friendly. What may be acceptable to one person may be unacceptable to another person. We must all follow the principle of refraining from causing offense to our brothers and sisters. This is a true principle of love for those in the family of Christ.

1 Corinthians 8:9 states, *"Be careful; however that the exercise of your freedom does not become a stumbling block to the weak."* First Peter 3:3-4 states, *"Your beauty should not come from outward adornment such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight."*

The school administration is the final authority on the dress code policy and other discipline issues. If it is determined by a





PCCPrep administrator that the student's dress does not follow the guidelines, a parent or guardian may be called and required to bring a new, acceptable uniform to school. Any student not adhering to the dress code policy will be issued a Dress for Correction.

## Prescribed Dress Requirements

The prescribed dress is to be worn on all school days. If a student earns a Friday Detention for disciplinary or tardy reasons, the prescribed dress must be worn then as well. Students in a 5<sup>th</sup>-12<sup>th</sup> grade PE/Athletics must wear their PCCPrep PE uniform (or Athletic specific uniform) every day. Students will have a time allotted for them to change. Students are not permitted to change into non-prescribed clothing while on school property unless directed by a teacher, coach, or administrator for a specific school-related activity.

1. Any combination of prescribed wear is acceptable.
2. No modifications of prescribed shirts, pants, shorts, ties, undershirts, shoes, or accessories are permitted. Modifications include: extreme hemming, pinning, ripping, rolling, knotting, marking, or any other changes to the clothing.
3. Uniforms that are ripped, tattered, frayed, patched or excessively faded may not be worn.

### BOYS

#### SHIRTS:

1. Only the prescribed Polo shirts purchased from Educational Outfitters, our uniform supplier, bearing the embroidered PCCPrep logos are acceptable. Oxford shirts may be purchased from the retailer of your choosing and are not required to bear the PCCPrep logo.
2. Polo shirts may be black, grey or white. Oxford shirts may only be white. Oxford shirts may be long sleeved or short sleeved unless being worn for Dress for Success or Dress for Correction, in which case the Oxford shirt must be long sleeved.

#### SHIRT GUIDELINES

1. Students may wear a solid white, black or grey undershirt (long or short sleeved) under the prescribed PCCPrep shirt, which must remain tucked into the pants or shorts until lunch begins. The undershirt must not bear any logos or designs, and may be purchased at a retailer of your choice.
2. Oxford shirts must be buttoned, excluding the top button, and tucked into the pants or shorts until the lunch period begins.
3. Polo shirts are required to be tucked into the pants or shorts until the lunch period begins.

#### TIES:

1. Only an *Educational Outfitters* or nice black dress or bow tie (no string tie) will be permitted, and is optional unless wearing an Oxford on Dress for Success or Dress for Correction days, or as required by a coach or teacher.
2. The tie must be neatly and appropriately worn.

#### PANTS and SHORTS:

1. Uniform pants and shorts may be purchased from Educational Outfitters, Dickie's stores, or any store carrying school uniform bottoms.
2. Only black, grey and khaki pants or shorts are acceptable for grades TK-12.

#### PANTS and SHORTS GUIDELINES:

1. Pants must not be tight-fitting, baggy or sagging. This is up to the discretion of the administration. No Cargo pants. No skinny style pants. No jeans are acceptable.
2. When student is standing with arms at his sides, bottom of shorts should reach to the fingertips or longer.





3. Shorts and pant hems must remain neatly intact. Shorts and pants should be left at their hemmed length and should not be rolled at the hem or waistband.
4. A belt of appropriate size must be worn at all times with pants and shorts. No oversized belt buckles or studded belts are permitted.

#### **HAIR GUIDELINES**

1. Hair should be neat, clean, moderate, out of eyes, and a natural hair color. Longer hair styles must be managed and well groomed.
2. Boys must be clean-shaven. No facial hair is permitted. Side burns should not extend below the bottom of the earlobe.
3. Hairstyle should not be distracting to the individual or those around him. This includes drastic changes in hair color or style. No extreme hairstyles are allowed and will be left up to the discretion of the PCCPrep administration.

#### **GIRLS**

#### **SHIRTS:**

1. Only prescribed Polo shirts purchased from Educational Outfitters, bearing the embroidered PCCPrep logos are acceptable. Oxford shirts may be purchased from the retailer of your choosing and are not required to bear the PCCPrep logo.
2. Polo shirts may be black, grey or white. Oxford shirts may only be white. Oxford shirts may be long sleeved or short sleeved unless being worn for Dress for Success or Dress for Correction, in which case the Oxford shirt must be long sleeved.

#### **SHIRT GUIDELINES**

1. Students may wear a solid white, black or grey undershirt (long or short sleeved) under the prescribed PCCPrep shirt, which must remain tucked into the pants or shorts until lunch begins. The undershirt must not bear any logos or designs, and may be purchased at a retailer of your choice.
2. Oxford shirts must be buttoned, excluding the top button, and tucked into the pants or shorts until the lunch period begins.
3. Polo shirts should not be tight fitting and must be tucked into the pants, shorts, culottes, or skirt until the lunch period begins.

#### **PANTS and SHORTS:**

1. Uniform pants and shorts may be purchased from Educational Outfitters, Dickie's stores, or any store carrying school uniform bottoms.
2. Only black, grey and khaki pants or shorts are acceptable for grades TK-12.

#### **PANTS and SHORTS GUIDELINES**

1. Pants must not be tight-fitting, baggy or sagging. This is up to the discretion of the administration. No skinny style pants. No jeans are acceptable.
2. When student is standing with arms naturally at her sides, bottom of shorts should reach to the fingertips or longer.
3. Shorts and pant hems must remain neatly intact. Shorts and pants should be left at their hemmed length and should not be rolled at the hem or waistband.
4. A belt of appropriate size must be worn at all times with pants and shorts. No oversized belt buckles or studded belts are permitted.

#### **SKIRTS, SKORTS, and JUMPERS**

1. Only prescribed skirts (TK-12) or jumpers (TK-2 only) and skorts (TK-5 only) purchased from Educational Outfitters, Dickie's stores or any store carrying school uniforms is acceptable.
2. Only black, grey, khaki or PCCPrep plaid skirts, culottes, and jumpers are acceptable. Skirt, culottes, and jumper hems must remain neatly intact.





### **SKIRT and CULOTTES GUIDELINES**

1. Girls who wear prescribed skirts to Physical Education must wear shorts underneath the skirt. These shorts may be purchased from the retailer of your choice.
2. No undergarments may be visible at any time.
3. Skirts or shorts may not be rolled at the waistband.
4. All skirts, culottes, and jumpers must remain knee-length. If it is determined by administration that the student's clothing is too short, a Dress for Correction will be issued, and the student could be sent to the office to call her parent to bring her a change of clothing prior to being allowed back in class.

### **TIGHTS/LEGGINGS**

1. Only solid color black, grey or white tights/leggings are acceptable to be worn under skirts or under PE shorts. Fishnet or color-patterned tights/leggings are not permitted.

### **HAIR GUIDELINES**

1. Hair should be neat, clean, moderate, out of eyes, and a natural hair color.
2. Hairstyle should not be distracting to the individual or those around him. This includes drastic changes in hair color or style.
3. No extreme hairstyles or hair accessories are allowed, and will be left up to the discretion of the PCCPrep.

### **ALL STUDENTS**

### **OUTERWEAR: JACKETS, SWEATSHIRTS and SWEATERS**

1. Only prescribed colored PCCPrep jackets, sweatshirts, blazers and sweaters purchased from *Educational Outfitters* are acceptable during the school day on campus. Official PCCPrep spirit wear and PCCPrep athletic team outerwear are also acceptable. No hooded outerwear is allowed. Outerwear may not be excessively tight, baggy, dirty, or sloppy. To and from school, children may wear outerwear of their choice; however, they must remove it once the 1<sup>st</sup> bell of the day rings.
2. Sweaters and sweater vests must be the prescribed black or grey V-neck with embroidered PCCPrep logos from *Educational Outfitters*. One last name may be embroidered at the upper right chest.
3. PCCPrep Letterman jackets are permitted for students in grades 9-12.
4. On rainy days, raincoats or ponchos are acceptable for outerwear but they must be removed once the 1<sup>st</sup> bell of the day rings.

**ACCESSORIES** - The purpose of the PCCPrep dress code is to achieve a neat, modest, orderly, educational atmosphere with minimal distractions. These guidelines are enforced during school hours, and at all school-related events.

### **ACCESSORY GUIDELINES**

1. Only jewelry that is complementary to the PCCPrep uniform and not distracting is acceptable. Jewelry must not present a danger while on the playground or at Physical Education.
2. Only two modest piercing in each ear will be acceptable for girls. Earrings must be of appropriate and modest size and style. No bars, plugs, chains or studs are acceptable. Final approval will be left up to the discretion of the PCCPrep staff.
3. No piercings are allowed for boys, which includes studs to keep piercings open.
4. No other visible body piercings are acceptable for girls or boys. This includes studs to keep piercings open.
5. No tattoos of any kind are acceptable including temporary henna tattoos or student drawn inkings. Students who choose to get a tattoo while enrolled at PCCPrep will be subject to dismissal from PCCP.
6. Hat wear must be neat, and not bear offensive or perverse words, logos, or designs. All hats must be removed upon entering a building.
7. Colored contact lenses should only be worn by those to whom they are prescribed.





### **SHOES**

1. Shoes are to be worn at all times on the school property.
2. Only securely-fitting tennis shoes, sneakers, dress shoes, boots, and loafers are acceptable. Clogs, flip-flop sandals, and slippers are not acceptable footwear for school. Lady's dress shoe heels should not exceed 3½".
3. Shoes should be chosen with discretion and not be a distraction for others.

### **ATHLETES**

1. Students must wear assigned uniforms, for both practice and games, and these uniforms must follow prescribed dress requirements.
2. Practice gear should only be worn during practice and should not be worn during privileged dress occasions.
3. These guidelines are enforced during school hours, and at all school-related events

### **DRESS FOR SUCCESS AND DRESS FOR CORRECTION**

Dress for Success will be announced by the administration for special assemblies, chapels, and funerals of dignitaries. Additionally, coaches may call for Dress for Success of their athletes on game days. Dress for Correction (DFC) is given as a consequence for being out of dress code at any time.

*BOYS ATTIRE* is composed of black pants with a dark belt, white long-sleeved, button-down oxford shirt (tucked in), an *Educational Outfitters* or nice black business tie (no string tie), and black socks with dress shoes or nice tennis shoes. Outer wear (sweatshirts and jackets) are not allowed to be worn indoors on Dress for Correction or Dress for Success days. However, school blazers, cardigans and vests may be worn. *Shirts must be tucked in all day and buttoned at wrist and neck.* No other apparel or accessories may be worn.

*GIRLS ATTIRE* is composed of black or plaid uniform skirt, jumper or pants with a dark belt, white long-sleeved, button-down oxford shirt, and solid white socks with oxford style shoes or nice tennis shoes. Girls may also wear black, white or grey tights with their skirts. Outer wear (sweatshirts and jackets) are not allowed to be worn indoors on Dress for Correction or Dress for Success days. However, school cardigans and vests may be worn. *Shirts must be tucked in all day and buttoned at wrist (and neck on dress for correction).* No other apparel or accessories may be worn.

### **SPECIAL OCCASIONS**

#### **FIELD TRIPS**

For field trips, the students should wear prescribed PCCPrep wear unless the approved permission slip states otherwise.

**PRIVILEGED DRESS DAYS** On certain occasions, non-uniform days are determined by the administration. Students will be notified to dress according to the following guidelines:

1. Privileged dress days are only on Fridays.
2. Clothing is to be clean, neat, modest and orderly.
3. Clothing must not be excessively tight, baggy, dirty, frayed, modified or have holes. Tight skinny jeans or leggings worn as pants are not permitted.
4. Clothing must not be intimidating, suggestive, or alluding to inappropriate matter. This will be left up to the discretion of the administration.
5. No tank tops.
6. No flip flops.
7. When student is standing with arms at his/her sides, bottom of shorts should reach to the fingertips or longer.
8. Skirts or dresses may not be higher than 2" above the knee.
9. Shorts and skirts may not be shorter than indicated above, even when worn with leggings under them.





**SCHOOL RELATED ACTIVITIES AND EVENTS**

Any student not participating, but who will be in attendance at any school related activities should adhere to the Privileged Dress Day Guidelines listed above and the accessory guidelines listed in the student handbook.

**PRESCRIBED WEAR FOR SCHOOL PROGRAMS**

Daytime Awards Assemblies/Special Chapels: During school hours the student will be required to Dress for Success and will follow the guidelines for appropriate dress set by PCCPrep Administration.

Evening and Special Events: Students performing in special events will be given additional dress guidelines before each event.



## VIII. CONDUCT

Students will profit and find satisfaction from school life by adopting a positive attitude and by following the rules designed to provide safety, order and a productive educational atmosphere.

### A. ATHLETIC EVENTS

1. Spectators are an important part of the game and should, at all times, conform to accepted standards.
2. Spectators will, at all times, respect officials, coaches, and players as guests in the community and extend all courtesies to them.
3. Enthusiastic and wholesome cheering is encouraged.
4. Spectators will respect and obey all school officials, marshals, and police at all athletic events.
5. Students attending an indoor PCCPrep athletic event will be seated immediately upon entering the gymnasium and remain seated until the contest is over. Students are not to be running around or playing on the gymnasium floor.
6. After the athletic event is completed, spectators are to go directly home.

### B. BEFORE & AFTER SCHOOL

Before School: All K-8<sup>th</sup> grade students are required to check into Before Care if arriving on campus prior to 7:25 AM. Upper school students should arrive no earlier than 7:00 AM before the beginning of school. Students should arrive on time and respect people and property while waiting to enter the building.

After School: All K-8<sup>th</sup> grade students are required to check into After Care if remaining on campus 15 minutes or more after their dismissal time.

Care of the school grounds, the equipment and the facility is the responsibility of each student at all times. Students will enter and exit the building by the designated doors to provide a safe and orderly environment. Students and parents will obey the crossing guard, teachers, and administrators on duty for arrival and dismissal traffic.

### C. CLASSROOMS

The classroom is designed for a particular instructional purpose. Students should be mindful of this purpose and respect fellow students' ability to learn without interference.

1. Be punctual; sit in an assigned seat before the start of class.
2. Respond to the teacher's directions promptly.
3. Observe the established rules of the particular class.
4. Be certain to have everything that might be needed for that class (i.e.: Chromebook, textbook, notebook, pen, pencil, homework, workbook, special assignments, etc.)
5. Use language which is consistent with the special vocabulary of the class and the correct usage taught in English classes.
6. Participate in class by paying attention, asking questions, and being prepared to answer questions.
7. No students should be in any classroom alone at any time without staff supervision. Consequences will range from Friday Detention to suspension.

### D. DISPLAYS OF AFFECTION

We believe God's plan is for boys and girls to have activities and fellowship together while learning much about each other in general. During these group activities students should hold each other in the highest respect. At this stage of the





students' lives they should consider each other as sisters and brothers in the larger family of God. Therefore we expect our students to be open to instruction in the area of relationships, dating and sexual conduct. Students are to conduct themselves in a manner pleasing to God, and not giving offense to anyone. Practically applied, this means no handholding, no frontal/prolonged embracing or any other physical contact during school or at any school activity.

I Timothy 5:1-2 "Treat younger men as brothers, younger women as sisters" I Thessalonians 5:22 "Abstain from all appearance of evil"

Romans 13:14 "Put on the Lord Jesus Christ and make no provision for the flesh, to gratify its desires" Demonstrations of outward physical affection are not allowed in the spirit of James 1:13-14. Consequences will range from Friday Detention to suspension.

## E. FALSE ALARMS AND ARSON

Any student who sets off a false alarm or causes a fire will be suspended immediately and referred to legal authorities when appropriate. The principal will consider expulsion from school.

## F. FIREWORKS

Possession of any type of explosive will result in immediate suspension and referral to legal authorities when appropriate. The principal will consider expulsion from school.

## G. HALLWAYS

Movement will be smooth and accident free if students adhere to the following rules:

- always walk (no running).
- move on the right side of the hallways.
- respect the rights of those in classes when traveling in the halls; noisy halls are distracting to classroom activities.
- respect the persons who are moving in the halls; no pushing, punching, name-calling, or behavior that is disrespectful.
- litter in the halls is unsightly and hazardous; students dropping something or noticing litter should pick it up and place it in a trash receptacle.

## H. LUNCH AREA

All students have the right to enjoy a leisurely problem-free lunch period. This should occur if students follow a few simple rules.

1. Treat one another with respect.
2. Obey the directions of teachers and cafeteria or custodial employees.
3. Be polite and patient while keeping the proper place in line.
4. Refrain from running.
5. Keep food and drinks in the lunch area.
6. Clean up tables and refrain from littering the floor.
7. Keep the noise level down.
8. Lunches and Snacks:

We encourage parents to provide an adequate amount of protein, whole grains, and fresh fruits and vegetables in every meal. It is important for your child to have healthy options to fuel their busy days and developing bodies. Please limit or do not include sweet snacks or excessively sugary desserts like candy or other sweets that would inhibit your child's ability to concentrate in the classroom after snack and lunch time. Elementary teachers and supervisors will not allow dessert-type items to be eaten until their healthier options are consumed first. Children should be drinking water or milk and avoiding drinks with a high sugar







content, such as Gatorade, Starbucks Frappucinos, etc. We encourage families to follow guidelines provided by [www.choosemyplate.gov](http://www.choosemyplate.gov).

## I. RESTROOM/CHANGING ROOMS

Students must use the designated restrooms, locker rooms and changing facilities conforming with one's biological sex.

## J. SCHOOL SPONSORED EVENTS

1. Pacific Coast Christian Prep (PCCPrep) dances are school-sponsored events under the direct supervision of the High School Principal and the class advisors. In order to attend any school dance, students and parents must sign a dance guideline contract.
2. The Junior-Senior Prom is sponsored by the senior class and is open to the students in grades 11 and 12 and their guests. Attendance at any other formal events planned by the Student Council is only open to current high school students.
3. At formal dances, students should wear appropriate semi-formal/formal evening attire. Clothing must not be intimidating, suggestive, or alluding to inappropriate matter. This will be left to the discretion of the administration. If the administrator at the dance/prom considers the attire of a young woman or man inappropriate, the person will not be admitted to the dance and the student's parents will be notified.
4. Ladies may wear a strapless dress that is modest; no plunging necklines that show cleavage, no exposed midriffs, and no deep bare backs are allowed. Skirts or dresses may not be higher than 2" above the knee. No excessively tight-fitting clothing or dresses are acceptable.
5. Students should dance and act modestly and appropriately. Students may be asked to leave the dance because of inappropriate dancing or behavior.
6. No smoking is permitted; this rule applies to everyone in attendance. Sale, possession, use, distribution, and/or being under the influence of prohibited drugs or alcohol on or near the school campus or at any school-sponsored activity are grounds for dismissal.
7. There is no regulation made by the school concerning the time the participants leave the dance prior to its advertised end time; however, the school insists that anyone who leaves the dance will not be readmitted.
8. Students must abide by school regulations at dances. Students will not be admitted to a dance after 9:30 PM. The sponsoring school organization and/or moderator may make additional rules or provisions. The school reserves the right to refuse admission to anyone. A student who has been asked to leave Pacific Coast Christian Prep for disciplinary reasons may not attend the dances.
9. Pacific Coast Christian Prep does NOT sponsor or encourage any after-dance or after-prom parties or similar activities. If parents choose to host such a party, they assume all liability.

## K. TEXTBOOKS AND MATERIALS

Students are responsible for care and upkeep of materials and textbooks. Any student who misplaces or mistreats these books will have to pay to purchase another.

## L. VISITORS

All visitors upon entering the school building, must report to the office and sign in with their state issued ID. The receptionist will direct you to your designated room. Visitors must wear a Visitor's Pass. Only students who have never attended PCCPrep and have a completed authorization form will be allowed to "shadow" a PCCPrep student.





## IX. DISCIPLINE

We are committed to teaching our children that God disciplines those He loves and that discipline is a form of training that produces a harvest of righteousness. Proper expectations must be set as a firm foundation and backed by consistent encouragement and consequences in the spirit of Proverbs 22:6, Proverbs 23:13-14, Hebrews 12:1-13 and Proverbs 19:20. We believe firmly that God speaks to us through circumstances. Any major infraction, especially a zero tolerance infraction behavior, is a red flashing light for parents to review their involvement in their child's life. PCCPrep reserves the right at any time to dismiss a student from school who disrupts the tranquility of the school culture. Attendance at PCCPrep is a privilege, not a right.

PCCPrep believes the Bible clearly teaches that parents are primarily responsible for their child's upbringing, discipline, and restoration. It is our desire to be a support, not the primary solution, in a child's upbringing (Proverbs 22:6, 13:24, 23:13-14, 19:18). PCCPrep has set proper expectations as a firm foundation (Proverbs 22:6, Proverbs 23:13-14, Hebrews 12:1-13 and Proverbs 19:20). All disciplinary decisions are made prayerfully doing our very best to balance grace with judgement. It is the intention of the administration to shepherd the heart of your child. This will include active listening, teaching correct behavior, and aiding the student in reconciliation with others as well as with Jesus.

### A. BIBLICAL GUIDELINES

Although discipline is not always pleasant, it is an essential aspect of godly education in the home and in the Christian School.

*"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11*

*"He who ignores discipline despises himself, but whoever heeds correction gains understanding." Proverbs 15:32*

*"... do not despise the Lord's discipline and do not resent His rebuke, because the Lord disciplines those He loves, as a father the son he delights in." Proverbs 3:11-12*

### B. CLASSROOM BEHAVIOR

The TK-12<sup>th</sup> grade classroom discipline/discipleship involves two components: Preventative & Corrective

Preventative:

Each teacher will devise his or her own system of motivation. Merits\* may be issued. The purpose is to encourage proper behavior in all students.

Corrective:

1. Verbal warning
2. \*\*Demerit and/or in room detention.

*Major infractions will result in an immediate administrative referral.*

TK-12<sup>th</sup> grade teachers retain the right to detain a student in their classroom for break, recess, lunch or after school if needed.

\*Once a student accumulates 10 merits, a free dress day will be assigned by Administration.

\*\*Tenth (10<sup>th</sup>) demerit, 20th demerit (and every 5th thereafter) in any semester results in Friday Detention. Student may receive multiple demerits in one day.





## C. DISCIPLINE/DISCIPLESHIP

CTR (Counsel / Teach Correct Behavior / Aid in Reconciliation)

We are all responsible for our own sins and are in need of repentance. It is wonderful to know that there is true forgiveness through Jesus Christ! However, there are many different motives for sin.... sometimes even painful emotional experiences result in very inappropriate behavior. Therefore it is the intention of the Administration to shepherd the heart of your child. This will include active listening, teaching correct behavior, and aiding the student in reconciliation with others as well as with Jesus.

Students accepted to PCCPrep have agreed to forego specific behavior and attitudes identified as fundamentally against the culture of the school and a relationship in Christ. Students accepted to PCCPrep have agreed that while attending Pacific Coast Christian Prep they will do their best to represent the best values, morals and ideals of Christ in every circumstance in every way, every day of their lives. Those students choosing behaviors contrary to the school culture and Christ-likeness are telling us by their behavior that they no longer desire to attend Pacific Coast Christian Prep. Students are accountable to God, their parents, and the school for their behavior 24 hours a day, 7 days a week, 365 days per year (24/7/365) on and off campus. A student may be asked to leave the school for encouraging inappropriate behavior in other students.

Conduct Accountability--Where: On Campus / Off Campus

On campus is defined as coming to or leaving from any school activity, the time spent in transit, and any time spent on the school campus proper or extended campus such as sporting event, dance, field trip, retreat activity, etc.

Off campus is defined simply as the time during which the student is neither going to or from school nor involved on campus nor a PCCPrep sponsored activity.

Should a student display attitudes that are contrary to the school culture, they will be placed on a behavioral contract to determine the continued enrollment of the student at PCCPrep. When placed on a behavioral contract, the parents will be notified, and the student will be assigned a discipleship counselor who will meet with the student weekly for a period stipulated in the contract. After this period, if questions still exist, the administrative team will call for a meeting with the student and parents to discuss next steps.

## D. DISCIPLINE DEFINITION

Demerit is logged into the student's record.

Detention is a disciplinary action that results in required attendance at a time determined by the teacher or administration. An in- class detention can be issued by any staff, to any student, if it is deemed appropriate.

Friday Detention will be used as a consequence for accumulating demerits each semester. (See Friday Detention consequence in section X.D below.)

Suspension is a disciplinary action that results in the student's loss of privilege to attend classes for a determined amount of time. Suspensions run from 1-5 days.

Suspension Pending Expulsion is a disciplinary action in which the student will be required to appear before the Disciplinary Review Board in order to gain re-admission. Suspensions pending expulsion run from 1 to 5 days.

Expulsion is a consequence resulting from behavior clearly contrary to the school culture and handbook at PCCPrep which requires the student to leave the school and enroll in another school.

## E. DISCIPLINE PROCEDURE

- **Minor Infractions**

These will be handled through demerits and detentions. Minor infractions include the following types of behavior: disruptive, disrespectful, disobedient, and unkind. For students who commit multiple minor, or any major infractions, a parent may be required to attend school with their child. Decisions regarding the parent's attendance to school will be determined by the Administration and served by stated deadline.





- **Major Infractions**

Major infractions include (but are not limited to):

1. Drug and alcohol involvement (2nd & 7th commandments from Exodus 20:12-14).
2. Fighting, physical harassment or threats (6th commandment from Exodus 20:13).
3. Excessive teasing/emotional harassment/gossip/bullying (6th commandment from Exodus 20:13).
4. Extreme insubordination (5th commandment from Exodus 20:12).
5. Smoking or possession of tobacco (2nd & 7th commandments from Exodus 20:12-14).
6. Stealing/cheating/lying/slander/cursing (8th - 10th commandments from Exodus 20:15-16).
7. Vandalism/graffiti (9th commandment from Exodus 20:14).
8. Sexual misconduct (7th commandment from Exodus 20:14).
9. Weapons of any kind (10th commandment; Exodus 20:17).
10. Any illegal activity

## F. ZERO TOLERANCE POLICY

We have a **zero tolerance** policy on the following major infractions: fighting, sex, drugs, alcohol, tobacco, stealing, physical harassment and weapons. It is our intention to protect our students from negative influences, intimidation and/or harm while simultaneously providing a clear stand for righteousness, love, help and restoration for those students experimenting with or involved in behaviors contrary to their health, Jesus Christ, and the vision of PCCPrep. As a result, any student suspected of illegal drug use will be asked to participate in a urine drug test at parent expense under the supervision of school administration. Violation of a **Zero Tolerance** infraction will result in a 1-5 day suspension pending expulsion which may result in a student being expelled.

## G. BULLYING AND HARASSMENT

Bullying and harassment includes, but is not limited to, any kind of comments, threats, or actions that create an intimidating or hostile atmosphere. Every student has the right to pursue an education without being concerned about physical, verbal, or emotional abuse. Acts of harassment at school or at any school activity will be investigated and disciplinary action ranging from demerit to expulsion will be taken if allegations prove to be factual, even if incidents originate outside of school hours (i.e. Cyberspace, phone threats, etc.) when disruption is brought onto the school campus or attendance is affected for fear of safety.

## H. CHEATING

A confirmed action of cheating will result in an immediate Friday Detention and a zero or "F" on the assignment. Cheating is defined as:

1. Looking at another's test or quiz
2. Using a "cheat sheet"
3. Copying someone else's work, including homework
4. Complicity in cheating
5. Any form of communication during testing
6. Plagiarism- Students shall not misrepresent examination materials, research materials, class work, and/ or homework assignments as their own, when in fact they are the work of someone else.

## I. GOSSIP, SLANDER, LYING POLICY

We believe gossip, slander, lying, cheating and excessive teasing are as detrimental to the culture of Pacific Coast Christian Prep and our students as any outright excessive behavior. A student lying about a mistake will compound his or her discipline received. Therefore, our gossip/slander policy is as follows (as per Matthew 18):

1. 1<sup>st</sup> offense – Students work it out one-on-one. Student(s) may be subject to Demerit or Friday Detention
2. 2<sup>nd</sup> offense – Parent conference, demerit, student may be subject to 1 day -5 day suspension
3. 3<sup>rd</sup> offense – Student may be subject to suspension pending expulsion





## J. PREGNANCY

We believe:

1. There is a need for all students to experience a personal relationship with Jesus Christ to mature as Christians.
2. Love, acceptance, and forgiveness should be the response to the student(s) who repents of his/her sin(s). (Luke 17:3-4)
3. Premarital and extramarital sexual intercourse is sin that carries severe long-term consequences. (I Cor. 6:18-20)
4. Abortions terminate life and are not part of God's plan. Alternatives are available and must be considered when dealing with premarital pregnancy.
5. When an unmarried girl becomes pregnant, the father of the baby must carry an equal share of the responsibility with regard to the consequences of the couple's pregnancy.
6. Pregnancy and parenting should not be sufficient reason for dropping out of school and failing to graduate from high school.
7. All courses taught on campus dealing with family life must emphasize the biblical principles of personal relationships, dating, marriage, sexual behavior, and the consequences of sexual immorality. Sexual behavior is defined as provocative, sensual, innuendo, dirty jokes, pornography, wet kissing, petting; intercourse, etc.

## K. SELF-REFERRAL

A student may refer him/herself under our Honor Code for assistance with any type of sinful behavior. Specifically, students may refer themselves to the school without administrative consequences under the following guidelines: (The student must refer him/herself to the Administration at the earliest possible opportunity.)

1. The student's self-referral must be prior to any contact by the administration regarding the area of concern.
2. The student and school appointed counselor and parents will set up an assistance program.
3. The student must continue with the assistance program until released by the school appointed counselor.
4. Contingent upon professional approval regarding health, safety and progress towards recovery, the student may continue to participate in school activities. Final decisions on student participation will be made by the Administration. In an effort to emphasize student wellness, any student who violates the policy concerning substance abuse while in the program will be subject to the consequences outlined in that program as per the school Discipline Code.
5. Public confession may be required before his/her peers. The following questions will be answered: a) What is the specific sin? B) Why did you choose to stop and refer yourself to the Administration, c) What is God teaching or showing you? "Confess your sins to one another, and pray for one another, that you may be healed." (James 5:16a) The learning of self-discipline and/or responsibility for one's actions is one of the most important goals of critical thinking in education. Probation, behavior contracts, referrals, counseling classes, suspensions and expulsions may be used when modification of student behavior becomes necessary. Any repeated behavior in a self-referral circumstance may result in immediate expulsion from PCCPrep and may be with no opportunity for re-admission. Here at Pacific Coast Christian Prep we are in love with our kids. It is very difficult to let kids we love go; even if their behavior cries out that we do so. We have learned that while God has richly blessed us, He does work outside of PCCPrep in selected students' lives. For some students, PCCPREP is merely a season in their lives. (Ecclesiastes 3:1-8). Therefore, we trust, when necessary, God may call a student out of PCCPREP for His purposes, often beyond our personal feelings and spiritual understanding. God is sovereign.

## X. CONSEQUENCES FOR VIOLATIONS

Parents are the primary initiators of discipline for their child; the school strongly desires to work in unison with parents on discipline. In every instance the school basks in the freedom of Christ in its decision making. Our desire is to be firm, fair, and Christ-like in love. We pray and desire to include parents both personally, spiritually and physically in many of our decisions. We believe God would encourage high standards while disciplining in grace, mercy and love to sanctify each of us in righteousness.





Jesus taught many people many lessons in freedom using different methods. While this entire handbook is designed to provide clarity for all involved, the Administration reserves the right to discipline every case based on its unique and specific nature.

All disciplinary decisions are made prayerfully. It is of the utmost importance that the parents support the teacher and/or the Administration in matters of discipline. If a disagreement arises in the corrective measures taken, parents should not voice that disagreement to the child until after speaking with the teacher or administrator. Often times, only one perspective is represented. It is important, however, that we teach the children, through our own example, to submit to the authority established by God.

## A. MINOR INFRACTIONS

Violations will generally result in a demerit. Repeated demerits will be treated as a major infraction which will result in a Friday Detention and may result in a suspension pending expulsion.

## B. MAJOR INFRACTIONS

Violations will generally result in the following:

1<sup>st</sup> Infraction CTR, Administrative Referral, subject to Friday Detention or suspension\*

2<sup>nd</sup> Infraction CTR, Administrative Referral, subject to 1-5 day suspension pending expulsion, Behavioral Contract (CTR - Counsel / Teach Correct Behavior / Aid in Reconciliation)

\*In certain cases, a disciplinary action may result in an immediate suspension of 1-5 days and could lead to expulsion. PCCPrep reserves the right to automatically suspend any student from school whose behavior or attitude disrupts the tranquility and culture of the school. Attendance at PCCPrep is a privilege, not a right. Suspension pending expulsion will require the student to appear before the Disciplinary Review Board before gaining re-admission.

## C. DETENTION

Teachers retain the right to detain a student with them during break, recess, lunch or after school for necessary correction. If a student does not appear for required detention, a Friday Detention will be assigned.

## D. FRIDAY DETENTION

Friday Detention will be used as a consequence for all students TK-12 accumulating demerits each semester.

Ten (10) demerits = Friday Detention

Twenty (20) demerits (and every 5 thereafter) = Friday Detention

Friday Detention may also be assigned immediately for any type of major infraction.

The students are required to remain after school on the assigned **Friday from 12:30 – 3:30**. There is a \$25.00 fee due the day of Friday Detention. This fee is not a punishment – rather a vehicle to recoup the expenses relating to staffing the additional time investment that we make. The student will be assigned a Friday Detention date to be served (within a three-week period of the infraction). Students will write a paper, and/or conduct physical labor throughout the campus. Please pack a lunch for this Friday, the student will be given time to eat his lunch before 12:30. If a student is tardy (up to 12:45) to Friday Detention, the student will not be admitted and must attend the next available Friday (no exceptions).

If a student is absent from Friday Detention without prior notification, he/she will receive two (2) additional days of Friday Detention to be served the following two Fridays. Should a student accumulate three (3) absences to Friday Detention throughout the year, he/she will be suspended out of school for three (3) days.

### Friday Detention Conduct Rules

Any violation of these will result in another Friday Detention:

- Communication with other students including talking, gesturing, laughing, and note reading or writing
- Drinking, eating, or gum chewing
- Sleeping, or the appearance of sleeping





- Getting out of your seat without permission
- Students may be required to pick up trash, clean tables, etc.

## **E. PARENT CONFERENCE WITH ADMINISTRATOR**

Parent Conferences will always begin and end with prayer for wisdom and discernment regarding the issue of discussion. The principles of “Conflict Resolution” and Matthew 18:15-16 will be followed.

## **F. SUSPENSION**

Upon a student’s suspension, at least one parent will need to meet with a school administrator within 1 business day. If this requirement is not met, an email will be sent home notifying the parents that the school will withdraw/expel their child unless the school administrator is contacted within 24 hours of receipt of the email.

A student serving a suspension must write and submit a one-page paper on what he/she did, why it was wrong, and what will be done to correct future problems of this nature. All missed class work and assignments must be made up within one school day following the return to school. If makeup work is turned in by the stated deadline, 3/4 credit will be granted. Makeup work turned in one day late will receive ½ credit. Any work turned in beyond one day late will result in no credit. All suspensions from PCCPREP are measured in school days.

## **G. BEHAVIORAL CONTRACT**

Behavioral Contract can occur at any time for Major Infractions. The Behavioral Contract will be initiated at the time of a Parent Conference with an administrator. A Behavioral Contract will be written with very clear consequences. It will be signed by all who are present. Failure to modify and improve behavior in the next nine weeks could result in possible expulsion.

## **H. 1-5 DAY SUSPENSION PENDING EXPULSION**

“It is senseless to pay tuition to educate a rebel who has no heart for truth.” Proverbs 17:16 (TLB)

A 1-5 day suspension pending expulsion will be issued when warranted. These situations will be evaluated on a case-by-case basis. A suspension pending expulsion will give the student and family time to reflect, and will give the administration time to determine the appropriate course of action. When a student is given a 1-5 day suspension pending expulsion, that student will be required to appear before the school’s Discipline Review Board.

## **I. EXPULSION**

Expulsion may be decided on by the Disciplinary Review Board, or if repeated suspensions do not produce a change of student’s behavior or attitude. Case by case stipulations may be written for students desiring to return to Pacific Coast Christian Prep.

Parents must provide verification proving that the stipulations were adhered to that meet the approval of the administration before the student will be considered to return to PCCPrep by the Disciplinary Review Board. All other admissions policies must also be followed.

## **J. DISCIPLINARY REVIEW BOARD**

This board, made up of the Head of Schools, Principal, 2 teachers, and a parent or community/church member will be called on to consider the matter and will determine whether a student will be granted readmission into PCCPrep or will be expelled.

All students issued a 1-5 day suspension pending expulsion or a student previously expelled from Pacific Coast Christian Prep who would like to apply for readmission for a new school year must go through our Disciplinary Review Board for re-admittance in probationary standing to the school. Anyone accepted back in the school through the Disciplinary Review Board will automatically be placed on probation.





## XI. EXTRA CURRICULAR ELIGIBILITY

In order for a student to be eligible to participate in extra-curricular activities (including athletics and Student Council and other activities) the student must adhere to the following:

1. To be eligible, students must have a minimum 2.0 GPA with combined citizenship and effort rating of at least Satisfactory with not more than one grade of Unsatisfactory.
  - a) Scholastic eligibility is checked eight times a year: at the beginning of the year from the previous semester; at the midway point of each quarter; at each quarter; and at the end of each semester. All courses taken are included in calculating eligibility GPA. Students who fail two or more classes in a semester period may be ineligible regardless of GPA.
  - b) A student with a citizenship grade of "U" at the semester will be automatically put on Probation or suspended from participating in any PCCPrep extra-curricular activity.
2. Eligibility for all activities is determined by the grades received for the most recent grading period of the student's enrollment. Summer school grades are averaged into the second semester grades to determine eligibility for fall.
3. To be eligible to participate, a student should be at school on time. To participate in any extra-curricular activity, including practices, a student must have an excused absence turned in to the office no later than 7th period that day. Regular absences require a student to attend at least three classes to participate in an activity, practice, game, etc.
4. If a student is ineligible at the beginning of an activity, he/she may not try-out, practice, or in any way participate in the activity until he/she is deemed eligible by administration.
5. If a student is late to practice or rehearsal or does not have an excused reason for missing practice/rehearsal (as per school policy) that student may NOT participate in the next game or production.
6. Students whose grades drop significantly during the course of a season or activity may be removed from participation by the administration. Criteria such as "Progress Reports" from teachers will be used to determine if a student should continue to participate. Students who receive three unsatisfactory notices will be reviewed for eligibility.
7. Any student voluntarily quitting an activity after the second week of performing arts or clubs is ineligible to participate in the next activity, as per leader's discretion.
8. Removal from Athletic Team - If an athlete is removed from or quits a team, the athlete will be ineligible for the next sport he/she goes out for. Any appeal to this policy should be made to the Athletic Director for consideration by a coaches' board.
9. The student must achieve a minimum GPA of 2.0 at each bi-quarterly grade check period with no F's and no more than one D. A student not meeting this standard will be placed on probation for one bi-quarterly grade check period. If the GPA is below 2.0 at the end of the probationary grading period, the student will be ineligible to participate for the next bi-quarterly grade check period. After the ineligibility period, the GPA will be checked again. The GPA must meet the GPA requirement to return to active participation.

## XII. FACULTY

The administration at Pacific Coast Christian Prep prays that God would bring faculty and staff who love Jesus and love our students. In His faithfulness God has established a remarkable faculty and staff. The greatest asset of our faculty is their love for our God, our students and each other. Our faculty members are pursuing professional excellence. Most of our faculty members have bachelor's degrees and have met California Certification requirements. Many have received their master's degree. Most of the remaining faculty members are currently pursuing their Masters. The dedicated, caring and inspiring faculty and staff spend enormous time and energy counseling, teaching, and loving our kids.







## XIII. GENERAL PROCEDURES

### A. BIRTHDAY PARTIES (ELEMENTARY)

Students celebrating birthdays during the year are permitted to bring cupcakes, brownies, donuts, or ice cream sandwiches. No other items should be brought (i.e. piñatas, gift bags...). We require all classmates be included in any celebration taking place during the day. The time of the celebration will take place during the last 15 minutes of school or another time as per teacher's preference. Birthday goodies must be approved by the teacher prior to the celebration. If invitations are to be handed out to a private party, we require all students receive the invitation or they must be delivered outside of school.

### B. CHILD ABUSE REPORTING

The state of California requires childcare providers and teachers to report any suspected incident of possible child abuse or neglect. We are legally obligated to comply with these guidelines.

### C. CHROMEBOOK POLICY

- Chromebooks used by students must be approved by the school, and bear a school issued sticker with the school logo and the student's name. This sticker will be issued by the school on approval of the device.
- Students must come to school each day with a fully charged battery. Students should not need to bring their charging cable to school as the Chromebooks are to be charged at home only. PCCPrep does not have facilities to support a charging station, nor security to safeguard the devices if left charging.
- PCCPrep will restrict usage of the Chromebook to selected site/apps while at school. Parents are able to maintain this restriction at home or have the restriction removed from their child's device after school hours and on the weekends.
- Students & families will be responsible for the well-being of the Chromebook and will be financially responsible for any damages or replacements.
- Please refer to the "Technology Use Policy" listed below and the signed "Acceptable Use Policy" given during Chromebook registration for additional information regarding use.

### D. CONFLICT RESOLUTION

"If your brother sins against you go to him privately and confront him with his fault. If he listens and confesses it, you have won back a brother. But if not, then take one or two others with you and go back again, proving everything you say by these witnesses." Matthew 18:15-16

All matters must be dealt with according to Matthew 18:15-16 stated above. If a situation arises between you and another parent, a teacher, or a staff member, you must first attempt to resolve it with that person before going to the administration. If it is not resolved after that, please schedule an appointment to meet with an administrator as soon as possible.

### E. COURT ORDERS

PCCPrep MUST have on file all current court orders relating to custody, visitation, and/or parental rights regarding PCCPrep students. Both parents, regardless of who the custodial parent is, retain the right, by law, to access their child's/children's school records information on student attendance & academic achievement, unless otherwise noted by a court document.) Proper identification must be presented before accessing the student's records to protect the Right to Privacy laws of this state. If a request for information is made via telephone, and PCCPrep staff can not verify the identity of the caller as the parent he or she claims to be then a written request for information including verification of identification (copy of current driver's license and social security card) will be requested by the school before releasing any and all information. A written request of this nature can be either mailed or faxed to the school office. If a parent wishes to access the information in person, he or she should notify the school office at least one day in advance and an appointment will be scheduled for





perusal of the student's records.

For the welfare of our students, please understand that all personnel and policies of PCCPrep must maintain total neutrality in conjunction with all custody suits, whether settled or in progress. At no time will PCCPrep or its members provide supporting information requested by either parent or their attorneys to be used in custody to enhance or detract from either party's claim unless subpoenaed by the courts. PCCPrep will also not act as a liaison between parents and their children for the purpose of sidestepping court orders. This includes, but is not limited to delivering telephone messages, notes, or cards, etc. Our school's responsibility is to maintain an appropriate, stable learning environment at all times, under all circumstances for the students entrusted to us without taking sides and thus jeopardizing the intentions and integrity of our purpose.

## F. EXTENDED CARE

Our TK-5 extended care program is a service particularly to our working parents which provides on -campus care for the hours beyond the school day. We endeavor to provide a relaxed and fun environment with enough structure to ensure peace and order. Homework time is established for our students who have homework. Parents who arrive after 6:00 P.M. will be charged \$1.00 per minute. The hours provided for students:

After School      2:55 PM – 6:00 PM (TK - 4<sup>th</sup>)  
                                 3:05 PM – 6:00 PM (5<sup>th</sup> - 8<sup>th</sup>)

Students 6<sup>th</sup> - 8<sup>th</sup> must sign themselves in/out for accountability purposes, but there will be NO CHARGE for these grades. The rationale for this is that these students are expected to monitor their self and follow directions when given. If a parent deems it necessary to have more closely supervised restriction for their child (i.e. homework supervision), or if the child consistently displays an inability to follow directions, the student will be assigned to the 5th grade room and regular fees for supervised, extended care will be charged. Students 6<sup>th</sup>-8<sup>th</sup> are not permitted to leave the fenced area or walk across the street to any of the stores during this time.

## G. LIBRARY/MEDIAL RULES & PROCEDURES

Students can access small libraries of books in their classroom. Many more books are made available via online means using a library card or if your teacher subscribes to Epic.

### **Book and Media Selection**

The essence of all that is done at PCCPrep is summed up on our Foundational Scripture (Col. 1:18), our Mission Statement, our Purpose, and our Statement of Faith. It is upon these foundational principles that we base our approach to selection of materials to offer our students. Because of the vast quantity and varying quality of media resources, (including books, videos, CD-ROMs, DVDs, Internet resources and other online materials) it is imperative that we interpret our mission and vision in a way that reflects the character of our God and His creation, honestly confront the needs of our students and their world, and instills in the students a thirst for truth and righteousness.

A biblical worldview asserts that:

- God is eternal, loving, omnipotent (all-powerful), triune, and creator.
- Jesus Christ is our hope, our Savior, God incarnate.
- The Holy Spirit works in the world today.
- The Bible is the final authority, against which we measure all things.
- Until the return of Jesus, we must confront and fight spiritual battles.
- God's creation is one of beauty and enjoyment.
- People are God's workmanship, created for His glory and companionship.

While it is unrealistic to solely use materials written by individuals who hold to a biblical worldview, it is important to assess the author's (and sometimes, publisher's) worldview. Our students must be trained to "be as shrewd as snakes and as innocent as doves." (Matt. 10:16b)





## H. LUNCH ORDERS

Pizza is available for purchase from the Drama department for lunch on Thursdays. On all other days, students are responsible for bringing their own sack lunch that does not need to be heated. There are no microwave or hot water pots available for student use.

## I. MEDICAL INFORMATION

The State of California requires students entering any school within the state to have certification of immunizations received from the student's physician on file at the school. The student is required to have "immunizations appropriate for the child's age" by the first day of school.

The State of California monitors our records on a yearly basis. Any time a student receives an additional immunization, please submit a current immunization form for the school records. PCCPrep has no licensed nurse on staff. We ask that if possible, all medication be administered at home. We know; however, there are situations and conditions that require medication to be given during the school hours. We will only administer medication prescribed by a doctor with a completed medication form available in the office.

Parents should not send a sick child to school. Sick is defined as having a fever 100 or above (whether Tylenol brings the fever down or not the child should not be in school) or a contagious illness not on antibiotics over 24 hours. If a child becomes ill during the day, the parent will be notified to come to school for the child.

## J. NON-INVITE LETTERS

Non-Invite letters are mailed to students who have had academic or behavioral issues throughout the school year. Principals determine who will not be invited to return to PCCPrep. Students may be placed on academic/behavioral probation at the end of each academic quarter. Behavior and academic efforts are considered up to the end of the school year with regards to a student's non- invitation status. This policy is grounded in God's word. Proverbs 9:9-10, Psalms 32:8, Ephesians 6:1-4, I Timothy 1:5, and Colossians 3:17-22.

## K. PARENT-TEACHER CONFERENCES

One of the strengths in the total education of a student is the close cooperation between school and home. Both students and parents should feel free to meet with a teacher or teachers at any time. Formal conferences are scheduled prior to the first quarter break. These conferences are mandatory for K-5<sup>th</sup> grade. When parents desire direct communication with a teacher, they should telephone the school office and leave a message for the teacher. The teacher will return the call as soon as possible. Please do not call the teacher at home for homework assignments or conferences.

## L. PICK UP/DROP OFF GUIDELINES

PCCPrep staff have been instructed to only load and unload students into and out of a vehicle using door nearest to the curb. Be advised that this procedure will be strictly enforced, so please do not ask PCCPrep staff to break this rule. If a parent chooses to not allow us to do this from the door facing the curb, then they simply need to park to pick up or drop off their child.

## M. SCHOOL SERVICES

Availability of Student's Records: Permanent record files are intended to provide information which can be used to develop the best possible educational program for each student. A file contains information useful for counseling, individual instructional program design, recommendations as to advanced studies, job placement and a variety of similar purposes. A parent or legal guardian is entitled to inspect the student's cumulative record. The Registrar will make an appointment if you desire to see your child's record.





## N. SEMI-CLOSED CAMPUS

It is understood that students are not allowed to leave the Pacific Coast Christian Prep campus during school hours for any reason without permission. A dated note, with the parent's signature, must be submitted to the office to release a student from the campus. High school students may go off campus for lunch as long as the parent has given written permission and the student leaves and arrives back on campus within the prescribed times. Faculty and staff members may take students off campus with parental permission. If a student needs to be picked up before the end of the school day, parents must come to the school office and sign their child out.

## O. TECHNOLOGY USE POLICY

Before working on technological devices, it is important that you understand the responsibility and standards of conduct necessary for its use. This includes:

Respect for Property: taking care of school and personal possessions. Morally good conduct: showing a godly example. In regards to these standards a student **must not**:

- Use technological equipment (other than Chromebooks) without permission and without supervision of a PCCPrep staff member.
- Initiate or visit accounts for private use or communication. This includes Yahoo, Skype, Facebook, etc...
- Access sites that the school would deem inappropriate (i.e. pornographic, unlawful, obscene, or otherwise objectionable material).
- Violate copyright or other intellectual property rights.
- Illegally store, use, distribute or copy software.
- Transmit threatening, obscene or offensive materials.
- Engage in electronic 'stalking', cyberbullying, or other forms of harassment, including abusive or aggressive language toward other students or staff.
- Gain unauthorized access to any computing, information or communication devices or resources, including, but not limited to, any machines accessible via the Internet.
- Damage, modify or destroy the files, data, passwords, devices or resources of PCCPrep, other users or third parties.
- Conduct any activity or solicit the performance of any activity that is prohibited by law.
- Use the service to interfere with or disrupt other network users, services or equipment.
- Load, attempt to load or use any unauthorized discs, programs or files.
- Use the computer/internet for anything other than school assignments and projects.
- Send or receive email, send or respond to an instant message, or enter a chat room at any time while using school computers without direct approval and supervision from the teacher.
- Post personal contact information about yourself or others. This includes information such as: home address, telephone number, financial information, etc.

### Consequences:

Failure to abide by the above school policies regarding computer usage will result in:

- A Referral to the principal
- Demerit/Suspension
- Loss or limited use of technological equipment

If a teacher determines that other technology will be used in the classroom, students must:

1. Be fully responsible for the safe-keeping of their own devices.
2. Place device on the desk and leave it OFF until instructed to turn the device on for classroom activity.
3. Properly care for school equipment.





#### XIV. EPILOGUE: THE NATURE OF JESUS CHRIST

1 Corinthians 14:40 says, *“Let all things be done decently and in order.”*

PCCPrep has set what we feel are reasonable, diligent, responsible, and loving guidelines for the operation of our school. We strive to be Spirit-led in all of our decisions and actions, and to have the love of Christ motivate our relationship with all students and families. This handbook is not intended to be a legalistic set of rules to follow, but rather an agreed upon course of action that will allow PCCPrep to meet our intended goals, and provide a loving, safe environment so that every student can flourish.

We believe wisdom from above is demonstrated in the nature of Jesus. James 3:17-18 tells us, *“But the wisdom that is from above is first pure, then peaceable, gentle, willing to yield, full of mercy and good fruits, without partiality and without hypocrisy.”*

Jesus is pure, He is peaceable, He is gentle, He is willing to yield, full of mercy and good fruits. It is in this spirit that we commit to praying continually for the Holy Spirit to fill our hearts with the love and wisdom of Jesus. We also covet your prayers for us that the Spirit of the Lord may have His hand on our school every day and that He would be glorified.  
God bless you.





## XV. Parent/Student Handbook Agreement

Parents, students and applicants must agree to and sign the following Handbook Agreement:

1. I appreciate the standards of the school which does not tolerate profanity, obscenity in word or action, dishonor to God and the Word of God, or disrespect to the personnel of this school. Therefore, I agree to support all regulations of the school in the applicant's behalf and authorize this school to employ such discipline as it deems wise for the training of my child.
2. I agree to uphold and support the high academic standard of the school by providing a place at home for my child to study and giving my child encouragement in the completion of homework and assignments.
3. I understand that my child's needs must fit the educational capabilities of the school.
4. I promise to pay my financial obligations to the school on the dates due and understand that it may be necessary to withdraw my child if prior acceptable arrangements are not made on a past due account.
5. I give permission for my child to take part in all school activities and school sponsored trips away from the school premises.
6. I agree to hold harmless Pacific Coast Christian Prep, its affiliated organizations, employees, agents, and representatives, including volunteer and other drivers, from any and all claims arising from my child's participation. This release agreement does not apply to claims of intentional (criminal) misconduct or gross negligence by the school, its employees, or volunteers. If such circumstances are proved in a court of law, I acknowledge and agree that the school can assume no financial liability beyond its actual liability insurance policy in force.
7. I understand that the school reserves the right to dismiss any child who fails to comply with the established regulations and discipline or whose financial obligation remains unpaid.
8. I understand that the school is an extension of the family and the parent and teacher are coworkers in the child's education. I will contact the teacher and discuss any areas of concern before discussing the problem with others. I will encourage and support my child's teacher.
9. In the event that a conflict requires additional attention for resolution, I agree to the following: The parties to this agreement are submitted to the authority of Christ and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24 and 18:15-20. The Matthew 18 Principal should always be followed for any conflict (see handbook). However, if the conflict is not resolved, the parties agree that any claim or dispute arising out of, or related to this handbook or to any aspect of the parent-school relationship, including statutory claims, shall be settled by Biblically based mediation. If





resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. The Institute for Christian Conciliation shall be asked to provide the name of a qualified person that will serve in that capacity. The arbitration shall be conducted in accordance with the Rules of Procedure for The Institute for Christian Conciliation (406) 256-1583. Peacemaker Ministries website: [www.peacemaker.net](http://www.peacemaker.net)

- 10. My child/children and I will attend a Bible believing church or home fellowship/youth group regularly.
- 11. I understand that the school reserves the right to change any policy herein, at any time, at the sole discretion of the Administration when it determines the change to be in the best interest of the school.
- 12. I understand this handbook does not serve to contractually bind the school in any way and is subject to change without notice by the school's governing body.

**I have personally read, understood, and agree to the guidelines contained in Pacific Coast Christian Prep's Handbook. While enrolled in PCCPrep, I agree to cooperate with these standards to the fullest extent.**

_____	_____	_____
Student Signature	Grade,	Date

**As a parent I have read Pacific Coast Christian Prep's Handbook. I will cooperate with the school in its endeavor to maintain these high Christian standards.**

_____	_____
Parent Signature	Date

_____	_____
Parent Signature	Date

\_\_\_\_\_

**Please print student's first and last name**

