

PACIFIC POINT
CHRISTIAN SCHOOLS

Family Handbook



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Chapter 1 District

DISTRICT POLICIES AND INFORMATION

Contact Information

District Office 1575-A Mantelli Dr. Gilroy, CA 95020 Phone: (408) 847-7804 Office Hours: Monday - Friday 9:00 AM - 3:30 PM *Times change in the summer *Times may vary if DO Staff is on other campuses or working events	Elementary Campus 1575-A Mantelli Dr. Gilroy, CA 95020 Phone:(408) 847-7922 Office Hours: Monday - Friday 8:00 AM - 3:30 PM * Times change in the summer	High School Campus 2220 Pacheco Pass Hwy. Gilroy, CA 95020 Phone: (408) 847-0111 Office Hours: Monday - Friday 7:30 AM to 4:00 PM * Times change in the summer
Preschool Campus 6000 Miller Drive Gilroy, CA 95020 Phone: (408) 310-7910 Office Hours: Monday - Friday 7:30 AM - 5:30 PM *Times change in the summer	Junior High Campus 2220 Pacheco Pass Hwy. Gilroy, CA 95020 Phone: (408) 847-0111 Office Hours: Monday - Friday 7:30 AM to 4:00 PM *Times change in the summer	All campus locations are closed on weekends and holidays. All times and days are subject to change.

School Board

Donna Garcia, Board Chair	Gerad Trincherro, Board Member
Justin Richter, Vice Chair	Michael Graef, Board Member
Michael Jackson, Treasurer	
Jack Daley, Secretary	

School Administration

Interim Superintendent Janet Vandenberg	Preschool Director Linda Hendrickson	Finance Amy Graves
High School Principal Cindy Ginther	Communications & Facilities Alaine Orlando	Information Technology Jennifer Welch
Junior High Principal Cindy Ginther	Admissions & Social Media Rebecca Perez	Community Relations & Fundraising Kim Campos
Interim Elementary Principal April Redgrave	Athletic Director Amanda Morrill	

Mission Statement

Pacific Point is to be a Gospel-centered school district with a focus on a Biblical worldview and discipleship, that partners with parents in educating and nurturing students' minds and hearts for use in God's kingdom now and in the future.

Vision Statement

Our vision is to be mission-focused, providing high-quality Christian education, preschool through twelfth grade, to the tri-county area.

Verse

“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Ephesians 4:32

Athletic Mascot

Pacific Point Lion



Colors

Purple, Black, Gray, and White

Top 5 Reasons to Choose Pacific Point Christian Schools

- Christ-Centered
- Adaptability towards child's education needs
- Smaller class ratios for individual attention both in and out of the classroom
- Excellent private education without a commute
- Family oriented

Welcome

Welcome to the Pacific Point Christian Schools community. Since 1995, PPCS' vision for the community is to provide a high quality Christian education, preschool through 12th grade, to students in the Santa Clara, San Benito, and Monterey Counties.

The philosophy of Pacific Point Christian Schools is built on the understanding that Jesus Christ is the Son of God and Savior of the world. While the primary responsibility for children's growth and care rests upon the parents (Deuteronomy 6:5-9), Pacific Point Christian Schools partners with parents in educating and nurturing students' minds and hearts for use in God's kingdom now and in the future. Christian teachers provide positive reinforcement of biblical and family values and teach all subject areas from a biblical worldview. Pacific Point honors the Bible as the true, reliable, complete and authoritative Word of God.

It is the philosophy of this school organization to use instructional strategies that build on the students' strengths and bring out their natural gifts. Students are taught to think creatively about solving academic and social problems in ways that reflect respect and personal responsibility. Our goal is that each student will acquire knowledge with wisdom and understanding while enabling them to develop a strong Christian character, an ability to work well with others, and a heart for serving those in need.

Students who graduate from Pacific Point Christian School will have the heart and soul of:

LIONS

Leaders with Integrity involved in Outreach striving to be Noble Scholars

Leaders - Leaders mirror Christ's character and behavior in culturally diverse environments and consider the interests of others above their own. Students have entered into a society and time period where it is more important than ever to stand up as a leader. At Pacific Point Christian Schools, your children will learn to be a **leader** in the classroom, on their campus, in their community, and in their world. We encourage students to lead courageously.

Students who are **Leaders...**

- Have excellent interpersonal communication skills
- Demonstrate gratitude
- Exhibit positive influence on others
- Show empathy
- Are courageous
- Are respectful of others
- Work well with others and foster positive relationships

Philippians 2:3 Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves.

Integrity - Integrity is the characteristic of being honest and demonstrating moral principles. In a world where honesty and strong moral principles are seemingly lacking, Pacific Point Christian students

are taught what it means to be honest and have strong moral principles.

Students who demonstrate **Integrity...**

- Walk in honesty and truth
- Use the Bible as a guide in moral principles
- Value people
- Are authentic
- Respect others

Micah 6:8 He has shown you, O mortal, what is good. And what does the LORD require of you? To act justly and to love mercy and to walk humbly with your God.

Outreach - The great commission was given to the disciples by Jesus in Mark 16:15 to go out and preach the gospel to all the world. In Luke 10:2 we are reminded that “The harvest is plentiful, but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field.” A mission field can be our own home, our community, our friends, and a mission field is also part of the world that still needs to hear about Jesus. As Christians, we are seeking ways to find our mission field and to be the hands and feet of Jesus. The best way to do this is through service.

Students who demonstrate **Outreach...**

- Seek to improve the lives of those within their sphere of influence.
- Share their God-given gifts and talents by serving others.
- Understand that they are the hands and feet of Jesus.

Mark 16:15 He said to them, "Go into all the world and preach the good news to all creation.

Noble - Noble is a person of noble rank or birth. It also means to show refined personal qualities and high ideals. As sons and daughters of Jesus Christ, we have a higher calling in our lives. Once someone accepts Jesus as their Lord and Savior, they become joint heirs to the kingdom of heaven.

Students who are **Noble...**

- Promote cooperation and mutual respect
- Inspire confidence from others and in themselves
- Work with a purpose and a plan
- Invest in others through patience, time, money, and respect
- Demonstrate care for family in a loving and respectful way
- Are open to accountability to God, parents, authority, and peers

Romans 8:17 Now if we are children, then we are heirs—heirs of God and co-heirs with Christ, if indeed we share in his sufferings in order that we may also share in his glory.

Scholar - A scholar is a lifelong learner who realizes that knowledge can not be ever fully obtained and who seeks to gain wisdom through prayer and petition. A scholar demonstrates characteristics that employ effective verbal and written communication skills to clearly express ideas, truths, and convictions as a representative of the gospel of Jesus Christ.

Students who are **Scholars...**

- Demonstrate confidence and composure
- Employ critical thinking and analytical skills
- Are able to work collaboratively and cooperatively
- Show up prepared
- Accept constructive criticism
- Are loyal to the educational organization

Psalm 25:4-5 Show me Your ways, LORD, teach me Your paths. Guide me in Your truth and teach me, for You are God my Savior, and my hope is in You all day long.

Since God has not restricted the ministry of His church to people of any one race, color, national or ethnic origin and it is the desire of Pacific Point Christian Schools to share the gospel of Jesus with all people, Pacific Point Christian Schools does not discriminate on the basis of race, color, religion, national or ethnic origin.

The philosophy of Christian Education for Pacific Point Christian Schools shall be the guiding tool to apply biblical principles to teaching practices. All philosophies of subject, policies of the school, curriculum materials and teaching methods shall conform to the Philosophy of Christian Education. The School Board and staff members must understand and apply the Philosophy of Christian Education in their decision making in Board meetings and in their daily work for Pacific Point Christian Schools. Employees shall be committed to fulfilling the principles outlined in the Philosophy of Christian Education in every reasonable way.

The Pacific Point Christian School staff and I are honored to partner with you. We are excited about your child's potential and future.

Statement of Faith

The Scriptures (2 Timothy 3:16; 2 Peter 1:20, 21) The Bible is God's Word to all men. It was written by human authors, who were under the supernatural guidance of the Holy Spirit. Because it is inspired by God, it is without error in the original writings, and is the complete and supreme source of truth for Christian beliefs and living.

The Triune God (Mark 12:29; Matthew 28:18, 19; 2 Corinthians 13:14) There is one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.

The Person and Work of Jesus Christ (John 1:1, 14, 18; 5:17, 18; 8:58; 10:30-33; Romans 3:24, 25) Jesus Christ is true God and true man, having been conceived by the Holy Spirit and born of the virgin Mary. He died on the cross, a sacrifice for our sins according to the Scriptures. Further, he arose bodily from the dead, ascended into heaven, and is now our High Priest and Advocate.

The Holy Spirit (Acts 5:3, 4; 2 Corinthians 3:18; John 14:16, 17; 15:26; 16:7-15) The Holy Spirit is equal in the trinity to the Father and the Son, thus making Him God. The ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and to convict men of sin, regenerate the believer, indwell, guide, instruct, and empower the believer for godly living and service.

The Nature of Man (Genesis 1:26; 3:1-17; Romans 5:12, 3:22, 23; Ephesians 2:12) Man was created in the image of God, but fell into sin and became alienated from God, acquired a sin nature and incurred not only physical death but also spiritual death which is separation from God.

The Way to God (Ephesians 2:8-10; Romans 3:24; 1 Peter 1:18, 19; 2:24; Titus 3:5, 6) Salvation is a gift from God to man. Man can never make up for his own sin and failure by self improvement or good works. Only by trusting in Jesus Christ as God's offering of forgiveness can man experience justification and forgiveness of sin.

The Second Coming of Christ (1 Thessalonians 4:13-18; Acts 1:11; John 14:1-4; Revelations 20:6) The Lord Jesus Christ will return to earth to reign as King of Kings and Lord of Lords. His return will be personal, visible, and pre-millennial. The expectation of this, our "Blessed Hope," has a vital bearing on our personal life and service as believers.

The Resurrection of the Dead (John 5:29; Mark 9:43-48; 2 Thessalonians 1:8, 9; Rev. 20:11-15; 21:1-4) All mankind will be bodily resurrected. Everyone will either exist eternally in union with God through forgiveness and salvation or exist eternally separated from God by sin and self-choice.

The Church (1 Corinthians 12:12-27; Ephesians 1:22, 23; Colossians 1:17, 18; Hebrews 10:25) The true Church of Jesus Christ is a spiritual organism made up of all persons who, through faith in Christ, have been regenerated by the Holy Spirit. This spiritual organism is called the body of Christ of which Jesus Christ is the Head. In addition, all members of this spiritual organism are directed by Scripture to associate themselves in local assemblies for the purpose of edification and evangelism.

The Sacraments (Acts 8:38-39; Romans 6:1-11; Matthew 26:26-30; 1 Corinthians 11:24-32) God has given two sacraments for believers to share in. One is "Water Baptism" as a testimony of death to sin and resurrection to new life. The other is the "Lord's Supper" which is a memorial service, setting forth in a symbolic manner the life and death of the Lord Jesus Christ.

Admission Criteria

Pacific Point Christian Schools is open to parents and legal guardians interested in securing a Christian Education for their preschool through twelfth-grade student(s). It is our desire to provide an environment where God is glorified in the conduct and integrity of our students.

Each year, Pacific Point Christian Schools opens **Legacy and Priority Enrollments** to presently enrolled families in order to secure class placement for the upcoming school year. After Legacy and Priority Enrollments, we offer **Open Enrollment** to the community and continue enrollment until all classes are filled. After a class has been filled, an interest list will be opened for families desiring placement at Pacific Point Christian Schools.

Admission of students to Pacific Point Christian Schools is based on many factors including **past academic performance, academic testing, and a family interview.**

Please note that Pacific Point Christian Schools does not have the resources to provide special programs for students with learning disabilities or severe behavioral problems.

Spiritual growth is a high priority at Pacific Point Christian Schools. The Bible is a part of our curriculum and biblical principles are integrated into all subjects and programs. Therefore, a student may not opt-out of Bible instruction.

Admission Agreement

Parents are required to sign an admission agreement at the time of registration. A copy is filed in the student's file and available to parents through our online registration portal. Parents review and electronically sign our Media Agreement, Financial Agreement, Internet Usage Agreement and The Family Handbook.

Parent/Student Cooperation

In the process of striving for wholesome, mature Christian conduct, it is necessary for the administration to stipulate in the signed Student/Parent Agreement that the parents and students *pledge to make every effort to comply* with the rules and policies of the school. The Student/Parent Agreement specifically states:

I have read the PPCS Family Handbook with my child. We pledge to make every effort to comply with its information at all times. We understand the dress code and agree to follow the code at all times.

PPCS's educational mission involves working with the home in the overall Christian education of students. On occasion this cooperation between school and home may become difficult. To avoid such situations, the school requires parents enrolling to affirmatively support and cooperate with the school.

As a parent:

I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with my child or other people, following the Matthew 18 principle.

I understand that if at any time the school determines, in its sole discretion, that my actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request the withdrawal of my child(ren).

I understand the Christian nature of the education of PPCS. I am willing to respect my child's decision should he/she accept Jesus Christ as his/her Lord and Savior through the teaching of the school, therefore choosing to embrace Christianity

Application Process

Step 1: Inquiry- Visit our website and submit an **inquiry**. Once the inquiry is received a member of our admissions team will reach out to schedule a time for you to **tour** the campus. There is no cost for submitting an inquiry.

Step 2: Tour & Family Interview - This is a critical step in the admissions process when parents, students, and administration meet. At this time, the interviewer will inquire about your personal motivations for seeking membership in Pacific Point Christian.

Step 3: Application - For those wanting to move on with the admissions process the next step would be to submit an **application** through our website. There is a **\$60 nonrefundable fee** for each application submitted. Once the application is submitted the Admissions Coordinator will contact families for the next step in the enrollment process.

By enrolling their child(ren) in Pacific Point Christian Schools, parents agree to support the school in its financial policies, parental support expectations, and the school's student behavior/discipline policies as articulated. Pacific Point Christian Schools reserves the unconditional right to take disciplinary action, suspend and/or dismiss any student whose progress, conduct, and/or whose parent's/guardian's conduct is considered by Pacific Point Christian Schools, in its sole and absolute discretion, to be unsatisfactory and/in violation of the mission of Pacific Point Christian Schools.

Enrollment of children in Pacific Point Christian Schools is a privilege, not a right. If any individual chooses not to conform to our standards of conduct he or she will forfeit this privilege.

Pacific Point Christian Schools is a religious institution providing an education in a distinctly Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle, the school reserves the right, within its sole discretion, to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19: 4-6).

Pacific Point Christian Schools strictly follows the principle found in Matthew 18:15-17 when handling concerns or disagreements. Concerns or disagreements are to be shared only with the person most directly involved. Then proceed up the chain of command as needed (Teacher, Administrator, Principal, Superintendent, etc.). Concerns or disagreements are not to be shared with children or uninvolved persons.

Step 4: Register - Once all parties agree that Pacific Point Christian is a good fit, you will be contacted by our Admissions team to complete registration. At the time of registration you will need to provide all necessary documentation, pay the enrollment fee, and set up a FACTS account.

Business and Financial Policies

All tuition and bills are paid through a family **FACTS account** (<https://online.factsmgt.com/signin/4B0L1>)

Installment payments

Pacific Point Christian Schools offers three payment plans for tuition:

1. One installment due September 1st and receives a 3% discount.
2. Two installments due September 1st and February 1st.
3. Monthly installments of 11 payments due. **Beginning in August and ending in June**

Late payments are subject to a \$25 late fee.

Tuition accounts must be paid in full each month in order for the student to remain in school. There are no reductions to charges for suspension or extended absence if the student remains enrolled.

Fees and Charges

In addition to tuition, registration, certain fees and charges for damaged books and textbooks, charges for materials and other expenses will be billed as they are incurred to your FACTS account. FACTS sends out reminders through email, USPS, or text messages.

Family Accounts

Each family is assigned an account that is broken down into tuition and incidentals. All payments must be made on FACTS through automatic withdrawal. As charges are accrued, your FACTS account will be charged. Remaining positive balances at the end of the school year will be carried forward to the next school year. However, families with negative balances at the end of the school year will not be allowed to begin a new school year until the amount owed is paid in full.

Delinquent Accounts

Accounts must be paid in full by the due date indicated on the FACTS account in order for the student to remain in school. Students with delinquent accounts will not be permitted to begin classes the next quarter (or the next school year), until the balance is paid in full. Pacific Point reserves the right to require payment in advance from families who are repeatedly delinquent on their account.

Withdrawing from School

Enrolling in Pacific Point is not just an insignificant process but a contractual Financial Agreement between families and the school. A withdrawal fee of \$350 will be required at the time of withdrawal of each student. Early withdrawal will affect future re-enrollment.

Students being withdrawn from school due to a move or any other reason must notify the business office as soon as reasonably possible. All text books, library books, and/ or school items must be returned to the school. Once withdrawn, your child forfeits his or her placement and all benefits associated with enrollment, including attending school functions, receiving school information, and/or curriculum. Pacific Point Christian Schools will forward a student's educational record to another school where the student seeks to enroll upon request by the new school.

Late Charges and Returned Payments

FACTS charges a \$25.00 late fee and a \$30.00 service fee for all returned payments.

School Supplies

Students are required to have their supplies ready by the first day of school. A description of school supplies is on the school website: www.pacpoint.net and on the Pacific Point App.

Information contained in this handbook is subject to change without prior notice. The contents are published for general information only and shall not constitute a binding agreement on the part of Pacific Point Christian Schools. If you have any questions regarding any area of the handbook or concerning any school policy or practice, contact the school office.

Financial Agreement/Enrollment Agreement

Tuition Schedule:

The tuition charged by Pacific Point Christian Schools may be paid in one of the following ways:

One-time prepaid in full by September 1, (Payable directly to Pacific Point Christian School and 3% discount).

Payment on the 11- month plan as detailed below. Starting August and ending June using FACTS, subject to credit review at PPCS option. Extra classes will be charged on a pro-rata basis. Accounts can be paid in full, a two time payment, or 11-months through a student's FACTS account.

Monthly tuition payments **must** be set up with FACTS for Electronic Fund Transfer (EFT) from your bank account or credit card on the 1st through the 10th of each month. More information regarding your FACTS account can be found at the re-enrollment site beginning February 1. [FACTS](#) does not administer the enrollment fees as these are paid online during re-enrollment. In order to reserve a space for your student, you must set up a [FACTS](#) account no later than July 1st.

Please be aware that FACTS offers a **“Peace of Mind” insurance policy** for the very modest price of \$22.50 per year. A death in a student's family can disrupt his/her academic life due to the potential loss of educational funds. In the event of the death of the responsible party or his/her legal spouse, FACTS will pay the remaining balance up to \$30,000 (except amounts that are delinquent). Also, the Peace of Mind insurance is only available to individuals who are under the age of 70 at the time the coverage begins. We highly recommend signing up for this benefit. For more information, please contact FACTS directly at: 866-441-4637.

Important Re-enrollment Notice

Pacific Point Christian School will be accepting all re-enrollment and contact information online. For your convenience, the re-enrollment fee may be paid by credit card as part of the online enrollment.

Re-enrollment is not complete until the registration online forms have been completed along with the online registration fee. Please re-enroll before OPEN ENROLLMENT, to ensure your child's seat at the school is secure. Access for each account can be found at:

<https://pacpoint.powerschool.com/public/>

Miscellaneous Fees and Charges

Separate fees are charged for athletics (after school clubs, sports, camps), and certain electives, iPad App fees, e-textbooks, and other miscellaneous school activities. Such fees are in addition to those set forth in the schedule above. These fees are charged as incurred.

iPads: All 6th -12th-grade students will be required to have a student-owned iPad dedicated to school. The iPad you use for school will need to be capable of running the **latest iOS**. We require a minimum of 128GB of storage space, an Apple pencil or stylus, a keyboard, and an Otterbox-type case that will work with your iPad. All iPads must have Intelligent Hub installed by our IT Department and the Device Management software must remain on the device while enrolled at Pacific Point. Any damage to the iPad is the sole responsibility of the family.

Financial Assistance Program

Note: Financial Assistance must be re-applied for each year.

The Financial Assistance application deadline is **February 7**. The applications will be processed in the order received, so earlier submissions of qualified applications will increase the likelihood of being awarded financial aid, as available funds normally run out quickly. For more information regarding our Financial Aid please visit our website. Applications for financial aid are required to be submitted every year and not automatically rolled over.

Afterschool Enrichment

After school enrichments (clubs, athletics) and extended care are available for an additional fee for students at each campus. For more information, call the front office of your child's campus.

Early Withdrawal

In the event of early withdrawal or dismissal from PPCS before **May 31** of the current school year, for any reason, tuition already paid will NOT be refunded and tuition is still **payable for the entire semester (K-12)**. The school principal and admission coordinator should be **notified in writing at least 30 days in advance** of the final date a student will attend school. All other non-tuition charges related to the student's enrollment must be paid in full at the date of withdrawal. An early withdrawal fee of \$350 must be paid at the time of withdrawal.

Returned check (NSF)

Accounts will be charged a \$30 service fee for all returned checks. After two returned checks, subsequent payments must be made by cash, cashier's check, or certified funds. PPCS, at its discretion, may require quarterly payments in advance for habitual delinquent accounts in order for your child to maintain attendance.

Missed Payment Fee

A \$30 missed payment fee will be assessed by FACTS for each missed RTF payment attempt. Accounts remaining past due are reported to a credit reporting agency. A student is subject to immediate dismissal from Pacific Point Christian School if their tuition account becomes 30 days past due.

Additional Information

For more information regarding the financial policies of Pacific Point Christian School, please contact PPCS Finance and Business Office at 408-847-7804 or email businessoffice@pacpoint.org

Note: Pacific Point Christian Schools admits students of families that support PPCS' Philosophy of Christian values representing any race, color, racial or ethnic origin and from any geographical area to the school with all the rights, privileges, programs, and activities generally accorded or made available for students at the school.

Pacific Point Christian Schools Enrollment Contract Provisions

This contract is entered into between Pacific Point Christians Schools (hereinafter referred to as “PPCS” or “School”) and the parents or guardian (“Parents”) of the students listed herein (“Contract”). We hereby agree to and enroll these students under the following terms and conditions:

1. We pledge our fullest cooperation to PPCS and its employees and further agree to keep doctrinal controversy and denominationalism out of the school at all times (Rom.12:8-12, I Cor. 12:12-14, Eph. 4:1-7). We further understand and agree that PPCS is a religious school and, as such, implements religious instruction and religious conduct standards, applicable on and off-campus, as part of its program.
2. We understand that PPCS strongly encourages families to attend church regularly. We understand that PPCS is a Christian school and will teach all students about the life and teaching of Jesus Christ and that every student will be challenged to receive Jesus Christ as their personal Lord and Savior. As does the school, we as Parents affirm we will fully support the decision of our students to accept or not accept the Christian faith as their personal faith, accepting Jesus Christ as personal Savior whether or not we, as Parents, are Christians.
3. We agree parents are expected to effectively communicate to the appropriate PPCS authority and not to express grievances to other parents or members of the community through personal communications or media (Matthew 18, Phil. 2:14). The School seeks to communicate openly and constructively with Parents and Parents agree to review and remain informed by School communications and to receive notice or communications from PPCS through the email address of record. Parents are expected to work out disagreements between themselves to minimize School disruptions. The School reserves the right to dismiss any student when, based upon the Schools sole judgment and discretion, a Parent is unable to comply with any of these requirements.
4. We understand and agree that the School requires students to abide by PPCS’ behavior, conduct, and lifestyle standards which are in harmony with biblical Christian standards (as determined by PPCS), PPCS’ Philosophy, and Christian Education, and Statement Of Faith both on and off-campus. We hereby invest authority in PPCS to discipline our child(ren) as necessary. We further agree that we will cooperate and discipline our child in the home as needed (Prov. 19:18, Eph. 6:1-2, Col. 3:20, Heb. 12:6).
5. A positive and constructive relationship between the School and Parents is essential to PPCS’ religious and academic mission, Philosophy of Christian Education, Statement of Faith, and overall religious, educational objectives (Amos 3:3). We agree if a student or Parent engages in behavior or communications on or off-campus (including School related events) that are disruptive, intimidating, reflect a loss of confidence in School leadership, interferes with PPCS’ ability to communicate its religious message, demonstrates a lack of support for PPCS’ discipline, standards, mission, values, policies, Philosophy of Christian Education or Statement of Faith or which interferes with the School’s safety, security, traffic, safety procedures, or accomplishment of its purpose, program or religious standards, PPCS reserves the right in its sole discretion to discipline, suspend, or dismiss the student from the School and/or place restrictions on a Parent's or student’s involvement, presence or activity at School. Likewise, PPCS reserves the right to discipline, suspend, or dismiss a student or limit the involvement of a Parent if a student or Parent demonstrates a lack of harmony and/or respect for PPCS’ standards, philosophy of Christian Education, policies, methods of instruction or discipline or inability to adequately cooperate with PPCS or its agents and employees. Parents acknowledge and agree that their conduct can also jeopardize the enrollment status and/or continued enrollment of their students.
6. We agree to pay the tuition according to arrangements made and to conclude all required payments by **June** of each school year. We understand we are required to use FACTS. We agree to abide by the

guidelines for payments of tuition as outlined by FACTS. We understand and agree that PPCS has the right to dismiss a student from school when an account becomes **30 days past due**. In addition, if PPCS receives insufficient funds notice from FACTS, three times for any reason, during the school year, including but not limited to the following: stop payment, closed account, insufficient funds, or inactive hold, the account must be paid in full, or the student will be required to withdraw and/or dismissed from school within 10 school days.

7. We understand that assessments or charges will be made to our account and we are responsible to pay to cover damages to PPCS property caused by our child(ren)/student(s) including, but not limited to, breakage of windows, equipment, abuse or loss of school property, etc. and for parking violation/citations issued by PPCS. We agree to promptly pay any such assessments or charges.
8. We understand and agree that in the event of early withdrawal or dismissal from PPCS, for any reason, after **May 31 of the same year when re-enrollment was paid**, tuition already paid will not be refunded and is still payable for the entire semester.
9. We understand and agree that a student will not take final exams at the end of the first or second semester if the tuition account is not current or any other fees, expenses, charges or assessments (including but not limited to, payments for parking violations/citations, damages to property or other unpaid fees, charges or expenses) remain outstanding until such time as all such amounts are paid to PPCS.
10. The School's duties and obligation under this Contract may be suspended indefinitely without notice during all periods in which PPCS is closed due to any force majeure event, including, but not limited to, any earthquake, fire, flooding, an act of God, war, governmental action, an act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond the School's control. The School has developed a contingency instruction plan to deliver remote instruction as soon as it is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, the Schools' duties and obligations in this Contract may be postponed for a period of time until the School can deliver its contingency course instruction or until such time as the School, and/or government agencies permit the school to safely reopen. In the event, the School is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid to PPCS.
11. We consent to and authorize PPCS to use photographs, images, likenesses, or video or audio recordings or our child(ren)/student(s) in publications, promotional materials, brochures, books, films, productions, and in other media, including, but not limited to, on websites, social media, films, or productions without compensation or notice to Parent or our child(ren)/student(s). We further agree PPCS have the right to edit these in their discretion and that PPCS (and its affiliates) may sell, license or otherwise transfer to another third party these rights or make any of these available through third-party distribution channels, without compensation or notice to Parent or our child(ren)/student(s).
12. We understand that during the course of the school year, opportunities may exist for students to choose to participate in athletic events or teams, and also several on-campus activities occur that involve students voluntarily participating in events that include or may require some physical activity. These events include, but are not limited to, physical education classes, participation on athletic teams, activities during Spirit Week, and Homecoming week. We agree that to our knowledge our child does not have any conditions that would prevent any involvement in such activities. In entering this Contract, we are consenting to and providing permission for our child(ren) to participate in such activities knowing that these involve physical activity. This consent and permission remain effective until specifically revoked, in writing to your student's campus principal. We further agree, in entering this Contract, to the fullest extent permissible, to defend, indemnify, and hold PPCS, its agents and employees harmless from any claims, expenses, or losses, including attorney's fees, relating to the

permission provided herein or associated with any injury incurred during said on-campus events. It is understood by Parents that students may try out for such activities such as sports, cheer, clubs, and many other activities but that not all students can be selected for the number of limited spaces available which will be determined solely at the discretion of the coach or educators involved. We understand and agree to pay fees in addition to tuition for Student's participation with certain courses, activities, and co-curricular programs.

13. We agree to the fullest extent permitted by the law, the maximum liability of PPCS to us for any claims under any breach of contract theory, including, but not limited to, any claims of breach of contract or breach of an alleged warranty, arising under this agreement or relating to this Contract or our child(ren)s enrollment at PPCS shall not exceed the total amount of tuition and mandatory fees to be charged under this Contract.
14. We understand and agree that enrollment and/or continued enrollment is conditional upon both Students and Parents' compliance with all current and future policies, rules, applicable conduct standards, procedures and regulations of PPCS as outlined in the Student and Parent Handbooks as well as support for the School's discipline, religious standards, religious instruction, Philosophy of Christian Education and Statement of Faith as they currently exist or may be amended by PPCS, in its sole discretion. Parents expressly agree they have been provided a sufficient opportunity to read and review these documents prior to entering this Contract. The Student/Parent Handbooks, Philosophy of Christian Education and Statement of Faith are available for examination upon request in the school office and on the PPCS website <https://www.pacpoint.net/>
15. We agree that a student, in addition to other applicable requirements, must also complete the current PPCS academic year in good standing, both academically and behaviorally to retain any placement or continued enrollment at PPCS. We also agree that the school may elect to deny re-enrollment or discontinue the enrollment of a student for any reason it deems justified or to be in the best interest of the School regardless of the student's academic or behavioral performance.
16. Parents agree to warrant that: (1) he/she has the legal capacity and legal authority to enter into and perform the obligations under this Contract; (2) this Contract constitutes a legal, valid, binding obligation enforceable in accordance with its terms; and (3) this Contract creates a binding financial obligation. In a two-parent household, each Parent agrees that the other parent is acting as the agent for the other. Modification of this agency shall only be in writing delivered to the office.
17. This Contract sets forth the entire understanding of the parties hereto relating to the subject matter hereof and merges and supersedes all prior or contemporaneous oral or other understanding between the parties. There have been no representations or warranties, either express or implied, made by any party other than the representations set forth herein.
18. The paragraphs in this Agreement are severable and if any paragraph or portion of any paragraph shall be found to be invalid or unenforceable, that shall not limit or impair the validity of the other paragraphs, or remaining portions thereof in this Contract which shall remain valid and enforceable.
19. **Attorneys' Fees.** If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs and necessary disbursements in addition to any other relief to which such party may be entitled.

Board Policies/Procedures and Bylaws

Pacific Point Christian School constituents can review the board's policies/procedures and bylaws. These are available for review in the Superintendent's office by appointment only.

Non Discriminatory policy

Pacific Point Christian Schools admits students of any race, color, and national origin to all rights, privileges, programs, and activities made available to students in the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, financial aid, or in any other school-administered programs.

Handling Problems, Offenses and Complaints

As Christians, we are commanded to walk in unity and harmony with God and each other in our association as a school family (1 Peter 3:8-17). Problems sometimes arise in relationships over the course of a school year that could give cause for disunity. At Pacific Point Christian Schools, we see problems as opportunities for communication and resolution.

If you have been offended in some way, always begin by finding out just what was communicated (Matthew 18 Principle). The Bible tells us to look out for the interest of others in love (Philippians 2:4 and 1 John 4:7-8).

Effective communication means that we maintain a good rapport and get to the heart of problems quickly. We are to go to the person most directly involved FIRST, not to discuss it with those not involved, and thereby open the door to potential gossip, mistrust, division, and defamed character. For the welfare of each child and his or her education, as well as for the continued health and growth of Pacific Point Christian Schools, we are commanded by Christ to resolve any conflict, offense, or hurt by following Biblical guidelines. Frequently, when an individual does not deal with a problem or offense scripturally, the relationship spirals on a downward course toward disunity.

The Matthew 18 Principle

“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.” Matthew 18:15-17, ESV

Steps for Resolving Problems and Offenses

1. Remember that God has providentially placed each person at Pacific Point Christian Schools for growth and instruction; therefore, building healthy relationships is preeminent in the educational process.
2. Deal immediately with problems when they arise, no matter how insignificant they appear.
3. Choose to believe the best of everyone; build relationships on a sacred trust and the bond of Christian love.
4. Lovingly and prayerfully address the person and discuss the issues perceived by you, doing so lovingly applies the biblical principles of unity and positive communication.
5. Stay on topic; avoid unrelated issues.
6. Do not entertain gossip or complaints.
7. Choose to speak well of others in order to uphold the integrity and reputation of all.
8. Deal with problems in private with only the person(s) involved.
9. Privately seek a higher authority if the problem is not resolved. At Pacific Point Christian Schools the correct procedure is to first contact the teacher or staff member with whom you have concerns. If this approach does not resolve the problem, contact the department head or next up

the line. Contact the school principal, then the superintendent before contacting the School Board. The School Board is to be contacted as a last resort only when all other means of communication have failed.

10. Forgive quickly, apply mercy, and see each person fresh each day. Believe God for total restoration in the relationship and walk in brotherly love.
11. If there is still no resolution to the problem, the formal written **Grievance Procedure** may be initiated. Information on this procedure is available in the district office.

All decisions made by the board for any grievances are final and not open for further discussion.

Reporting of Child Abuse and Sexual Harassment

Reporting of Child Abuse

In accord with the state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Reporting Sexual Harassment

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. What to do if you experience or observe Sexual Harassment. Students who feel they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the schools designated officials.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school's designated officials. All complaints will be promptly investigated. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

Confidentiality

Every effort will be made to protect the privacy of parties involved in any complaint. However, Pacific Point Christian Schools reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection from Retaliation

It is against Pacific Point Christian Schools policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigative proceeding or hearing concerning sexual harassment.

Student Discipline Policy

Each student is to be given every opportunity to learn in a safe, friendly, and orderly learning environment. Should a child disrupt class, disobey or treat a staff member with disrespect, is cruel

towards another student, willfully hinders another student from learning, or hampers a staff member from completing their tasks, the following discipline policies will be applied:

The following is the *general* discipline outline:

Tier-One Infraction

Warning and counseling with students, usually done within the classroom or playground by a teacher or yard duty.

Tier-One Infractions are, but are not limited to, off-task actions/questions in the classroom, not listening to directions, not following playground rules, or inappropriate language.

Students may be issued a suitable consequence which may include: writing an apology, a time out, a clip down on a behavior chart, work detail at lunch, or other.

Tier Two Infraction

The student is to meet with the principal regarding his/her actions. The principal will go on a walk with the student to discuss his or her behavior.

These may include but are not limited to rough play, inappropriate content in a conversation, or a repetitive Tier-One Infraction.

Discipline Referral (DR)

The student is to meet with the principal regarding his/her actions. The principal will connect with the child's parents via a phone call or in person.

A DR will be issued if a student has repeated infractions or does something/behaves in a way that is more severe than a minor infraction (examples are: yelling at a teacher, acting cruelly towards another student, hands-on contact with students or staff, biting, profanity, vandalism, cheating, arguing, or other). The DR will be sent home for the parents to sign and return to the teacher. The student will need to complete the assignment he or she may be given (for example an apology letter, complete an essay, memorize a section of the Bible, etc.). A parent may be asked to spend a day with the student. Consequences may also include a detention in the office, an on-campus suspension, or an at-home suspension.

Behavior Contract

If behaviors do not improve or if an offense is greater than a Tier-One, Tier-Two Infraction, and/or a DR, a child may be placed on a Behavior Contract.

Behaviors that will put a child on a contract may include, but are not limited to: physical fighting, cheating, vulgarity, [racial slurs](#), disrespecting a staff member, bullying, and repetitive tier-two offenses.

Once a child is on a Behavior Contract, the student will have little room to improve. If the child's behavior does not change, the principal will meet with the parent(s) or legal guardians to discuss the child's long-term goals and whether or not they shall remain a student at the school. Disciplines following a Behavior Contract may include suspension or expulsion.

Immediate Disciplinary Actions

Any one of these infractions could result in suspension or expulsion.

- Causing or threatening physical injury to another student or teacher.
- Damage, destruction of property, or stealing.
- Violation of school perimeter and restricted areas without immediate permission.
- Possession or viewing of vulgar or pornographic material.

- Possession of weapons.
- Smoking/vaping on campus.

Off-campus suspension

This may be utilized for repetitive Tier-Two Infractions or D.R.s involving the same student.

If suspended or sent home, parents will be called to pick up the student and will be required to meet with the principal to discuss when the child is permitted to return to school. All assignments that are due during the child's suspension will be given a zero (0) as the grade. Suspension records will be added to the child's cumulative file.

Expulsion

If a child gets expelled, the expulsion record will be added to the child's cumulative file. The child's parents or guardians will be given the child's personal belongings. The parent or guardian will have 30 days to inform the district office of the location of the child's next school he or she will be attending. The office will forward the cumulative file to that location.

PROTECTING MINORS

In the event of a fight or confrontation between students, parents of the children involved are not permitted to interact with the other student(s). The principal or staff member is to handle the situation and communicate with the respective parents (minors' names will not be disclosed to those who are not their parents/ legal guardians). No outside adult or parent(s) has the authority to question or attempt to approach or question a child who is not their own without the presence and approval of the principal or child's parent/legal guardian.

The school seeks to develop a positive self-image in the students, always disciplining in love. When a student consistently makes inappropriate decisions in speech, conduct or dress code, the school will work with the parents to bring about change if the student is to remain in the school.

Inside the classroom, each teacher has the freedom to implement a fair, consistent discipline plan which allows for teacher preference and suits the needs of the particular class. If any student continues to misbehave and exceeds the classroom discipline plan, the student may be sent to the office with a Discipline Notice. Once in the office, the student will meet with the principal or vice-principal to determine the course of action.

In the event of a confrontation between students, the parents of the involved students are not to interact with the other students involved. The administrator or office staff will deal with all confrontations. No parent(s) has the authority to question or attempt to question a student or resolve the situation without the presence of the administrator. Parents are discouraged from calling each other to resolve school-related conflicts. Please report needed intervention to school administration immediately.

Anti-Bullying Policy

Pacific Point Christian Schools Community is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind, including cyberbullying. Definition: Bullying is unfair and one-sided. It happens when someone repeatedly hurts, frightens, threatens, or leaves someone out on purpose (exclusion). Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing.

- Using words, actions and/ or various means to threaten, intimidate or harass.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a continual and hurtful way.
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors or untruths about someone.
- Leaving someone out on purpose, or trying to get other students to exclude a student.

Students at Pacific Point Christian Schools will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone, especially those who are often left out.
- Report bullying to an adult immediately.

Teachers and staff at Pacific Point Christian Schools will do the following things to prevent bullying and help children feel safe at school:

- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports.
- Investigate all reported bullying incidents to the administration.

Consequences for Violation of the AntiBullying Policy

Depending on the severity and nature of the incident, Pacific Point Christian Schools will take one or more of the following steps when bullying occurs:

- Intervention, Warning, and Redirection: A teacher, principal, or staff member will ensure that the immediate behavior stops and emphasizes to the student that bullying will not be tolerated.
- During this meeting with the student, the staff member will redirect the student and come up with a plan for success, in case they find themselves in a similar situation in the future.
- Notification of Parents: School staff will notify the parents of involved students. The parents might be asked to meet with the principal or other members of the school staff, including the student's teacher.

Resolution with the Target of the Bullying:

- The student may be required to write a letter of apology to the student who was bullied.
- Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.
- Referral to School Liaison of Gilroy Police Department (GPD): The student may meet with a School Liaison Officer of GPD to help prevent future violations.
- Consequences: The student may serve one or more days of detention during recess(es), or lose school privileges.
- Suspension: In cases of severe or repeated bullying, the student may be suspended. Pacific Point Christian Schools Discipline Policy provides for progressive discipline, which may include: a one day suspension, a three-day suspension, and then expulsion.

Smoke-Free Environment: There is no smoking allowed anywhere on campus, including the parking lots.

Closed Campus:

For the protection of our students, a closed campus policy is always in effect on the school campus and for all school activities unless specified. Parental permission and administrative approval is required for all communication. Once on campus, students may not leave campus without proper authorization. Students are only allowed to leave campus or a school activity with written permission from their parents or legal guardian. **Every child must be signed in and signed out by an authorized parent or guardian.**

Technology/ IT Policies

The activities listed below **are not permitted on ANY computer or electronic device, including personal cell phones**, located on any of the Pacific Point Christian Schools' campuses:

- Knowingly accessing inappropriate website material.
- Using personal "hot spots" or VPN's
- Using inappropriate language on any device in any software.
- Giving personal information, such as name, phone number, address or identifiable photo on any website.
- Harassing, insulting, attacking others, or any other form of Cyberbullying.
- Damaging or modifying computers, computer systems or computer networks including installing ANY programs or changing ANY preferences or settings.
- Violating copyright laws or plagiarism of website material. This includes using AI.
- Trespassing in others' folders, work or files, or accessing another user's online computer lab accounts.
- Intentionally wasting limited computer resources.
- Employing the network for commercial purposes, or non-appropriate school uses.
- Searching websites that are not for school work.
- File downloads or running programs found on websites unless the teacher has giving permission.
- Knowingly pursuing websites allowing viruses, adware or spyware to infect school computer systems.
- Violating any computer lab rules.
- Families are responsible to replace or pay for any damage done to any PPCS assigned device assigned to their child/ren that is damaged while on or off campus.

Internet User Agreement and Parent Permission Form

Device Usage Agreement

Students at Pacific Point Christian Schools may have access to the Internet in a supervised setting while working on class projects or activities. This includes computers in the classrooms as well as in the computer lab. Students must follow all rules contained within this policy at all times when using the internet and/or the PPCS computers. Students are also required to follow the direction of faculty and staff members supervising any area where networked resources are accessible.

Pacific Point Christian Schools blocks or filters access to known websites deemed inappropriate in a Christian educational setting with Firewall Technology. PPCS faculty, staff, and Information Technology personnel will, to the best of their ability, monitor student use of the Internet and the school's computer network, and will take reasonable measures to prevent access to inappropriate material on the Internet, and restrict their access to materials harmful to students.

Students are responsible for good behavior on school computers just as they are in a classroom or on the playground. Communications on the network are often public in nature. General behavioral school rules apply.

The network is provided for students to conduct research and complete assignments. Access to the internet and the school's computer network at PPCS will be provided to students who agree to act in a Christian manner and have been given permission by their parents during enrollment.

Personal information such as names, addresses, telephone numbers and identifiable photos should remain confidential when using the internet. No user may disclose, use, or disseminate personal identification information regarding minors. Students encountering information or messages they deem dangerous or inappropriate on the web should notify their teacher or other adult staff immediately. Direct messaging and other direct electronic communications (Social Media) are not permitted on school computers.

Student use of telecommunications and electronic information resources, as well as personal electronic devices, will be permitted upon submission of permission forms and agreement forms by parents and by students themselves. Any personal device(s), computers, and/or electronic devices may be brought onto campus only with prior permission and supervision from the IT department or administration. Such items may only be used for instructional and educational purposes, not for private entertainment. Permission is not granted to access the internet for any other uses not described in this policy. All risk of loss or damage is assumed by the parents or legal guardian.

Use of the network resources must be for school work purposes. PPCS reserves the right to prioritize use and access to the system. No use of the system shall serve to disrupt the use of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way. Intentional use of PPCS computers to develop programs that harass other users or gain unauthorized access to network systems and/or damage to the components of network systems is prohibited. Users are responsible for the appropriateness of any content they create or use on the system. Hate mail, harassment, discriminatory remarks, or other antisocial or non-Christian behaviors are expressly prohibited. Such acts constitute a violation of this Acceptable Use Policy and will lead to disciplinary action.

Access to the internet will enable students to explore thousands of libraries, databases, and electronic resources. PPCS believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, PPCS supports and respects each family's right to decide whether or not to allow independent access.

Internet User Agreement and Parent Permission

To use networked resources for internet access, all students and parents must read this form and obtain parental permission. The activities listed below are not permitted on ANY computer or electronic device located on any of Pacific Point Christian Schools' campuses:

Device Usage Agreement

- I understand and agree that I will either replace or pay for any damage done to any PPCS assigned device that my child/ren has damaged while on or off campus.
- I understand that as PPCS property, any device(s) are subject to inspection and search at any time and without cause. I understand that I am not to remove or alter any part of the computer or device.
- I understand that only authorized educational programs installed by PPCS staff may be used on the device(s), and that I am not to download, install or play games, video, music or pictures unless they are directly related to classroom instruction.
- I understand that I am accountable for knowing where my device(s) is at all times.
- I understand that I am responsible for the proper care of my device(s) and that any damage to the device(s) may be considered intentional.
- I understand that I am not to add or remove labels to the device(s), that I am not allowed to personalize it with stickers, decals, markers or any type of decorative materials, and that no paint, glue or other substance is to be placed on the device(s).
- I understand I am responsible for keeping food and beverages away from my device(s) and that I am not to leave my device(s) outside, unattended in a vehicle, in an unsecure location, or near water.
- I understand that I am to avoid using objects that may scratch or damage any part of the device.
- I understand that I have to turn my device(s) off when I finish using it.
- I understand that I am not to loan my device(s) or charger to other individuals.
- I understand my device(s)'s serial number and manufacturer/district labels are not to be defaced.
- I understand I am not to delete any school-installed software.
- If I am asked to check-out a device, I agree to return the device(s) and power cord in good working order at the end of the school year, upon leaving PPCS or when my user privilege is revoked.

Intelligent Hub is required on all iPads that have access to the PPCS network. The device profile for Intelligent Hub must remain installed on the device until the student is no longer using the device on any PPCS campus.

Parent/Guardian Permission and Agreement:

All students are provided with access to Pacific Point Christian Schools. In addition to accessing our computer network, as the parent or legal guardian, I grant permission for my student to have access to the school computers, network and Internet. I also grant permission for my child to have a pacpoint.org email account created for educational purposes.

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and the media.

Health Policy

Students who become ill in class will be allowed to rest in the office. If necessary, a phone call will be made to the parent(s) to make arrangements for the student to be picked up. **Please be sure to inform the main office staff if any information on your student's Emergency Medical Form changes. Changes can be made through your PowerSchool portal.**

If you or your child contracts a communicable disease, please contact the front office so that other parents may be notified about the exposure. Students should not be sent to school exhibiting any of the following signs of infection or illness:

No children will be admitted with any of the following symptoms.

- Temperature of 99.1 degrees or above within the last 24 hours
- Mouth sores
- Colored mucus
- Diarrhea and or vomiting (**within the last 24 hours**)
- Evidence of lice infestation, nits
- Severe coughing, croup or whooping sounds.
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (Pink Eye)
- Stiff neck
- Untreated infected skin patches, cuts and wounds
- Body rash
- Unusual tiredness
- Child irritable, continuously crying
- Persistent headache or cough
- Pinworm or ringworm
- Infectious looking sores
- Undiagnosed rash

Please notify the school office if your student might have exposed other students of any communicable illness: Chicken pox, scarlet fever, strep throat, Covid, etc. The office will then send home a letter with students to inform their parents of the exposure.

Communicable Disease/Condition

Pacific Point Christian Schools seeks to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases and conditions. The term “communicable disease” shall mean illness or condition which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Any person with a communicable disease or condition for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Persons with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, the school may require an independent physician’s examination of the person to verify the diagnosis of communicable disease or condition and to recommend terms and conditions for that person’s presence on campus.

Pacific Point Christian Schools reserves the right to make all final decisions necessary to enforce this policy and to take all necessary action to control the spread of communicable diseases and conditions within the school.

COVID

In light of the recent global educational systems shut downs, PPCS has been on the forefront in working with the county and state to procure a waiver in 2020. The policies and procedures put into place in order to procure the waiver remain in effect with some ease in restrictions due to the lightening of state and county restrictions.

Masks- are optional

Symptomatic

In alignment with PPCS' Health Policies, any student, staff, volunteer who exhibits COVID symptoms must remain home until they are symptomatic free or have a negative COVID test.

These policies are subject to change and may change quickly depending on imposed regulations placed on PPCS by the CDC, CDPH, and/or SCCOE.

Drills

Our district participates in color drills as a safety precaution for each campus. Below is a list of our drills and what they mean:

Code Blue

Shelter-in-place. This drill requires all staff and students to shelter in place for any reason deemed necessary. This may be required due to the poor air quality or because of an unwelcome visitor on campus.

Code Red

Lockdown. This drill requires all staff and students to lock and barricade the door for any reason deemed necessary. Administration or teachers may employ the run, hide, defend method depending on the situation they have been presented with.

Fire Drill

PPCS participates in fire drills by testing the alarms annually or inviting the Fire Marshal to participate in the drills.

Earthquake Drill

PPCS participates in the "Great Shakeout" annually. Immediately after the earthquake drill is completed, the staff conducts a fire drill.

Pacific Point Pledges

The following three pledges are memorized and recited by Pacific Point Christian Schools staff and students:

Pledge of Allegiance to the American Flag

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands: one nation under God, indivisible, with liberty and justice for all."

Pledge of Allegiance to the Christian Flag

"I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it stands. One Savior, crucified, risen and coming again with life and liberty for all who believe."

Pledge of Allegiance to the Bible

"I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet and a

light unto my path, I will hide its words in my heart that I might not sin against God.”

Reading Books

Pacific Point Christian Schools takes the following position regarding books we make available to students:

Our classroom libraries will provide the following:

1. Books which espouse spiritual values.
2. Material that reflects understanding and resolutions of situations rather than leaving open-ended thoughts in the reader’s mind.
3. Reference material that will encourage student research.
4. Wholesome recreational reading.

Volunteer Policy

A volunteer is defined as an unpaid person assisting under the direction and/or direct and indirect supervision of a teacher, administrator, or school employee. Examples of volunteer assistance includes (but not limited to):

- Regularly scheduled classroom support
- Day field trip chaperone
- Overnight field trip chaperone
- After-school program supervisors
- Club Sponsors
- Athletic support
- Student interns

Applicants interested in volunteering should contact the campus and obtain information regarding volunteer opportunities. Enrollment at Pacific Point Christian School requires 30 hours per family/annual or 15 hours for single parents/annually. The “opt-out” or “pay instead of volunteer” option is currently not available at this time.

All volunteers who participate must complete a DOJ fingerprint LiveScan as part of a criminal background check and must receive background clearance from the District prior to volunteering. Additionally, volunteers who have “frequent and prolonged” contact with students may be asked to provide documentation of a negative TB.

- All volunteers who help out under both the direct and indirect supervision of a district employee, need to be fingerprinted.
- Former employees who retire or are terminated from employment and released from their terms of employment but choose to come back to volunteer must again be re-fingerprinted.
- Student volunteers that are not currently enrolled as students in the District and/or are 18 years of age or older need to be fingerprinted.
- Even if a person has been fingerprinted with another agency (such as CTC or church) must be fingerprinted through PPCS. Agencies are not permitted to share and/or distribute an individual’s background report. Therefore, individuals must reprint and be cleared by PPCS prior to volunteering, even if clearance has been granted by another school or agency.
- Volunteers are held to the same standard as all district employees, who may not begin work until clearing a fingerprint check. Under most circumstances state law forbids people with convictions for sexual crimes, drug crimes, or serious or violent felonies from being employed by schools. The district extended this policy to cover PPCS volunteers who work with students.
- The cost of the fingerprinting is at the volunteer’s expense.
- Fingerprinting services are available through the [Santa Clara County Sheriff’s Office](#). An applicant must make an appointment.
- Typical results are available on average, within 7-14 days. However, there are occasions where results are received sooner than 7 days or longer than 30 days, depending on the DOJ.

- Information contained in the DOJ LiveScan report is highly sensitive and confidential information and is treated as such. Access to the specific information contained in the report is limited to the District's Custodian of Records.
- School site administrators and school office secretaries have access to the list of individuals who have been cleared. Potential volunteers can check with the school site they would like to volunteer at to see if clearance has been received. If clearance is not granted, volunteer candidates will be notified in a written communication mailed to the address provided at the time of fingerprinting.
- Volunteer drivers who drive students to various activities will need to be fingerprinted and complete the driver's insurance form. Volunteers will need to have a valid CA driver's license and appropriate automobile insurance. Drivers must be at least 23 years of age. (See Insurance Requirements below).
- Volunteers only need to fingerprint one time and are good for five years (or until they leave the school). If it has been more than five years since a volunteer has fingerprinted with the district, they will only need to reprint if the district does not have fingerprinting clearance on file. Once a volunteer is fingerprinted and receives clearance to volunteer, the district will continue to receive subsequent background information until otherwise notified. Please contact the DOJ for more information.
- "Visitors" or "Observers" are parents/guardians and other interested members of the community that are invited to campus on an occasional basis for a specific purpose. Examples include (but not limited to): Parent/teacher conferences, open house, class parties, school-wide events, etc. Visitors are not considered volunteers and do not need to be fingerprinted. However, all visitors shall register immediately upon entering any school building or grounds during school business hours and sign out when leaving.

Mandated Reporter Training

Volunteers are expected to complete a mandated reporter training per AB506.

Mandated Reporter Training for Volunteers provides an overview of the definitions, requirements and protections of the California Child Abuse & Neglect Reporting Act as it pertains to volunteers of youth service organizations and other entities that work with children. [It satisfies the training requirement set forth under California Assembly Bill 506.](#)

This standalone module is a 2 hour course that includes eight lessons and concludes with challenge questions/scenarios.

At the conclusion of the training you will take a final exam which will test the information that you have learned during the training. It consists of 10 questions and requires an 80% or higher to be completed. You may take this exam as many times as needed.

You will Learn

- How the law defines child abuse and neglect
- What the law requires of a mandated reporter
- What protections the law provides for a mandated reporter
- How to spot evidence of child abuse
- How to report child abuse
- What happens after a report is filed

The Volunteers training may take you up to 2 hours to complete.

Field Trip Policy

Pacific Point Christian Schools encourages each class to schedule educational field trips. These trips are designed to enhance your student's education by adding 'hands on' experiences that go beyond what is taught in the classroom. Field trips not pertaining to curriculum are rare. A notice

and permission slip will be sent home prior to every field trip; this notice must be completed and signed by a parent before a student will be allowed to participate. If the parent does not wish the student to attend a field trip, Pacific Point Christian will do its best to have an alternative plan where assignments will be given.

Preschool and elementary students must wear a purple logo t-shirt or purple logo polo on all field trips and can be purchased from the school Lionwear website.

For safety and insurance purposes, only approved adult chaperons and students of the designated class may attend field trips. **Siblings and guests are not allowed to attend field trips.**

All drivers are required to have the following on file: an approved Pacific Point Christian School Driver's Application, a copy of their current driver's license and a copy of current insurance coverage on the vehicle being driven. These forms are available for completion on our PacPoint App under e-Forms, Volunteer Driver Form. These files must be kept current.

Insurance Requirements

All volunteer drivers must have full coverage of \$300,000. The school requires volunteer drivers to have a minimum amount of liability. 1) \$100,00 liability for bodily injury per person. 2) \$300,000 liability per incident for bodily injury for all vehicle occupants. 3) \$50,000- \$100,00 liability for property damage.

Transportation Policy

STUDENTS' RULES & EXPECTATIONS

The transportation provided for PPCS students is an extension of the school, in that all school rules, boundaries, expectations, and consequences apply while students are being transported to and from school.

In the Morning:

1. Be ready at least 10 minutes before the bus/cab/van is scheduled to arrive. Transportation will leave promptly at 7:35 AM (or before if all students are present).
2. Wait for the van in the front by the school Office.
3. If in a group of waiting students, maintain appropriate boundaries and behavior and avoid horseplay.
4. Remain seated during the ride, wear your seat belt, and face forward.
5. Keep hands, heads, arms, and legs inside the vehicle.
6. Never throw or pass around any object(s).
7. Carry-on items should be able to easily be held in your lap.
8. **No eating or drinking while in the vehicle (water is okay).**
9. Interact positively with peers; and use appropriate voice tone, volume, conversation topics, and language.
10. It is expected that students will follow the school rules and policies from the family handbook.

Transportation discipline policy

Any student who does not follow the identified rules will be subject to disciplinary procedures per student handbook and/or will lose the privilege of PPCS' transportation services.

Giving to Pacific Point Christian Schools

The spirit of generosity at Pacific Point Christian Schools is remarkable. Caring parents, grandparents, community sponsors, and friends have invested in the mission and vision since the Pacific Point's founding in 1995. This partnership and tradition of giving enable Pacific Point Christian Schools to continue improving and excelling each year in all aspects of private education: adding new academic curriculum, keeping pace with changes in technology, and

challenging staff with professional growth opportunities.

There are two primary ways to give to support Pacific Point Christian Schools: the Annual Fund, and major fundraising events.. As tuition alone does not cover all the costs incurred to the Pacific Point during the school year, Pacific Point Christian Schools seeks funds to support and strengthen our existing programs. Family participation is expected at these events in order to keep tuition and fees from soaring. Thank you in advance for your investment in the mission of building a firm foundation through Christ-centered education. Your gifts, no matter the size, will make an eternal difference in the mind, and spirits of the students at Pacific Point Christian Schools!

Giving to PPCS - “Building our Future”

Why give? Because Pacific Point is making a difference in the lives of kids!

Donations are an important financial resource with an immediate impact on students, faculty and staff. **Donations help to defray what tuition does not cover and help PPCS remain affordable for families.** All tax deductible gifts directly impact each current student while ensuring quality Christian education for generations to come. Please give prayerful consideration to what Pacific Point Christian Schools means to you now and what it can continue to mean to your family and our community in the future.

The Pacific Point depends on gifts from:

- Current and former school families
- Grandparents and other relatives
- Alumni and alumni parents
- Administration, faculty and staff
- Local and nationwide businesses
- Friends

The goal of donations is to raise capital to meet the gap between the school’s annual operating budget and tuition income. Tuition typically funds 95% of the annual operating budget leaving approximately 5% or roughly \$50,000 to be raised through donations.

Participation: We ask all to give a gift, large or small. One hundred percent participation is critical to reach our goal! Each contribution is important because every donation represents an individual or family who wants to see our school become even greater in fulfilling its mission.

How is your gift invested?

Academic Programs - technology, art, music, sports, scholarships, and field trips

Staff Support - faculty/staff training, professional development, staff emergency assistance

Institutional Advancement - development, advertising, marketing and public relations events

Giving Levels

Leadership Gifts:

Superintendent’s Level \$5,000+

Principal’s Level \$2,500 - \$4,999

LIONS Level \$1,000 - \$2,499

Sustaining Gifts:

Purple & Gray Club \$500 - \$999

Lions Club \$250 - \$499

Ways to Give

We are thrilled to work with you in fulfilling your desire to invest in God's work at Pacific Point Christian Schools! Donations are 100% tax-deductible and are essential to Pac Point's long-term growth and success. All contributions are acknowledged with sincere gratitude while maintaining donor information in strict confidence. Here are just a few gift options to consider:

Cash/Credit Card/Online Giving

Checks should be made payable to Pacific Point Christian Schools and submitted to the Business Office at 8351 Church Street, Building E, Gilroy, CA 95020. To use a credit card, visit the school's website at www.pacpoint.org and click on the "Giving/Online Donation" tab to give securely online. We accept credit and debit cards (with Visa, MasterCard, Discover and American Express logo), checks and cash. Contact the business office for further information.

Corporate Match

Check with your employer to see if your company participates in a matching gift program to double your gift.

Business Partnership/Advertising

This program allows business owners to receive advertising benefits during the school year including our website. Contact the Director of Marketing for more information.

Memorial Gifts

Memorial gifts provide opportunities to leave a lasting memorial by investing in the lives of students. Contributions are made by surviving spouses, relatives, friends, associates, or classmates. In addition to honoring the memory of an individual, these gifts also perpetuate his or her known interest in Pacific Point.

Honorary Gifts

Honorary gifts are made by alumni and parents in honor of a particular faculty member, classmate, or person who has played a special role in their lives or in the lives of their children. They may want to honor their child or family member to celebrate their life and show support for Pacific Point Christian Schools. We will acknowledge the gift and notify the family or designee that a gift has been given.

In-Kind Donations

Pacific Point Christian Schools has ongoing needs for various items such as new furniture, technology, and books, as well as services such as landscaping, graphic design and printing. We welcome your assistance in meeting these needs.

Major Fundraisers

Pacific Point's Fundraising Coordinator helps the school administration plan and organize fundraisers that are necessary to carry out the mission of our school. There are a variety of opportunities available to be involved and every member of the Pacific Point Christian Schools community is invited to join in!

It takes considerable effort on the part of many individuals to help raise funds so that Pacific Point Christian Schools can maintain its quest for excellence and private school affordability for local families. The commitment of Pacific Point Christian Schools' families, friends, local businesses and community foundations provide us the resources for today's needs as well as ensuring our school's success in the future.

Pacific Point is a 501 (c) (3) nonprofit organization. Our tax-exempt number is 45-1806224.

Your donation is tax-deductible to the extent allowed by law.

Parent Teacher Fellowship - PTF

Parent Participation

PTF provides an avenue for parental involvement in the school. PTF helps PPCS through the organization of parent volunteers to assist with fundraisers, events, and/or classroom projects.

The P.T.F. is a vital part of the school organization and provides invaluable information to our school families.

H.I.S. Hours - Hearts in Service

Our parent participation program is called Hearts in Service. Pacific Point Christian Schools believes it is important for all parents to become involved in the education of their students. Parental involvement enhances the educational program of the school. Hearts In Service gives parents the opportunity to become involved in the Pac Point community. Grandparents and extended family may also contribute hours.

The following is a description of the HIS Hours program and a brief outline of responsibilities. Please note the changes.

Each family with student(s) attending Pacific Point Christian Schools is encouraged to contribute a minimum of 30 hours per year of time or services to projects for the benefit of the school community. Single parent families are responsible for contributing 15 hours of service.

HIS Hours count from July 1st to June 30th each year. This is an honorary system and the joy of volunteering, helping students, and finding ways where parents' services and talents are best utilized is the desired outcome from parent volunteering.

Families who receive tuition financial assistance from the Finance Committee are required to submit their hours of service to the Business Office as per their signed contract.

For ways in which you can help, please reach out to the Room Parent Coordinator, your child's teacher, or your site principal. We are also always seeking help at the major fundraisers and fireworks booth.

Thank you for your continued support either through financial means or through your time and talents. Pacific Point is a stronger and more unified school district through your efforts, your strengths, and your support.

Enrollment of children in Pacific Point Christian Preschool is a privilege, not a right. If any individual chooses not to conform to our standards of conduct he or she will forfeit this privilege. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.



CHAPTER 2: PRESCHOOL CAMPUS (Miller Ave)

School Year

Our preschool center provides care and supervision to children and our academic year is from August -June. We also offer a wonderful summer program that consists of fun-filled, week-long summer camps with a different themed camp each week during the months of June and July.

School Hours

The Preschool is open from 7:30am to 5:30pm.

Student Dress Code

Official school uniform items are to be worn at all times, except for Free Dress Days. Official school uniform items are to be in colors of White, Dark Charcoal Grey, Purple, and Black. Students must wear closed-toe shoes suitable for running (please, no crocs). PacPoint students are required to wear age, weather, and gender-appropriate attire at all times.

***It is advisable to have any questions clarified prior to purchase before tag removal.**

Field trips

Pacific Point Christian School must be worn on all field trips to ensure proper identification.

Outerwear

Outerwear is defined as clothing worn over uniform pieces, especially for outdoor use. Outerwear is permitted in any color or style. However, for outerwear to be acceptable for indoor use, outerwear must be in accordance with Pacific Point Christian Schools colors in white, black, charcoal gray, and purple.

***It is advisable to have any questions clarified prior to purchase before tag removal.**

Uniforms

Polo Shirts

Polo shirts are required to have the Pacific Point Christian School logo in white, black, charcoal gray, and purple, in either long or short sleeves. Shirts must be tucked in at all times.

Pants and shorts

Pants and shorts must be solid black or gray uniform-type pants or shorts. No denim. Pants must be worn at the waist. No sagging. No athletic pants, knit pants, leggings, or jeggings worn as

pants

Shoes

Shoes must be closed toed, closed heeled, rubber soled. No clogs, crocks, or sandals. Athletic shoes are recommended for the school day and are required for PE classes. Shoelaces must be tied on top of shoes and not tucked in shoes. Shoes may be of any color. **However, shoes must not be distracting in appearance; no lights or wheels.** School administration has the final authority.

Socks/Tights

Socks must match each other and be free of offensive decoration. Tights must coordinate with uniform colors. Footless tights/leggings are permitted in coordinated school colors. No knit pants or sweatpants permitted

Sweaters/ Sweatshirts

Long-sleeved pullover, button down or zipper Pacific Point logo wear in white, charcoal gray, purple or black.

T- shirts/ Spirit Wear shirts

Boys and Girls may wear spirit wear shirts on Fridays only. Spirit wear shirts are available for purchase from the school spirit wear store online. See website for more information. T-shirts and Spirit wear shirts must have a Pacific Point Christian Schools logo present.

Undergarments

Undergarments must be worn and must not be visible. Bike shorts in school colors must be worn underneath all dresses, jumpers, and skirts, even when wearing tights.

Uniform for boys

Black or gray pants and shorts that meet the aforementioned guidelines. Polo shirts with Pacific Point Christian School logo in white, black, charcoal gray, and purple, in either long or short sleeves.

Uniform for girls

Black or gray pants and shorts, skirts, capris and dresses that meet the aforementioned guidelines. Polo shirts with Pacific Point Christian School logo in white, black, charcoal gray, and purple, in either long or short sleeves.

Programs

Program	Full Day	Half Day
3's	7:30 A.M. -5:30 P.M.	8:00 A.M. -12:00 P.M.
Pre-K	7:30 A.M. -5:30 P.M	8:00 A.M. -12:00 P.M.
Transitional Kindergarten (TK)	8:30 A.M. -2:30 P.M	N/A

Late Pick-Up Fees

The preschool closes daily at 5:30 pm unless a minimum day has been specified. A fee of \$20.00 per child will be added to your bill for the first 10 minutes your child is picked up after 5:30 pm. After 5:30 pm you will be charged \$20.00 plus an additional \$2.00 per minute per child. Procure accounts will be charged accordingly and any fees not paid by the 15th of each month will be added to the students FACTS account.

Curriculum

PPCS has chosen to use BJU Press, and Handwriting without Tears for readiness and writing, language and literacy, and numbers and math. BJU and Deep Roots will be used for bible and chapel. Other approved materials are used in accordance with early childhood education standards.

Chapel

In addition to daily bible study, children will attend a chapel service once a week. You are welcome to visit us anytime. Chapel is every Thursday/Friday at 10:00am.

Basic School Rules

1. Do your best
2. Do what's right
3. Treat others as you want to be treated.

Parent/Teacher Conferences

Conferences occur yearly and or as needed determined by the teacher/director. The parents may request additional conferences. If you need to meet with your child's teacher to discuss any problems concerning your child, please make appointments with the teacher. A phone conference can also be arranged when the teacher is not in class with the children.

Discipline

Enrollment of children in PPCS is a privilege, not a right. The staff uses verbal warnings, redirection, body breaks, and communication with parents. PPCS will not use any form of corporal punishment and personal rights will not be violated. We have put in place an Aggression Policy for the safety of all the children.

Spiritual Life

Prayer and worship is a vital part of student life at our school. The study of God's Word is important to us. The Bible is scheduled every day. Students have a daily chapel in class and attend group chapel once a week.

Immunization and Medical Assessment

Prior to the first day of class, children must be immunized. A current record must accompany the enrollment packet. A current copy of the child's medical assessment performed by your physician must also accompany the enrollment packet.

Ratio

Licensing requires there to be a fully qualified adult teacher per every 12 children. Ratios are 1 fully qualified adult teacher per every 12 children with an additional teacher or aide in classrooms of 12 – 15 children. PPCS prefers smaller ratios to provide more opportunity for 1 on 1 with the children.

Preschool Events

Thanksgiving Feast: In celebration of Thanksgiving, the children will participate in a “Thankful Feast”. The PTF committee provides a wonderful meal for our children and staff. Please contact the PTF President to volunteer. This volunteer opportunity is a great way to earn your H.I.S. (hearts in service) hours.

Happy Birthday Jesus Celebration: In celebration of our Savior’s birth, we will share in a potluck dessert and the children will bless us all with a musical performance.

Celebration Ceremony: A promotion celebration ceremony will be held at the end of the school year in May/June for those children completing the Transitional Kindergarten program or students entering kindergarten from our Pre-K program.

Community Guest Speakers: We are blessed to have different guest speakers visit our school during the year. We have welcomed the Gilroy Police Department, Gilroy Fire Department, nurses, a lifeguard, and a farmer, to name a few. The children learn so much from our guest speakers. Please contact the Director if you would like to sign up as a guest speaker and help enrich the lives of the children.

Class Parties and Treats: If you would like to send a special birthday treat with your child, please make prior arrangements with your child’s teacher. Special treats are only permitted after students have eaten their snack. Please consider the nutritional value of any treats that are brought to school.

School Supplies

Students are required to have their supplies ready by the first day of school. Please refer to our web site or the director for the supply list.

Emergency Kit (Comfort Kits): Each child is required to have an emergency kit by the first day of school. A complete change of clothes, a family photo, and a small special toy should be included in a sealed gallon sized Ziploc bag labeled with the child’s name on it.

Extended Care Policy and Procedure – Preschool Campus

**Extended Care Accounts: Parents can track accounts at any time by logging on to their
*PROCARE account.**

*** Accounts with balances extending past the 15th of each month will be added to FACTS tuition
accounts and may affect enrollment**

TK Program

Regular Day: 8:30 A.M - 2:30 P.M Monday – Friday

Extended Care is available from 7:30 A.M. - 8:15 A.M. and 2:45 P.M. - 5:30 p.m. The charge for extended care is \$20.00 per hour, billed in 15-minute increments. Any student picked up after 5:30 P.M. will be charged the extended care rate and an additional \$5.00 per minute for every minute after 5:30 P.M. Extended Care fees are billed through family **Procare** accounts. Procare fees for extended care will be charged accordingly and any fees not paid by the 15th of each month will be added to the students FACTS account.

Half Day Program

Regular Day: 8:30 A.M – 12:00 P.M. Monday – Friday

Extended Care is available from 12:15 P.M. to 5:30 P.M. Students left on campus after 12:15 P.M. will automatically be enrolled into the E-care program for that day. The charge for extended care is \$20.00 per hour, billed in 15-minute increments. Any student picked up after 5:30 P.M. will be charged the extended care rate and an additional \$5.00 per minute for every minute after 5:30 P.M. Extended Care fees are billed through family **Procare** accounts. Procare fees for extended care will be charged accordingly and any fees not paid by the 15th of each month will be added to the students FACTS account.

Full Day Program

Regular Day: 8:30 A.M - 3:00 P.M Monday – Friday

Extended Care is available from 7:30 A.M. - 8:15 A.M. and 2:45 P.M. - 5:30 p.m. The charge for extended care is \$20.00 per hour, billed in 15-minute increments. Any student picked up after 5:30 P.M. will be charged the extended care rate and an additional \$5.00 per minute for every minute after 5:30 P.M. Extended Care fees are billed through family **Procare** accounts. Procare fees for extended care will be charged accordingly and any fees not paid by the 15th of each month will be added to the students FACTS account.

Field Trips

As an extension of the learning that occurs in and around the classroom, students may participate in a driving field trip at various times within the school year.

Parents/guardians will be notified in advance and will be required to submit permission slips and any applicable fees before the field trip takes place. If a parent does not wish their child to attend the field trip and/or fails to submit the necessary documents, the child will be required to stay home as there will not be adequate supervision on campus.

Below is a list of the standard annual field trips:

- Pumpkin Patch
- Local Fire Station
- Local Library

Food Service

****Please note: PacPoint Preschool is peanut free.** No peanut products are allowed at any time throughout the school year (daily snacks/lunches, parties or events).

Parents will provide nutritious snacks for their child. We have set aside time in our daily schedule for an AM and a PM snack, as well as an 11:30 lunch time. When packing a snack and

lunch, please do not include items to be microwaved. Please label all items clearly with your child's name. To encourage good eating habits, children are not allowed to bring candy as part of their snack or lunch. Children with special health or dietary needs and or allergies should make them known to the school office immediately.

Admission Criteria

Pacific Point Christian Schools Preschool is open to anyone interested in securing a Christian Education. It is our desire to provide an environment where God is glorified in the conduct and integrity of our PPCS individuals.

To be eligible for admission, the child must be at least 3 years old by the first day of school through 6 years (not determined eligible for Kindergarten). Because it would fundamentally alter the nature of its programs and services, the school cannot accept preschoolers who are not toilet trained.

Enrollment may take place at any time as long as space is available. Children generally transition to a new class each fall when the new school year begins.

The following items are needed for all new students:

1. All parents of students entering PPCS must read the **Pacific Point Christian Parent Handbook** and sign the **Parent Agreement** and **Statement of faith** given at the time of acceptance.
2. **Copy of Birth Certificate**
3. **Copy of Immunization records** (*Prior to admission to the Preschool, children shall be immunized against diseases as required by the California Code of Regulations, Title 17*)
4. **Copy of Child's Current Medical Assessment** (*Prior to first day of class, a physician's written medical assessment of the child must be turned into the Preschool. This assessment must be less than one year old.*)
5. **Required licensing forms** are given at the time of enrollment. All licensing forms are due by the first day of attendance.

Enrollment of children in Pacific Point Christian Preschool is a privilege, not a right. If any individual chooses not to conform to our standards of conduct he or she will forfeit this privilege. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.

School Hours

Monday through Friday 7:30am – 5:30pm

Appointments

Parents must come into the classroom and sign their student out of school for an off campus appointment during school hours. Upon returning, the parent must sign their student back into school.

A FULL legal signature is required by Licensing!

Gate/Code

Each parent will be responsible to close the school gate securely. Under no circumstances will the code be given to children or any other unauthorized person.

Procedures

Lost and Found: All articles of clothing, personal possessions and books must be labeled with the student's name and/or initials. Lost and Found items will be placed in the Lost and Found area by the Director's Office. All items not reclaimed from the Lost and Found will be donated to charity at the following times of year: during the Christmas break, at the Easter break, and at the end of the school year.

Telephone/Address Changes: Please notify the main office immediately if there is a change in your address, telephone number, or person to contact in an emergency. **This is very important, especially in the event your student becomes ill or injured!**

School Pictures: Official school pictures will be taken in the fall. If your student is absent on picture day, there will be an opportunity for individual make-up pictures. Spring and group composite pictures are also available each year.

Confidentiality: The Preschool Director, teacher and the school Superintendent have access to individual child screening and assessment results. The classroom staff completes the assessments and works with the children to assist the child in their development. The Director and the Superintendent have access to review the assessments. Files are kept in locked cabinets when staff are not working with them. The results and information is used to develop activities to assist the child in their development. The information is used to conference with parents.

Access to Files: The following people may have access to certain parts of files depending on the need. The Director would determine the need for access. The Director, Licensing Dept., Superintendent, Teacher and the Business department have access.

Accident/Incident Reports: If a student gets hurt on school grounds, staff will determine if the child can be moved. If so, he or she will be escorted to the office. The office staff will administer first aid and assess if the child may return to the normal school function. If not, the parent will be notified. An accident/incident report will be sent home with the child containing information about the incident to the best of our knowledge.

Visitors on Campus: All visitors and volunteers must check in at the office when coming on campus during school hours. Once signed in to our Visitors Log, a visitor/volunteer badge will be issued and must be worn while on campus. When leaving, please return to the office to sign out. Adults or minors who are not PPCS students are not permitted to loiter or be on the school property without proper permission.

Pets on Campus: To assure the safety and well-being of all on campus, we ask that pets remain off campus and behind the fence during pick up and drop off. If you would like to request a pet visit campus for educational reasons, or for show and tell, please consult with the Preschool Director.

Absences

Please notify the Preschool by phone or email as early as possible regarding your child's absence. Tuition will remain the same whether or not the child attends.

Sign in and Sign out Procedures

Each day, every child must be signed in on the sign-in sheet located in their child's class, prior to entry into the class. A full signature is required by state law. Prior to picking up your child you must sign your child out. Again, please use a full signature to do so. Please check in with your child's teacher and be sure to check your child's cubby prior to leaving for any and all important information and notices. Failure to follow these sign in and out procedures may result in a penalty fee per licensing and or termination from the Preschool.

Napping: Nap cots are provided for each child that is enrolled in our full time program. The cots are disinfected weekly. Parents are responsible to provide their child with a map mat/blanket and a fitted sheet which they will bring home on their last day of the week and brought back to school on Monday.

Every child that is in full day care will be provided a cot to nap on. Please bring bedding (see school supplies list) from home. Each week, on your child's last scheduled day of the week, the blanket and sheet is to be taken home and laundered and brought back to school the following Monday or next scheduled class day.

Daily Nap Schedule

Pre-K (3's)	12:45 PM - 2:45 PM
Pre-K (4's)	12:45 PM - 2:45 PM
TK	1:15 PM - 2:15 PM

Please see the Director if you have any questions.

Safety

Our staff takes the following precautions to help prevent the spread of communicable disease. Your cooperation in carrying these policies through is particularly appreciated.

1. Children must wash their hands as soon as they arrive at school. (All staff is trained in hand washing and disinfecting procedures.)
2. A staff member conducts a daily health check on each child before the parent leaves the center.
3. Parents and school personnel mutually agree to notify the other if a child is exposed to a communicable disease. (School notice will be posted)
4. Staff members are not permitted to administer medication unless prescribed by a doctor.
5. No children will be allowed to stay in class if they cannot participate in daily activities.

**If your child is vomiting or running a fever, he/ she should be free from all symptoms for 24 hours before returning to school. Following a health check, if your child shows any other symptoms of illness, you will be asked to take them home. Please contact the front office staff if your child will not be attending school and specify the illness.*

A top priority of our school is to provide a safe place to leave your child. In order to assure that our school is a safe place, we have adopted the following policies:

1. A qualified teacher or assistant is in charge of a child or a group of children and responsible for their safety.
2. When a parent or guardian brings a child to the school, they must tell a staff member that the child arrived. Parents must also be certain the staff member knows they are leaving the premises.
3. No child is ever left alone or unsupervised.
4. We have quarterly fire and earthquake drills. A record is kept in the office.
5. We have emergency plans posted at all exits.
6. The use of spray aerosols is prohibited when children are in attendance at the center.
7. When a child is involved in an accident or an injury, our center will fill out an Ouch Report form. The report will be given to the parent or guardian on the day of the incident. The parent will sign and then the Director Copies of the reports will be retained on file.
8. Depending on the condition of the injury, the parent will be called or contacted by the staff to pick up their child.
9. Staff members are trained in First Aid and CPR.

Agreement

AGREEMENT BETWEEN PARENT AND PACIFIC POINT PRESCHOOL

1. Each child must have a change of clothing that is left in the center to be used for emergencies. All clothes must be marked with the child's name. The school cannot be responsible for lost clothing. Children should wear washable clothing in which they will be comfortable.
2. Parents are **required** to bring their child into the building, no later than 9:00a.m., help the child wash his/her hands, sign in and wait until a staff member has completed a health check before leaving the premises. Please start the day with your child on a positive note – this will help your child have a good day at school.
3. Children who become ill cannot remain at the facility. The parents will be called to pick up the child. Children whose temperature is 99.1 or above will be sent home. They must be fever free for 24 hours before returning to school. Children absent from school with a contagious disease will not be re-admitted without a signed statement from a physician indicating the child is no longer contagious.
4. Children will be permitted to play outside in the play yard daily, except in inclement weather. If you do not want your child to participate in outdoor activities, please keep them at home until well enough to participate.
5. Children will not be permitted to enter the parking lot without you. Please hold their hand and enter the parking lot together.
6. Parents are asked to please call the office by 9:00 a.m., fill out the absent form on the PPCS app, or email the Preschool Director if the child is going to be absent or late on days of enrollment.
7. Parents need to closely supervise their child(ren) during drop-off and pick-up hours, especially while in the parking lot. Children are not permitted to enter or leave the school without an accompanying adult.
8. Parents having concerns about their child or school policies are encouraged to discuss these with

the Director in private.

9. Parent outbursts or improper conduct of the parent at the school is grounds for termination. This includes rudeness to staff, not cooperating with staff, hitting your child at the facility, but not limited to these examples.
10. Parents must cooperate with the school in carrying out all governmental laws, and regulations affecting the operation of the school.
11. The school engages in fundraising activities for additional materials for the children. We will need your help and support. Our PTF is an active group of parents dedicated to the school. The PTF assists with fundraisers.
12. The State of California requires that all members of day-care institutions be on the lookout for, and report to the State, any and all cases of abuse to a child. The school is, therefore, obligated to report to the State any suspected cases of child abuse and or neglect.
13. Unless there is a restraining order on file at the center, either parent can pick up their child. If you don't want the other parent picking up the child, you must have a court order.
14. The program licensing record is available upon request, including, but not limited to the evaluation forms from the health, building, and fire departments that inspected our center. Licensing visits are posted for 30 days by the front door.
15. The parent upon enrollment will fill out an emergency authorization form. The form authorizes the center to provide all emergency dental or medical care prescribed by a licensed physician MD or dentist DDS. This care may be given under whatever conditions are necessary to preserve the life, limb or well-being of a child.
16. Parents are required to attend a family interview with the Director before their child can attend school.
17. Parents must report any change of address and telephone number within 5 days. We must have up-to-date information in case of illness or emergencies.
18. Any parent or adult not recognized by staff will be required to show a picture ID before any child may be released from the center. This may happen several weeks or months into the school year if a substitute or new staff member has never seen a particular adult picking up a child.
19. If the child is to be picked up by someone other than the names listed on the release form, the following steps will be taken:
 - a. The parent must notify the teacher in writing or verbally in the morning at the time of drop off who will be coming, or they must call to notify the teacher in advance of pick-up.
 - b. If the teacher is called, identification will be requested of the adult picking up the child.
 - c. The child will not be released from the center unless the above steps are taken.
20. If your child stays at school for a nap, you must bring one blanket and a fitted sheet marked with your child's name. Please no sleeping bags due to limited storage space. Items should be brought Monday/Tuesday morning and taken home Thursday/ Friday afternoons to wash. We have

limited extra blankets so please make this a weekly priority. All children present during naptime will be required to rest. If you need to pick up your child during naptime, please notify the school in advance, whenever possible and do so quietly.

21. Parents are to administer medications to their own child when possible. Parents may keep their child's properly labeled medication at the preschool. The school will administer physician prescribed and/or non-prescription medication only upon the written authorization of the child's parent/guardian. Parents must also provide specific written instructions from their child's physician including the following information: specific indications for administering the medication pursuant to the physician's prescription; potential side effects and expected responses; actions to be taken in the event of side effects; instructions for proper storage of the medication; and contact information for child's physician.
22. Please be prompt when picking up your child. Late fees will be charged regardless of a last minute notification. Parents who are late more than three (3) times a year in picking up their children may be dropped from the program.
23. Parents are required to give a 30 day notice of termination. You are responsible for fees accrued regardless of attendance.

CENTER EXPECTATIONS OF THE PARENT

Expectations

Conferences are held with the parents during the school year. These conferences will be an information sharing session that allows parents and staff to express his/her feelings and concerns about progress or problems that the child might be experiencing.

It is our hope as your child's caregivers that we will get to know them and their behaviors. It is a great help to us as we work with the children to know any problem or event that may affect the child. Please keep us informed. In order for us to verify the accuracy of a child's report, we would appreciate communications between parents and staff concerning any unusual happenings or events, i.e., illness, death, changes in living situations, etc.

Parents should use the school as a resource. Staff members are trained professionals in the area of child development and can provide families with invaluable information about children.

Resource material and information is available from the Director.

Parents are welcome to come to the school at any time during program hours. Parental involvement is valued and therefore encouraged. Parents should feel free to come and spend lunch or other time with their child. We also want parents to feel welcome to bring special interest activities to the center but please consult the Director prior to doing so. When doing so, please remember to sign in the visitor's log in the Director's office prior to entering the classroom.

Complaints or problems should be resolved directly with the person involved in private, applying the Mathew 18 principle. Serving in a Christian school, we are able to pray with one another and bring the concern before the Lord. The Director is always available as a neutral party to pray with and help resolve conflict resolutions.

We ask that children be here each day at 8:45 a.m. Any parent dropping their child off after class time begins will be required to stay until staff is available to do a health check. Law requires signing in and out. Please document time and sign the complete signature.

Parents are required to come to the school immediately (within 30 minutes of phone call) to pick up their child in the event of child illness, campus closure or in any other emergency situation.

Parents must notify the school of all daily contact numbers. All contact numbers must be updated regularly. Car seats are required for all children under age 8 or 60 pounds.

Parents are to uphold the rules of the preschool for their child during drop-off and pick-up times. Behavior such as climbing the gates, climbing furniture, hitting, talking disrespectfully to a parent or teacher will not be permitted.

Please have your child wear shorts underneath a skirt or dress.

Termination Policies

POLICIES AND PROCEDURES OF TERMINATION OF SERVICE

Your child may be terminated from the program based on abuse and neglect of the parent rules and guidelines. If you are found to be in violation of the rules and guidelines, the following procedures will be taken:

- A Teacher or Director Conference will be called to bring the situation to your attention.
- Written warning with a 30 day notice of program termination will be issued to a parent stating the reason for program dismissal.
- Aggression Policy violation.

Probation/Termination

All children enter the program on a three-month probationary status. Based on the discretion, reasonable opinion and observation of the Preschool's teaching staff, any child may be denied admission to the school during or upon completion of the three month probationary period and, after being admitted, any child may be returned to probation status or terminated from the program upon 30 day notice, for any of the following reasons:

1. Excessive discipline problems or biting other children or adults.
2. Immunizations not up to date.
3. Failure of parents to complete necessary paperwork in a timely manner.
4. Three late pickups. Late charges will apply (0 – 10 minute period, \$20.00 per child, after 10 min., \$2.00 per minute per child.)
5. Outbursts or improper conduct of a parent at the center (i.e. rudeness, verbal abuse).
6. Failure to notify the center within 5 days of changes in address, phone number change or phone disconnect.
7. Child's behavior significantly and directly threatens the physical or mental health, safety or well being of one or more of the other children at the school, and the threat cannot be eliminated. If reasonable accommodations will eliminate the threat, the child may be suspended until such time as the accommodation can be implemented.
8. In the judgment of the Preschool's Director and staff, it is unable to reasonably meet the

developmental or special needs of the child with or without reasonable accommodations. (Reasonable accommodations are modifications that do not fundamentally alter the nature of the service, program, or activity of the school, or impose an undue burden on the school).

9. Parents are required to give a 30 day notice of termination. You will be responsible for fees accrued regardless of attendance. **Additional grounds for termination not noted above will be given to the parent in writing, prior to the 30- day notice period.**

Parents are required to give a 30 day notice of termination. Tuition payment is divided into 4 quarters. Parents are responsible for tuition through the end of their child's last quarter. You are responsible for fees, accrued regardless of attendance.



CHAPTER 3: ELEMENTARY CAMPUS (MANTELLI)

Policies and Procedures

Elementary Regular Day: 8:15 am- 2:45 pm Monday – Friday

Extended Care is available at the Mantelli Campus from
7:00 am-8:00 am and again 3:00 pm-5:30 pm after-school

Extended Care

Students left on campus at 3:00 P.M. will automatically be enrolled into the E-care program for that day.

Each student who is not picked up by 3:00 P.M. will be charged \$20.00/hr charged in 15 minutes increments. and \$5.00 for each minute after 5:30 pm. Extended Care fees are billed through family **Procure** accounts. Procure fees for extended care will be charged accordingly and any fees not paid by the 15th of each month will be added to the students FACTS account.

Closed Campus

For the protection of our students, a closed campus policy is always in effect on the school campus and for all school activities unless specified. Students may not receive personal mail, phone calls, messages, or deliveries without parental permission and administrative approval. Once on campus, students may not leave campus without proper authorization. Students are only allowed to leave campus or a school activity with written permission from their parents or legal guardian. If leaving before school is out, the parent/legal guardian must go to the office and sign out the student.

Appointments

Parents must come to the school office and sign their student out of school for an off campus appointment during school hours. The office staff will then call for the student to come to the school office. Upon returning, the parent must sign their student back into school.

Visitors on Campus

All visitors and volunteers must check in at the office when coming on campus during school hours. Once signed into our Visitor's Log, a visitor or volunteer badge will be issued and must be worn while on campus. When leaving, please return to the office to sign out. Adults or minors who are not Pacific Point Christian School students are not permitted to loiter or be on the school property without proper permission. To maintain safety and prevent distractions from learning,

visitors without a visitor pass will be asked to go to the office and check in. Guests and visitors are not allowed to participate in off campus activities or to associate with students without prior permission.

Lost and Found

All articles of clothing, personal possessions and books must be labeled with the student's name and/or initials. Lost and Found items will be placed in the Lost and Found.

All items not reclaimed from the Lost and Found will be properly disposed of at following times of year: Christmas break, at the Easter break, and end of the school year.

Telephone/Address Changes

Please notify the main office if there is a change in your address, telephone number, email address, or person to contact in an emergency.

This is very important, especially in the event your student becomes ill or injured!

School Pictures

Official school pictures will be taken in the fall. If your student is absent on picture day, there will be an opportunity for individual make-up pictures. Spring and group composite pictures are also available each year.

Elementary Class Placement

Placement is a very thoughtful and thorough process during which we consider group dynamics, the mix of learning styles and aptitudes, gender and student/teacher personality compatibility. However, we know that many parents may want to participate in the process. In order to have your input considered, we ask you to describe the educational needs of your students in a written letter that must be given to the site Principal no later than May 30th to be considered in the placement decision for the following school year. This letter should address the learning style of the student, preferred learning environment, and any special concerns about the child that the parent has that might impact placement for the following year. *We do not take requests for a specific teacher* and we do not make any guarantees regarding any teacher. Pacific Point Christian Schools teachers are caring, dedicated, and well-trained professionals, each of whom will ensure that the children assigned to them receive the very best educational experience.

Attendance Policies

Attendance

Students are required to attend all assigned classes and attendance is taken for each class. Pacific Point Christian School is accountable to parents for each student throughout the school day and is required by law to keep a record of which students are not in attendance. According to the California laws guiding private school attendance, a child is considered absent if they miss ½ day or more during any school day (3 hrs. 23 min.).

Absences

Parents or guardians are to notify the school office ahead of time of any student absence. If advance notice is not possible, call the office before 9:00 a.m. (You may call the school office during non business hours and leave a message on the recorder.) The following absences are considered excused: illness, medical appointments, family emergencies, and funerals. If your child is absent more than four consecutive days **due to illness**, a written release from your child's physician will be requested.

A short-term Independent Study Agreement is available for absences of three or more days. Independent Study Agreement forms are available in the school office. Upon approval, the teacher will provide appropriate school work for the student. Please allow five school days to process the request. Independent Study for vacation is considered an unexcused absence but has the advantage of keeping the student up on missed work. It is excused when used for illness, medical procedures/hospitalization, family emergencies or funerals.

If you are requesting make-up school work for a day your child is not at school, contact the office before 9:00 a.m. Homework will then be available for pick up after school. For calls made after 9:00 a.m., there will be no guarantee that work will be available by 3:30 p.m., though efforts will be made to do so.

Elementary School- Tardies

Tardy students create a disruption to classroom instruction. In addition, tardiness has an adverse effect on the late child's educational progress. At the elementary campus students are expected to be at school on time for the 8:15 a.m. morning line-up. Students arriving late must check in at the office and will receive a tardy pass before going on to class. All tardies and absences are recorded.

Early Release

Parents are to inform the office ahead of time (by note, email or phone call before 9:00 a.m.) if their child needs to be picked up before regular dismissal time. During school hours a child will be released only to parent(s) or legal guardian unless the school has been given written notification (by parents) for someone else to pick up the child. The parent or authorized person must come to the office and sign the daily student log sheet when picking up the child. Do not go directly to the classroom. For safety reasons, photo identification may be requested. Once the student is signed out, the student will then be called out of class to meet you in the office.

Medical/Dental Appointment

When a medical or dental appointment must be made during school hours and if it is in the morning prior to the start of school, please call the office to inform the staff that your child will be coming to school late. This will ensure that the student will not be marked absent (for the entire day) when morning attendance is taken. Remember to have the student report to the office when returning to school. Before office hours, parents may call the school and leave a voice message.

Extended Vacations

We ask parents not to remove students from school for early or extended vacations. Teachers can make some accommodations regarding homework and tests, but students will not benefit from the classroom learning environment even by keeping up with class work independently. If an accommodation is needed, parents are responsible to pay in advance for any additional cost incurred as a result. An Independent Study form may be used to request work when students are out for a planned vacation or mission trip. It should be filled out for students missing two or more days prior to the planned days off.

Academic Policies

Pacific Point Christian Schools is committed to providing academic excellence from a biblical worldview. The materials, activities, events, and excursions that comprise the curriculum are judged according to their value in furthering the school's Philosophy of Christian Education.

Each item is evaluated as a whole and in light of the other influences that make up the curriculum. The essence of Christian education is to train and equip students to reach their full potential both academically and spiritually, impacting our society towards godliness one student at a time.

Grading Scale & Points for Grades 3rd - 12th:

Letter Grades

Letter grades are assigned to academics beginning in the third grade as follows:

			Honors
97.45%-100.0%	A+	4.0	5.0
92.45%-97.44%	A	4.0	5.0
89.45%-92.44%	A-	4.0	5.0
87.45%-89.44%	B+	3.0	4.0
82.45%-87.44%	B	3.0	4.0
79.45%-82.44%	B-	3.0	4.0
77.45%-79.44%	C+	2.0	3.0
72.45%-77.44%	C	2.0	3.0
69.45%-72.44%	C-	2.0	3.0
67.45%-69.44%	D+	1.0	2.0
62.45%-67.44%	D	1.0	2.0
59.45%-62.44%	D-	1.0	2.0
0.00%-59.44%	F	0.0	0.0

The course of study at Pacific Point Christian Schools is composed of subjects selected to meet the high standards and demands of biblical education, which prescribes that the individual be “thoroughly furnished unto every good work”, (II Timothy 3:16, 17).

All students (grades 1-9) are required to be enrolled full-time and participate in all course selections, including Core Subjects, Bible, Music, Physical Education, Technology and Art, unless specifically exempted by administration.

Non-Letter Grades

Kindergarten to second grades and certain subjects in grades third to ninth are evaluated using non-letter grades. Non-letter grading standards include:

Kindergarten

C=Can do

L=Learning to do

N=Not ready to do

Blank=Not yet introduced

Grades 1st and 2nd

E = Excellent (100-90%)

S = Satisfactory (89-70%)

N = Needs improvement (69% - 60%)

U = Unsatisfactory (below 59%)

()=not applicable

Non-standard grades

Non-Standard grades may be issued for graded classes in special situations:

INC = Incomplete is issued when circumstances beyond a student's control that prevent the completion of a course by the end of the grading period. Under these circumstances, a teacher may issue an "INC" for quarter and/or semester work with the understanding that the student will make up work within a specified time frame and complete the course or the "INC" grade will be converted into an "F".

NG = Under extenuating and special circumstances an NG (no grade) may be issued.

Grades/Report Cards

First quarter report cards will be discussed at the Parent-Teacher Conference at the completion of the first quarter for elementary only. Quarter 2 and Quarter 3 grades are accessible to view on PowerSchool. The final report card will be available two weeks after the last day of school at the District Office. All financial accounts must be cleared in order to pick up report cards. Achievement test scores, if available, are often included with the final report card.

Progress Reports

Students and parents have the ability to view grades at any time during the school year through the PowerSchool portal with the exception of the portal closing for grading one week prior to the end of a quarter and/or semester.

Bible Study and Memorization:

God's Word, the Holy Bible, is studied daily as a part of our academic curriculum. Pacific Point Christian School utilizes the New International Version for study purposes. Bible memory is required of each student and is calculated as part of the Bible grade.

Chapel

In addition to Bible study, students attend chapel service once a week. All students are expected to act respectfully in the sanctuary. Family and friends are encouraged to attend our chapel services. However, seating is limited to the back area.

Elementary Homework

Homework is assigned in order to extend and reinforce lessons being taught at Pacific Point Christian School. Homework will vary by grade level.

Textbooks/Materials

Textbooks and other learning materials are assigned to each student to help them in their learning. Students are expected to take care of them, to protect them from the elements, and to return them in good condition. Care must be taken to keep textbooks dry and free of stray marks. Parents will be responsible to pay for any damages caused by their student to school property.

Parent- Student -Teacher Conferences

Parent-Teacher Conferences for all kindergarten through twelfth grade students will be held after the completion of the first quarter. Additional conferences may be requested by the parents or by Pacific Point Christian Schools at any time. If you need to meet with your child's teacher to

discuss any problems concerning your child, please make appointments with the teacher. If you wish to talk with a teacher by telephone, notify your teacher through email, a written note or call the school office. The teacher will be happy to call you at a time when class is not in session.

Awards

Chapel Awards

Each week at chapel services, Chapel Awards are given to students for displaying godly character traits during the previous week. Pacific Point Christian Schools recognizes those students whose achievements, citizenship, performance and behavior are of an outstanding nature. We will attempt to notify parents of an upcoming award.

Academic Awards

Academic awards will be given to 3rd - 12th grade students for grade point averages covering the full year.

These awards will be presented as follows:

Honor Roll: 3.00-3.59 GPA

Principal's List: 3.60-3.89 GPA

Superintendent's List: 3.90-4.00 GPA

Requirements for Promotion and Graduation A grade point average of 1.7 (C-) is required before students may be promoted from one grade to the next. The Administration may deny or place conditions upon the readmission of any student who is failing to meet the school's promotion or graduation requirements.

Opportunities to meet the academic requirements may be extended to failing students by placing them on academic probation. Effective with the fourth quarter of the previous year, if a student remains on academic probation for two consecutive quarters or three of the four school quarters, he or she may be asked to withdraw or not be invited back to Pacific Point Christian School for the following school year.

Lunch Time Rules

All students are to clean up their own eating area before being dismissed by their teacher or yard duty. All litter is to be disposed of in the trash can. In the event of a spill or dropped food that a child cannot clean up, he or she is to notify a supervisor or maintenance staff person to help. Students are to finish eating before being dismissed from their assigned lunch areas. Students may not eat in the playground areas. To encourage good eating habits, students are **NOT** allowed to bring candy, gum or carbonated beverages as part of their lunch or snacks.

Please do not bring glass containers or knives of any kind.

Students with special health or dietary needs and/or food allergies should make them known to the school office.

Food Allergies

Accommodations will be made for students with severe food allergies upon request. Be sure to communicate in writing all of the student's allergies to the teacher and office staff.

Extended Care Program

The Extended Care Program is a before and after school program available at the Elementary between 7:00 A.M to 8:00 A.M. and 3:00 P.M. to 5:30 P.M. during regular school days. The program offers a structured environment which includes: free play, arts and crafts, organized sports, and homework time. Snacks are not provided by the school. The cost is \$20.00/hr.

Only authorized person(s) will be allowed to pick up a student. A photo I.D. will be required to retrieve a child from Extended Care. For safety reasons, elementary students not picked up by 3:00 p.m. on regular school days will be placed in Extended Care and charged accordingly. Students not picked up by 5:30 p.m. will be charged an additional fee of \$5.00 per minute to their **Procure** Extended Care account. **Procure** accounts will be charged accordingly and any fees not paid by the 15th of each month will be added to the students FACTS account.

If you will be unavoidably late, please call as early as possible.

Elementary Extended Care phone: (408) 221-4868.

Extended Care Accounts: Parents can track accounts at any time by logging on to their *PROCARE account.

*** Accounts with balances extending past the 15th of each month will be added to FACTS tuition accounts and may affect enrollment**

Extracurricular Activities

Pacific Point Christian Schools seeks to help students develop their God-given talents and abilities in a broad and comprehensive range of areas. The school offers a variety of after-school activities for student participation. However, we do encourage parents and students to discuss the importance of maintaining balance between academics and after-school activities, family times and church responsibilities. Each class activity has been pre-screened and each activity has been approved by administration. Additional participation fees will be charged accordingly.

Performance Opportunities

Elementary students, grades K-2nd and 3rd-6th, perform a Christmas musical presentation each year. These events are considered part of the curriculum and all students are required to participate in the practices and requested to participate in the performance. Pacific Point Christian Schools considers stage presence, music and public speaking to be a part of a well rounded education.

Class Parties and Treats

Elementary only: Room parents work with classroom teachers to arrange class parties. If you would like to send a special birthday treat with your child, please make arrangements with the classroom teacher. Class parties must be approved by the class teacher and are generally held the last 30 minutes of the school day.

Student Conduct Policies

The School Learning Environment

Pacific Point Christian Schools believes it is crucial to provide for a Christian education in an environment that supports, respects, and nurtures Christian values and beliefs. Therefore, the school maintains the right to improve the learning environment for each student by making changes in a student's interaction with the school's staff, facilities, and academic program Pacific

Point Christian Schools is zealous about the Christian character growth of its students as reflected in their conduct.

Christian self-government is a high priority and standard at Pacific Point Christian Schools. The policies outlined are designed to instruct students in the proper management of themselves, their property, and their liberty. Therefore, the school maintains the right to improve the learning environment for each student by directing positive interaction with the school's staff.

Student Conduct

All student conduct can be summed up as described in our three basic school rules

1. Do your best.
2. Do what's right.
3. Treat others as you want to be treated.

All students are expected to respect and promote the desire for a Christian education by being a positive influence within the school community and learning environment. In some extreme circumstances, a student may be asked to withdraw or an alternative learning arrangement may be implemented in order to provide that student with the proper learning environment and/or to maintain the proper learning environment for others.

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17 NIV) In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of Pacific Point Christian Schools, both on and off campus.

General Guidelines for Student Conduct

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students and visitors. Respect their person and property (See Ephesians 4:28-32).
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord (See Hebrews 13:17 and 1 Thessalonians 5:12-13).
3. Abstain both on and off campus and at all times (24/7/365) from the use and/or possession of alcoholic beverages, tobacco, drugs, and pornography as well as gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character (See 1 Corinthians 6:19-20). Abstain from profanity and vulgar or abusive speech, actions, pictures and drawings. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development (See Ephesians 4:29).
4. Leave dangerous items such as knives, water pistols, lighters, and matches at home.
5. Do your own work - do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense.
6. Avoid plagiarism, which is also a serious offense. The definition of plagiarism is "the use of another writer's ideas or words without giving the writer credit for them."
7. All school rules apply on field trips and on all school-sponsored events both on the school campus and away from it.
8. Keep within the boundaries set by the school. Blacktop areas are used only with a yard supervisor or designated adult present.

9. All use of AI is prohibited from being used unless otherwise specified.

God Glorifying Relationships/Public Displays of Affection

While Pacific Point Christian School wishes to encourage the development of appropriate relationships, we also desire they be God glorifying. It is important that students' companionship be broad enough to enable them to have a variety of social contacts with many members of the opposite sex. For this reason, PPCS encourages frequent social times of fun, recreation, and fellowship. Exclusive relationships can be harmful not only to the couple involved, but also to those they may be excluding.

At Pacific Point Christian Schools, employees partner with parents in developing biblical based relationships and strongly encourage parental involvement in helping train and educate students in this area.

Proverbs 22:6 "Raise them up in the way they should go and when they are old they will not depart from it"

To encourage proper conduct, Pacific Point Christian Schools uphold these guidelines:

- Students commit to refrain from public displays of affection. This includes kissing, sitting on another student's lap, sitting closely for an extended period of time, extended embracing or holding hands at school, in the parking lots and at school related activities.
- Students commit to refrain from inappropriate "play" or physical contact which may be interpreted as sexual in nature
- Students commit to refrain from visiting campus areas that are off limits and/or unsupervised in search of privacy.
- Students commit to refrain from practices that Scripture forbids, such as sexual relations outside of marriage and homosexual behavior.
- Should improper relationships develop, the students involved will be counseled.
- Should they continue, parents will be notified and a conference may be held to correct the behavior. If there is any doubt whatsoever whether an activity is right for a couple, it should be avoided (Romans 14:23). An unmarried couple should avoid activity that tempts them toward sex or that gives an appearance of immorality.

Cell Phone Policy

Students are allowed to bring cell phones to school provided they adhere to the following guidelines:

- Cell phones must be turned off from the time the student steps on the campus in the morning until pickup time. Only with specific prior permission from the teacher can a cell phone be used at drop off or pickup time.
- Cell phones must be kept in a student's backpack and may not be in their hands, in their pockets or anywhere on their person. Jr. High students are to keep their cell phone in their assigned locker.
- Cell phones may not be used in class or anywhere on campus during instructional hours.
- To avoid confusion, all student communication with parents must be done through the school's system during the regular school day.
- Cell phones can be confiscated for abusing this privilege. If the phone is taken away, it is to be given to the parent with a verbal warning that a second abuse of privilege will result in not allowing the student to have a cell phone at school.

Electronic Device Policy

Laptop computers and electronic devices, and cell phones may be brought onto campus only with prior permission by school administration and IT and the device must have supervision from the teachers or administration. Electronic devices may only be used for instructional, and educational purposes, not for private entertainment. Permission is not granted to access the Internet or for any other use not described in this policy. All risks of loss or damage are assumed by parents.

AUP Agreement

Students at Pacific Point Christian Schools may have access to the Internet in a supervised setting while working on class projects or activities. This includes computers in the classrooms as well as in the computer lab. Students must follow all rules contained within this policy at all times when using the internet and/or the PPCS computers. Students are also required to follow the direction of faculty and staff members supervising any area where networked resources are accessible.

Pacific Point Christian Schools blocks or filters access to known websites deemed inappropriate in a Christian Elementary educational setting with Firewall Technology. PPCS faculty, staff, and Information Technology personnel will, to the best of their ability, monitor student use of the Internet and the school's computer network, and will take reasonable measures to prevent access to inappropriate material on the Internet, and restrict their access to materials harmful to students.

Students are responsible for good behavior on school computers just as they are in a classroom or on the playground. Communications on the network are often public in nature. General behavioral school rules apply. The network is provided for students to conduct research and complete assignments. Access to the internet and the school's computer network at PPCS will be provided to students who agree to act in a Christian manner and have been given permission by their parents during enrollment.

Personal information such as names, addresses, telephone numbers and identifiable photos should remain confidential when using the internet. No user may disclose, use, or disseminate personal identification information regarding minors. Students encountering information or messages they deem dangerous or inappropriate on the web should notify their teacher or other adult staff immediately. Direct electronic communications (Social Media) are not permitted on school computers.

Student use of telecommunications and electronic information resources, as well as personal electronic devices, will be permitted upon submission of permission forms and agreement forms by parents and by students themselves. As per the PPCS Electronic Device Policy in the PPCS Family Handbook, any personal device(s), computers, and/or electronic devices may be brought onto campus only with prior permission and supervision from the IT department or administration. Such items may only be used for instructional and educational purposes, not for private entertainment. Permission is not granted to access the internet for any other use not described in this policy. All risk of loss or damage is assumed by the parents or legal guardian.

Use of the network resources must be for school work purposes. PPCS reserves the right to prioritize use and access to the system. No use of the system shall serve to disrupt the use of the system by others;

system components including hardware or software shall not be destroyed, modified, or abused in any way. Intentional use of PPCS computers to develop programs that harass other users or gain unauthorized access to network systems and/or damage the components of network systems is prohibited. Users are responsible for the appropriateness of any content they create or use on the system. Hate mail, harassment, discriminatory remarks, or other antisocial or non-Christian behaviors are expressly prohibited. Such acts constitute a violation of this Acceptable Use Policy and will lead to disciplinary action.

Access to the internet will enable students to explore thousands of libraries, databases, and electronic resources. PPCS believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Inspections

Students, student belongings, and student possessions may be subject to reasonable inspections, searches, and seizures as determined by school administration and IT to ensure compliance with school rules and policies. Confiscated items shall only be released to parents through the school office. Confiscated or Lost and Found items that are not claimed by the end of each year will be deemed abandoned.

Student Dress & Appearance Policies

Uniforms are required at Pacific Point Christian Schools Elementary Campus. Students are to remain in school uniform while on campus or under school's care, and at all functions unless pre-approved by the administration. The established uniform policy is outlined in detail on the following pages. Student dress and appearance shall be conformable to the professional posture which presents school as a place of business and learning. Official school uniform items are to be worn at all times, except for Free Dress Days. Official school uniform items are available for purchase at <https://www.pacpoint.net/lion-wear/> and are required to be in colors of white, charcoal gray, purple and black.

Appearance Standards

Scriptural Principle of Modesty

Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your body. ~ 1 Corinthians 6:19- 20.

Uniforms must be maintained in a clean, neat, and tidy condition and are to be worn and fitted properly. Uniforms may not be modified or changed in appearance and no substitution is allowed. Clothing items may not be ripped, be too big or too small. Undergarments shall be visible. Students are not to wear accessories that are distracting, offensive, dangerous or inappropriate. Shorts, skorts, and skirts must be at a modest inseam at the appropriate level of mid-thigh.

Free Dress Days

Free Dress Day is typically scheduled for the last Friday of the month. Our official school uniforms are not required on this day unless that privilege has been taken away due to excessive

uniform violations. On Free Dress Days, the following general guidelines should be followed:

Student's attire is to be modest and appropriate. Items not permitted include: Torn clothing, exposed midriffs, excessively short skirts or shorts. Tank top and halter top straps must be at least 2" wide. Shorts, skirts, and skirts must be at a modest inseam at the appropriate level of mid-thigh. Logos offensive to the Christian faith are not permitted. Shoes must still meet dress code. No costumes or pajamas. PacPoint students are required to wear age, weather, and gender-appropriate attire at all times.

Free Dress Days are forfeited when a student receives more than 3 Uniform Violations within a 30-day period.

Uniform Code Violation Policy

Students are expected to be in uniform every school day, except on Free Dress Days and special dress days. Students not following the Dress Code will be given a Uniform Code Violation. A copy of the violation is given to the student to take home. Parents are to sign and return the violation form to the classroom teacher the following day.

Uniform violations are handled in the following manner:

- Level 1: Three uniform violations in a 30 day period = loss of next Free Dress Day.
- Level 2: Five or more = Discipline Referral
- Level 3: Seven or more = sent home with disciplinary action handled by an administrator.

An excessive amount of violations within a school year will be viewed as defiance and will result in a Discipline Referral. Further incidents will be handled at the discretion of the principal

K-5 ELEMENTARY UNIFORM POLICY

Student Dress Code

Official school uniform items are to be worn at all times, except for Free Dress Days. Official school uniform items are to be in colors of White, Dark Charcoal Grey, Purple, and Black. Students must wear closed-toe shoes suitable for running (please, no crocks). PacPoint students are required to wear age, weather, and gender-appropriate attire at all times.

***It is advisable to have any questions clarified prior to purchase before tag removal.**

Uniform Code for All Students:

Field trips: Pacific Point Christian School purple logo t-shirts or purple logo polo, available from the French Toast website, must be worn on all field trips.

Hair: Hair must be kept out of the eyes. Boys' hair must be cut off of the collar. Extreme hairstyles, as interpreted by the administration, are not permitted. No unnatural hair color is permitted.

Hair Accessories: Hair accessories must not be distracting and unsafe. No distracting add-ins such as feathers and colored hair.

Hats: Approved hats and beanies are available for purchase from the school spirit wear store online. See the website for more information. Beanies and hats may be worn outside only. Brims must be forward-facing at all times.

Jewelry: Simple necklaces no longer than the collarbone may be worn. Simple bracelets may be

worn. Earrings are to be worn by girls only. Earrings are to be post-style, no bigger than a dime. No more than two earrings in each ear. Students may not have nose-rings, body piercing, or tattoos.

Makeup/ Nail Polish: Light or modest makeup is permitted for 6th - 12th grade only. Well manicured nail polish is permitted in solid colors, no black.

Outerwear

Outerwear is defined as clothing worn over uniform pieces, especially for outdoor use. Outerwear is permitted in any color or style. However, for outerwear to be acceptable for indoor use, outerwear must be in accordance with Pacific Point Christian Schools colors in white, black, charcoal gray, and purple.

***It is advisable to have any questions clarified prior to purchase before tag removal.**

Field trips

Pacific Point Christian School must be worn on all field trips to ensure proper identification.

Polo Shirts: Polo shirts are required to have the Pacific Point Christian School logo in white, black, charcoal gray, and purple, in either long or short sleeves.

Pants and shorts: Pants and shorts must be solid black or gray uniform-type pants or shorts. No denim. Pants must be worn at the waist. No sagging. No athletic pants, knit pants, leggings, or jeggings worn as pants.

Shoes: Shoes must be closed toed, closed heeled, rubber soled. No clogs, crocks, or sandals. Athletic shoes are recommended for the school day and are required for PE classes. Shoelaces must be tied on top of shoes and not tucked in shoes. Shoes may be of any color. **However, shoes must not be distracting in appearance; no lights or wheels.** School administration has the final authority.

Socks/Tights: Socks must match each other and be free of offensive decoration. Tights must coordinate with uniform colors. Footless tights/leggings are permitted in coordinated school colors. No knit pants or sweatpants permitted

Sunglasses: Sunglasses are permitted outside only.

Sweaters/ Sweatshirts: Long-sleeved pullover, button-down or zipper Pacific Point logo wear in white, charcoal gray, purple or black.

T-shirts/ Spirit Wear shirts: Boys and girls may wear spirit wear shirts on Fridays only. Spirit wear shirts are available for purchase from the school spirit wear store online. See the website for more information. T-shirts and spirit wear shirts must have a Pacific Point Christian Schools logo present.

Undergarments: Undergarments must be worn and must not be visible. Bike shorts in school colors must be worn underneath all dresses, jumpers, and skirts, even when wearing tights.

Uniform for boys:

Black or gray pants and shorts that meet the aforementioned guidelines. Polo shirts with Pacific Point Christian School logo in white, black, charcoal gray, and purple, in either long or short sleeves.

Uniform for girls:

Black or gray pants and shorts, skirts, capris, and dresses that meet the aforementioned guidelines. Polo shirts with Pacific Point Christian School logo in white, black, charcoal gray, and purple, in either long or short sleeves.

Playground Rules

When dismissed, the student has permission to play in supervised areas only, which include: tanbark playground, blacktop, and the back field. Once outside students are not allowed back into classrooms without permission from a supervisor. Students are not to be inside classrooms without staff supervision. The playground is closed to all children during pick up time 2:45 pm -3:00 pm.

- Students are to play appropriately, showing proper respect to staff, other students and school property. Students must wait for a yard duty supervisor to accompany them to play on the black top and field.
- Students must follow playground equipment rules and game procedures.
- Students are to adhere to the boundaries as instructed by adult supervisors.
- Students are to stay away from perimeter fencing. Students are not to respond to the calls of strangers outside the fence but should notify an adult supervisor immediately.
- Playground equipment should only be used in its intended manner.
- Students may be benched or referred to the office for rough or dangerous play, mistreatment of others, abuse of playground equipment, disrespectful or contentious attitude.

Play Structure Guidelines

Students are to:

- Use the play structure only during their assigned times and when an adult monitor is present.
- Use the various elements in the manner designed (sliding down slides, hanging from overhead ladders.)
- Line up and wait their turn.
- Use handrails and safety devices.
- Follow all instructions given by adult supervisors.

Students are not to:

- Eat, drink, or bring other play items into the play structure areas.
- Have homework or other school items on the playground or black top.
- Run, push, grab, or shove others.
- Kick, throw, dig into or bury anything in the wood chip surfacing.
- Lift students onto elements they cannot reach by themselves.
- Block openings onto platforms or the bottoms of slides.
- Wear loose clothing that can get caught or snagged.

Restrooms

Restrooms are not play areas. Students are to leave restrooms neat, picking up towels they drop,

flushing toilets, etc. Students should report problems, or uncleanness to a yard duty supervisor.

Student Discipline Policies

Every student has a right to learn in a Christian environment. Teachers have the right to expect student behavior to contribute to the learning environment. Students and teachers share the responsibility to maintain such an environment. School conduct is to be characterized by self-government. Teachers will maintain an orderly learning environment supported by parents and administration. The school seeks to develop a positive self-image in the students, always disciplining in love. When a student consistently makes inappropriate decisions in speech, conduct or dress code, the school will work with the parents to bring about change if the student is to remain in the school.

Inside the classroom, each teacher has the freedom to implement a fair, consistent discipline plan which allows for teacher preference and suits the needs of the particular class. If any student continues to misbehave and exceeds the classroom discipline plan, they may be sent to the office with a Discipline Referral. Once in the office, they meet with the school administration. Discipline infractions are classified into tiers, to maintain fairness, and create a baseline for resolution. The following is the general outline most discipline takes once it reaches that level.

Tier One Infraction

Warning and counseling with students, usually done within the classroom or playground surroundings by teachers or yard duty. Following an apology and accountability for their choices, students may be issued a suitable consequence.

A consequence may include: such as writing an apology, a time out, a clip down on a behavior chart or work detail at lunch.

Tier one infractions may include, but not limited to, off task in the classroom, not listening to redirections, not following playground rules, minor poor language or word choices.

Tier Two Infraction

Warning and counseling for the student, with staff, will take place directly following the incident. The student will then be sent to meet with the principal regarding his/her actions. A discipline referral will be sent home to notify parents of the situation, the involvement of the situation, and the follow-up and/or consequence to take place. Depending on the severity of the occurrence, a phone call or email home may also take place.

A consequence may include: timeout, work detail, detention in the office, an on-campus suspension, or being sent home for the day. Off campus suspension may be utilized for repetitive tier two infractions involving the same student.

Tier two infractions may include: rough play, hands on contact with students or staff, spitting, biting, profanity, minor vandalism, cheating, yelling, or screaming at staff or students, a repetitive tier one infraction that is not being corrected, or inappropriate content of conversation.

Tier three Infraction

Students will be immediately sent to meet with the principal, and a discipline referral will be issued. A more serious consequence will be implemented on the first occurrence of a tier three infraction.

A consequence may include:

- being sent home
- on-campus suspension
- off-campus suspension
- Probation
- expulsion

Tier Three infractions may include: physical fighting, cheating, vulgarity, disrespecting a staff member, discrimination, bullying, repetitive tier two offenses.

If suspended or sent home, parents will be called to pick up the student. The student is not allowed to return to campus until both parents have met with the principal. In the event of confrontation between students, parents of the children involved, under no circumstance, are allowed to interact with other students. The administrator, or office staff, will handle the situation at all times. No parent(s) has the authority to question or attempt to question a student or resolve the situation without the presence and approval of an administrator. Parents are not to confront other parents on school grounds regarding conflict. Please report needed intervention to school administration immediately.

Immediate Disciplinary Actions:

Any one of these infractions could result in suspension or expulsion.

1. Violation of classroom and school rules.
2. Disrespect or lack of consideration for others.
3. Disrespect or lack of consideration towards a teacher.
4. Causing or threatening physical injury to another student or teacher.
5. Damage, destruction, or taking of school property, or of another student's property.
6. Violation of school perimeter and restricted areas, without immediate permission.
7. The use of profanity or foul language.
8. Possession or viewing of vulgar or pornographic material.
9. Possession of weapons is an automatic suspension.

Peacemakers

Pacific Point Christian Schools resolve conflict using Peacemakers, a biblical peacemaking program. We teach biblical peacemaking skills in chapel, in the classroom, on the playground, and during student meetings. We encourage our students to resolve conflicts God's way.

The three basic steps to biblical peacemaking are:

1. Overlook an offense (Proverbs 19:11). You deal with the offense by yourself. You simply decide to forgive a wrong action against you and walk away from a conflict. If you can't overlook it or if the problem is too big, then go to step
2. Talk it out (Matthew 5:23-24, Matthew 18:15). A conflict is resolved by going directly to the other person to talk it out together. This response should be used if you cannot overlook what the other person did, and the problem is hurting your relationship.
3. Get help (Matthew 18:16). When you cannot resolve the conflict just between the two of you, ask someone else to meet with both of you to help you talk together and find a solution to the problem. While at school, students should ask a school staff member for help, such as a teacher, yard duty supervisor, or the school principal.

Peacemakers

Teachers and staff at Pacific Point Christian Schools will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports using the Four-A-Response process (Affirm Feelings, Ask Questions, Assess Safety, and Act by coaching the child on what to do in the future).
- Investigate all reported bullying incidents.

Consequences for Violation of the Anti-Bullying Policy

Depending on the severity and nature of the incident, Pacific Point Christian Schools will take one or more of the following steps when bullying occurs:

- Intervention, Warning, and Redirection - A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success, in case they find themselves in a similar situation in the future.
- Notification of Parents - School staff will notify the parents of involved students. The parents might be asked to meet with the principal or other members of the school staff, including the student's teacher.
- Resolution with the Target of the Bullying - The student may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.
- Referral to School Liaison of Gilroy Police Department (GPD) - The student may meet with a School Liaison Officer of GPD or other agency to help prevent future violations.
- Consequences - The student may serve one or more days of detention during recess(es), or lose school privileges.
- Suspension and/or Expulsion- In cases of severe or repeated bullying, the student may be suspended. Pacific Point Christian Schools Discipline Policy provides for progressive discipline, which may include: a one day suspension, a three-day suspension, and then expulsion.

Anti-Bullying Policy

Pacific Point Christian Schools Community is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind. Bullying is unfair and one-sided. It happens when someone repeatedly hurts, frightens, threatens, or leaves someone out on purpose (exclusion).

Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing.
- Using words, actions and/or various means to threaten, intimidate or harass.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors or untruths about someone.

- Leaving someone out on purpose, or trying to get other kids not to play with someone.

Students at Pacific Point Christian Schools will do the following things to prevent bullying: •
Treat each other respectfully.

- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult immediately.

Health and Safety Policies

Required Records

Pacific Point Christian Schools requires all entering kindergarten and first grade students to have a recent physical examination prior to entering. Students entering kindergarten must turn in a complete certificate of immunization. No student can attend class without having their health verification forms completed.

Immunization Law

All students entering school are required to provide proof of immunizations. For the most updated immunization requirements please contact the office at (408) 847-7804.

Health Policy

Students who become ill in class will be allowed to rest in the office. If necessary, a phone call will be made to the parent(s) to make arrangements for the student to be picked up. **Please be sure to inform the main office staff if any information on your student's Emergency Medical Form changes.**

Students should not be sent to school if they are exhibiting any of the following conditions within 24 hours

- Temperature above normal within the last 24 hours
- Vomiting or diarrhea
- Persistent headache or cough
- Pinworm or ringworm
- Head lice
- Pink Eye
- Infectious looking sores
- Covid

Please notify the school office if your student might have exposed other students to a verified communicable illness: Chicken pox, scarlet fever, strep throat, etc. The office will then send home a letter with students to inform their parents of the exposure.

Please notify the office if your child is injured, or requires special care when returning to school, (i.e.: Excuse from PE.)

Accident Reports

If a student gets hurt on school grounds, staff If a student gets hurt on school grounds, staff will determine if the child can be moved. If so, he or she will be escorted to the office. The office staff will administer first aid and assess if the child may return to the normal school function. If not, the parent will be notified. An accident report will be sent home with the child containing information about the incident to the best of our knowledge.

Communicable Disease / Condition Pacific Point Christian Schools seeks to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases and conditions. The term “communicable disease” shall mean illness or condition which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Any person with a communicable disease or condition for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Persons with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, the school may require an independent physician’s examination of the person to verify the diagnosis of communicable disease or condition and to recommend terms and conditions for that person’s presence on campus.

When school is notified of a student having a communicable disease, their homeroom classmates will receive an exposure notice. Please review and follow all precautions.

Head lice procedures:

Head lice are tiny insects that can get on people's scalps. Once there they reproduce quickly, laying eggs (nits) and causing severe itching. If lice are detected, the parent/guardian will be notified to pick up their student and written instructions will be given to the parent/guardian regarding the head lice procedure and treatment. If nits only are detected, the student will remain in school and written instructions regarding treatment and removal of nits will be sent home with the student. Retreatment of lice is often necessary. Please follow the head lice treatment instructions carefully.

Head lice prevention:

Please check your child’s scalp often for nits and live lice

- Instruct family members not to share combs, brushes, hats and other personal items
- Children may come back to school after being treated for lice. Only nits that are within 1/4” from the scalp must be removed

Pacific Point Christian Schools Reserves the right to make all final decisions necessary to enforce this policy and to take all necessary action to control the spread of communicable diseases and conditions within the school.

Prescription Drugs/Medications

State law prohibits children from possessing prescription drugs on campus. If a student is to receive any medications during the school day including **Tylenol (or other non-aspirin products)/cough and throat drops**, the parent or guardian must bring the medication to the office and complete a Request for Medication Administration form. The office will call in the student to take the medicine at the appropriate time. The medication should be in its original container. **Never send medication to the classroom with your child.**

Physical Education Excuse

If it is necessary for a child to be excused from P.E. due to injuries or illness, a note from his/her doctor, parent or guardian is required. Please give the note to the school office. If the excuse is more than a couple of days, please include a doctor’s note. The child may be required to rest during recess playtime as needed per health need.

Fire/Earthquake Drills

Fire drills are conducted at regular intervals. When such a drill is underway, it is essential that

students, staff and guests promptly leave the building by predesignated routes. Students are not to talk during drills and will remain outside with their teacher until the signal is given to return to class. Earthquake drills are conducted once each semester.

Code Blue

Code Blue is used whenever the administration feels concern for the safety of the students. Code Blue begins with an all-call announcement or with authorized school personnel coming to the classroom to give that information. All classroom doors are locked and attendance is taken. Instructions are given to students and they are assured that they are safe.

School Grounds

Students are not permitted to leave the perimeter of the school without the permission of the staff or without being signed out at the school office. See "Appointments". They may use the blacktop parking area only with a yard supervisor or designated adult present.

Personal Items on Campus

To prevent unnecessary disputes over ownership and possession, students may not bring sports equipment (e.g. basketballs), toys (including games, playing or trading cards, handheld electronic games, etc.) or playground equipment (e.g. jump ropes) to school. Pacific Point Christian Schools will not be responsible for lost or stolen items that are brought in violation of this policy. Students shall use the equipment provided by the school during recess and lunch periods.

Specific items not permitted:

Skateboards, Roller-skates/ Roller-blades, Guns, Knives, slingshots, or other weapons without the permission of administration. This list is to be used as a guideline and is not meant to be all-inclusive.

Pets on Campus

To assure the safety and well-being of all on campus, we ask that all pets remain off campus and outside school grounds, except for service dogs. Some students do have severe pet allergies. If you would like to request a pet visit on campus for educational reasons, or for show and tell, please consult with the school administration. If your child requires a service dog for a severe health condition, please contact administration.

Transportation Policies

Arrival and Departure Procedure

When dropping off or picking up your Elementary student, please enter on the east side of the Seventh Day Adventist (SDA) Church (near Calle Del Rey), and exit on the west side. See map on the next page. Students may be dropped off between 8:00-8:15 a.m. and must be picked up by 3:00 p.m. Students arriving on campus before 8am, must be checked into extended care. Students arriving before or after the above hours will be automatically admitted into Extended Care and will be billed at an hourly rate.

For safety reasons, cars may not double park in the drive-thru/drop-off zone, and students are not to exit on the driver's side of vehicles. Drivers may park their vehicles in a marked stall and walk their students onto school grounds. Please cross in the crosswalks provided with your children.

Drive thru Procedures

Students will be ready for departure at 2:40 p.m. and are in designated areas by grade levels.

Students will stay with their teachers in line from 2:40-3:00 p.m. each day. A student Traffic Patrol guard will assist your student with the door and backpack, if necessary. If you anticipate trunk usage or bulky items, please park instead of using the “Drive Thru”. This assures the line will run smoothly and quickly. Parents may also park and walk in to pick up their student at any time, using designated crosswalks with the parking lot.

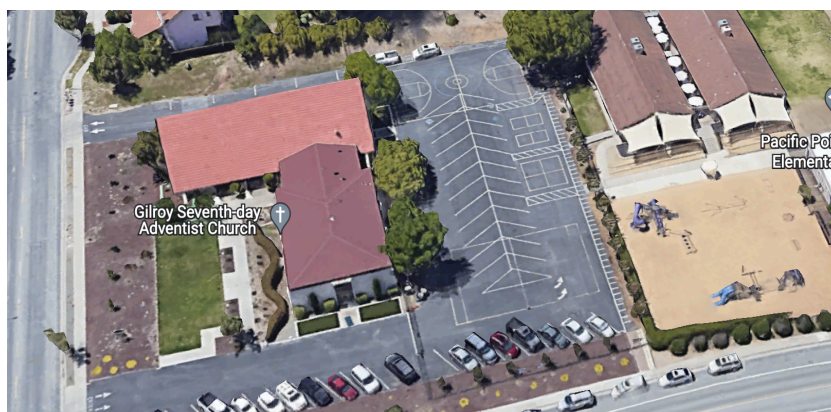
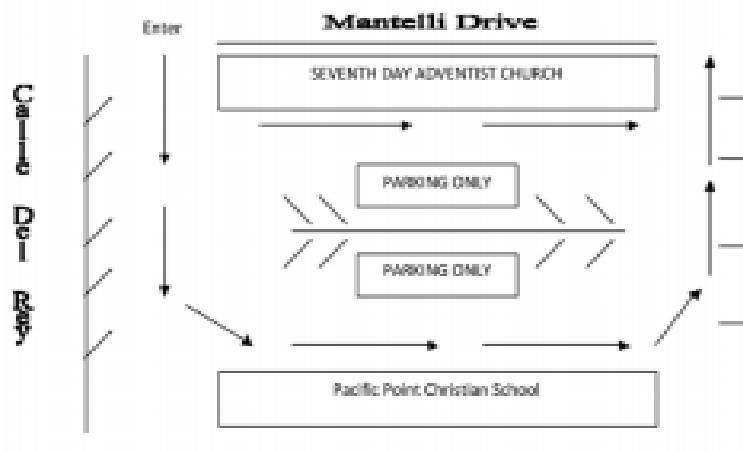
The Drive Thru lane is the lane to the far right of the traffic flow. As much as possible, please observe the staggered pick up times.

To ensure the safety of our students we ask that all visitors and parents not park or drive onto the blacktop area between 9:00 a.m. and 2:30 p.m. Please note that when barriers are closed they are not to be opened for vehicles. Please park in designated parking stalls only. All drivers should use extreme caution when backing up and always be on the lookout for pedestrians. Gates may be opened at 2:30 p.m., if children are not present.

Traffic Safety

1. Speed limit is 5 mph inside the school parking lot.
2. NO parking or getting out of your car while in the drop-off/pick-up line.
3. If your student is not ready to leave or enter the vehicle, please park.
4. Watch for direction from the Traffic Patrol students, or adult leaders at each stop.
5. Watch for students and adults crossing around your vehicle.
6. Use caution when passing or going around cars.
7. Cell phone use is prohibited while in the drive-through drop off/pick up line.
8. Please observe all traffic and parking signage, including handicap parking spaces.

Elementary Campus Map and Traffic Flow:



Reading Book Guidelines

Pacific Point Christian Schools takes the following position regarding books we make available to children and our classroom libraries will provide the following:

1. Books which espouse spiritual values.
2. Material that reflects understanding and resolutions of situations rather than leaving open ended thoughts in the reader's mind.
3. Reference material that will encourage student research.
4. Wholesome recreational reading.

In light of the above, our class libraries will include books that:

1. Model positive character traits.
2. Will show conclusive results of actions whether positive or negative.
3. Will clearly draw the line between good and evil.
4. Will NOT contain blatant and frequent objectionable language.
5. May include humanistic influence in parts of the book when the major thrust emulates wholesome values.

Enrollment of children in Pacific Point Christian Preschool is a privilege, not a right. If any individual chooses not to conform to our standards of conduct he or she will forfeit this privilege. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.



CHAPTER 4: JUNIOR HIGH (PACHECO)

Transportation Policies

Arrival and Departure Procedure: Junior High

When dropping off or picking up your junior high student, please enter while headed east on Pacheco Pass Highway by making a right turn into the first driveway. You may park by going right into the visitor parking lot or drop off students by utilizing the half circle drop off area.

After dropping off your student, please exit at the end of the half circle. Students may be dropped off between 7:30 AM and the start of school and must be in their classrooms and ready to start the school day by the time the first bell rings.

Junior High Students will be dismissed at 2:35 PM and should be picked up by 3:05 PM unless enrolled in a sport or after school activity.

If students arrive prior to or after the pick up times, the students are required to check into the school office.

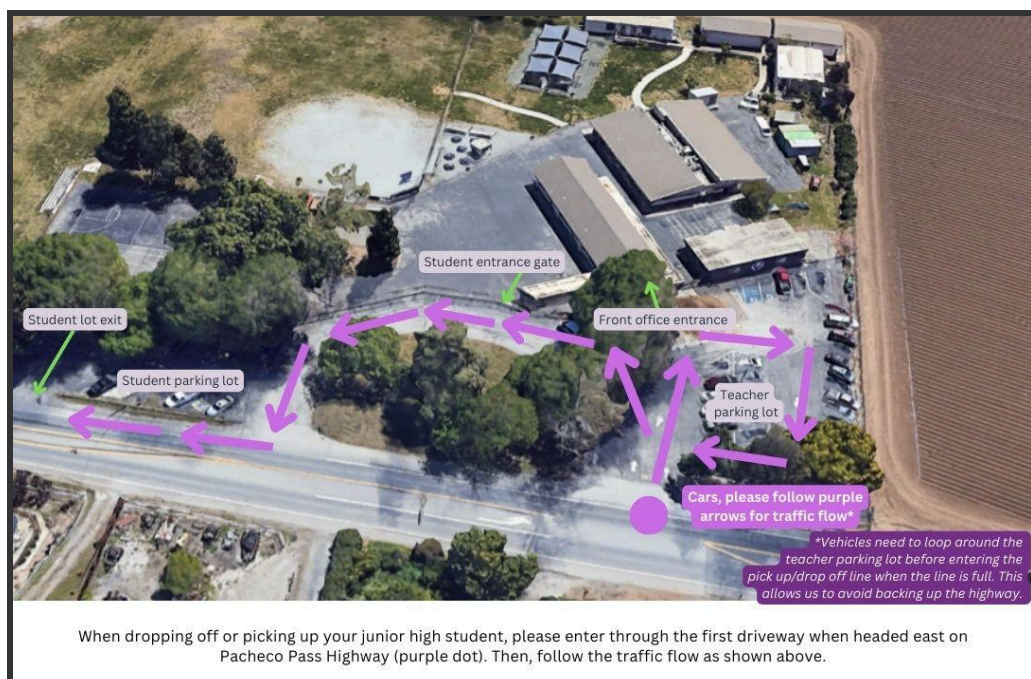
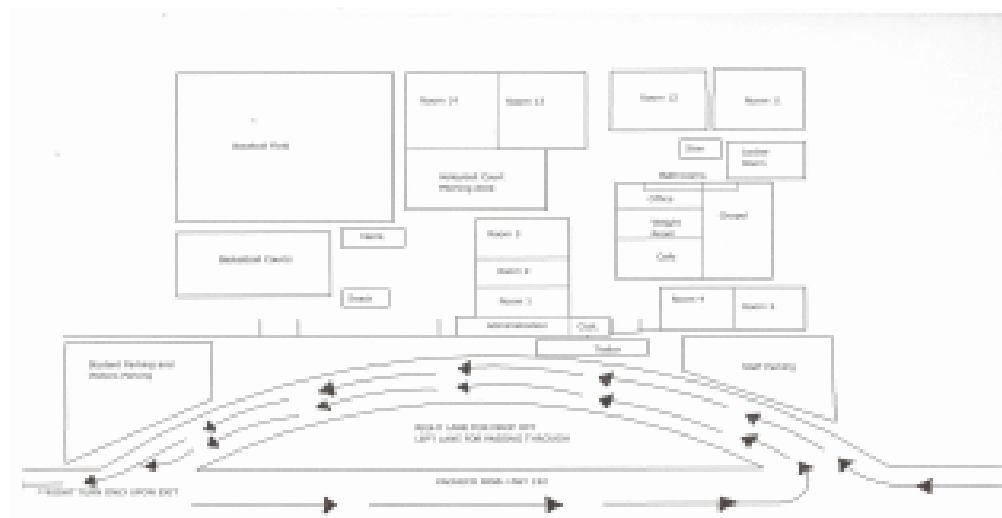
Students will be supervised by a staff member at the pick up loop until 3:05 PM (JH) each day. Please pull forward so you do not cause traffic to back up onto the highway.

Your student will walk through the gate up to your vehicle when prompted by the staff person on pick-up duty. This assures the line will run smoothly and students will not be in between vehicles.

Parents may also park and walk in to pick up their student at any time, but students may not walk out to the parking lot alone.

If you anticipate trunk usage or bulky items or need extra time for your student to enter your vehicle, please park in the guest lot instead of using the “drive thru.” (See map below.)

Junior High Campus Map and Traffic Flow



Parking

High School students **MUST** have a Pacific Point parking pass displayed on the rear view mirror in order to park on campus and must park only in the Student Parking Lot. Students may pick up the application, obtain a copy of the parking rules, and pay the fee in the HS office. Visitors may park in the guest/faculty lot.

Bicycles/walking

For safety purposes, students may not ride bicycles nor walk to school.

Late Pick-up or Drop Off

Students arriving on campus after 8:10 AM for JH and 8:20 AM for HS must report to the office before going to class. They will need a tardy slip to enter the classroom.

Campus Policies and Procedures

Closed Campus

For the protection of our students, a closed campus policy is always in effect on the school campus and for all school activities unless specified. Students may not receive mail, packages, or deliveries (including food) without administrative approval. Once on campus, students are **only** allowed to leave campus or a school activity with written permission from their parents or legal guardian. If leaving before school is out, a parent/legal guardian must sign the student out in the front office.

Appointments

Please make every effort to make appointments outside of class time when possible. Parents must come to the school office and sign their student out of school for an off- campus appointment during school hours. The office staff will then call the classroom for the student to come to the school office. Upon returning, parents must sign his/her student back into school.

Visitors on Campus

All visitors and volunteers must check in at the office when coming on campus during school hours. Once signed in to our Visitor's Log, a visitor/volunteer badge will be issued and must be worn while on campus. When leaving, please return to the office to sign out. Adults or minors who are not Pacific Point Christian School are not permitted to loiter or be on the school property without proper permission from administration. Guests and visitors are not allowed to participate in off-campus activities or to associate with students while attending an off-campus activity without prior permission.

There is no smoking or vaping anywhere on campus, including the parking lots.

School Phones

Students are allowed to use the school phone in case of emergencies (illness, injury, etc.). Students are discouraged from using the phone to call home for forgotten assignments, books or to make after-school plans. Students must have permission from the school secretary or administration before using the telephone. Students are not allowed to use their cell phones during school. To avoid distractions, cell phones must be turned off and placed in students' backpacks.

Personal Visits

Our staff is here to serve you and meet your needs as much as possible. Please make an appointment and indicate the nature of the visit in advance so staff can be prepared to help you.

Lost and Found

All articles of clothing, personal possessions and books must be labeled with the student's name or initials. Lost and Found items will be placed in the Lost and Found and should be checked regularly. All items not reclaimed from the Lost and Found will be donated to charity at the end of each month.

School Paperwork

When you receive paperwork from the school which requires your signature, please follow-through with your student to be sure the forms are returned in a timely fashion.

Telephone/Address Changes

Please notify the District Office right away if there is a change in your address, telephone number, email address, or emergency contact person. This is very important, especially in the event your student becomes ill or injured!

School Pictures

If your student is absent on picture day, there will be an opportunity for individual make-up pictures. Team and group composite pictures are also available each year.

JH Lockers

Lockers will be available for student use provided guidelines are followed. Locker agreement guidelines will be given when locks are provided to the students at the beginning of the school year. All lockers are subject to inspection at any time. If using a personal lock rather than a school-provided lock, the combination must be given to the office.

Attendance Policies

Classroom Hours

Junior High:

8:00 AM - 2:35 PM Monday-Thursday

8:00 AM - 1:15 PM Fridays

Attendance

Pacific Point Christian Schools is accountable to parents for each student throughout the school day and is required, by law, to keep a record of which students are not in attendance. According to the California laws guiding private school attendance, a child is considered absent if they miss ½ day or more during any school day. Students are required to attend all assigned classes. Attendance is taken for each class.

Absences

Parents or guardians are to notify the school office ahead of time of any student absence. Report absences on Pacific Point App or call the school office 408-847-0111. If advance notice is not possible, please call the office before 9:00 AM. You may call the school office during non-business hours and leave a voicemail message. The following absences are considered excused: illness, medical appointments, family emergencies, and funerals. If your child is absent more than four consecutive days **due to illness**, a written release from your child's physician will be requested.

A short-term Independent Study Agreement is available for absences of three or more days. Independent Study Agreement forms are available in the school office. Upon **approval**, the teacher will provide appropriate school work for the student. Please allow five school days to process the request. Independent Study for vacation is considered an unexcused absence but has the advantage of keeping the student up on missed work. It is excused when used for illness, medical procedures/ hospitalization, family emergencies, or funerals.

If you are requesting make-up school work for a day your child is not at school, contact the office before 9:00 AM. Homework will then be available for pick up after school. For calls made after 9:00 AM, there will be no guarantee that work will be available by 3:30 PM, though efforts will be made to do so.

Junior High Tardies

Attendance for Junior High classes will be taken each period. While some occurrences of tardiness in the morning may be expected, it should not be the norm. We hope that students will arrive on time each morning to campus to gain the most out of their educational experience and not arrive stressed. Students arriving late for their first period must report to the office for a pass to enter classes. No tardies should occur once a student is on campus. Students are expected to be on time for all classes, seated in their assigned classrooms with appropriate class materials. Students who are more than 10 minutes late are considered truant and may not enter classrooms without a pass from the office. Habitually tardy students (5 tardies in total per semester) will be given a discipline notice, receive a detention, and a conference with the student, parent, and administration may be required.

Truancy

Excessive absences may result in the dismissal of the student.

Early Release

Parents should inform the office ahead of time, by 9 AM, if their child needs to be picked up before regular dismissal time. During school hours a child will be released only to parent(s) or legal guardian, unless the school has been given written notification (by parent/guardian) for someone else to pick up the child. The parent, or authorized person, must come to the office and sign the daily student log sheet when picking up the child. Once the student is signed out, the student will then be called out of class to meet you in the office.

Medical/Dental Appointment

When a medical or dental appointment must be made during school hours, and if it is in the morning prior to the start of school, please call the office to inform the staff that your child will be coming to school late. This will ensure that the student's attendance will be documented accurately. Remember to have the student report to the office when returning to school. Before office hours, parents may call the school and leave a voice message.

Extended Vacations

We ask parents not to remove students from school for early or extended vacations. While teachers may be able to make some accommodations regarding homework and tests, students will not benefit from the classroom learning environment even by keeping up with class work independently. Vacations during finals may result in an INC and are strongly discouraged.

Chapel

In addition to Bible class, chapel is held once per week as a part of our JH program. Attendance is required.

Academic Policies

Pacific Point Christian Schools is committed to providing academic excellence from a biblical worldview. The materials, activities, events, and excursions that comprise the curriculum are

judged according to their value in furthering the school's Philosophy of Christian Education. Each item is evaluated as a whole and in light of the other influences that make up the curriculum. The essence of Christian education is to train and equip students to reach their full potential both academically and spiritually while impacting our society towards godliness one student at a time.

Course of Study

The course of study at Pacific Point Christian Schools is composed of subjects selected to meet the high standards and demands of biblical education, which prescribes that the individual be "thoroughly furnished unto every good work", (II Timothy 3:16, 17). Pacific Point Christian works to meet the individual needs of our students through academic counseling and guidance.

Academic Grading Scale

			Honors
97.45%-100.0%	A+	4.0	5.0
92.45%-97.44%	A	4.0	5.0
89.45%-92.44%	A-	4.0	5.0
87.45%-89.44%	B+	3.0	4.0
82.45%-87.44%	B	3.0	4.0
79.45%-82.44%	B-	3.0	4.0
77.45%-79.44%	C+	2.0	3.0
72.45%-77.44%	C	2.0	3.0
69.45%-72.44%	C-	2.0	3.0
67.45%-69.44%	D+	1.0	2.0
62.45%-67.44%	D	1.0	2.0
59.45%-62.44%	D-	1.0	2.0
0.00%-59.44%	F	0.0	0.0

Non-standard grades may be issued for graded classes in special situations:

INC=Incomplete is issued when circumstances beyond a student's control prevent the completion of a course by the end of the grading period. Under these circumstances, a teacher may issue an "INC" for semester work with the understanding that the student will make up work within a specified time frame. Failure to complete the course in the specified time will result in the "INC" grade being converted into an "F."

Grades/Report Cards

First semester grades will be available to view on **PowerSchool** at the conclusion of Christmas Break.

Providing all financial accounts are cleared, students' Final Report Cards will be available for pick up at the District Office two weeks after the last day of the school year. Achievement test scores, if available, are often included with the final report card. Progress reports for students are available to parents online at the midway point each semester through their PowerSchool portals. Parents are encouraged to check PowerSchool regularly throughout the school year.

Junior High Homework

Homework will vary by grade level but should be roughly about 1–1.5 hours per night for junior high students.

Daily work at home should not be excessive. Students are encouraged to talk with teachers when they are feeling extra burdened.

Missed Work— When a student has an excused absence (i.e. due to illness), the student will have one day for each day absent to submit all homework assigned during the absence. Students should communicate with their teachers if more time is required.

Late Work – For all other late work, please refer to each class’s syllabus.

Parent-Teacher Conference

Parent-Teacher Conferences are scheduled on an "as needed" basis. Conferences may be requested by the parents or by Pacific Point Christian Schools at any time. If you need to meet with your child’s teacher to discuss any problems concerning your child, please make appointments with the teacher.

Awards

LIONS Awards (aka Citizenship Awards) are given at the end of the year to students who have displayed godly character traits. Pacific Point Christian Schools recognizes those students whose achievements, citizenship, performance and behavior are of an outstanding nature. We will attempt to notify parents of an upcoming award.

At the end of the year, academic awards will be given to 6th- 8th grade students for grade point averages covering the full year. These awards will be presented as follows:

Honor Roll: 3.00-3.59 GPA | Principal’s List: 3.60-3.89 GPA | Superintendent’s List: 3.90-4.00

GPA Presidential

Requirements for Promotion and Graduation

8th grade students will be promoted after successfully completing the required coursework. Any student earning below a 2.0 GPA will be subject to academic probation when entering high school.

Administration may deny or place conditions upon the readmission of any student who is failing to meet the school’s promotion or graduation requirements. Opportunities to meet the academic requirements may be extended to failing students by placing them on academic probation.

Academic Probation

Academic probation is a warning that a student's performance falls below the school's requirements. Parents will be notified and asked for a meeting to discuss the steps necessary for academic success. A specific contract may be discussed.

**Any student who remains on academic probation for two consecutive semesters, may be asked to withdraw or not be invited back to Pacific Point Christian School for the following school year.*

Food Service & Rideshare Policies

Students should bring lunch from home and may use the microwaves in the CAFE to heat food. Students are not allowed to order from any food delivery service. There will be special lunch days from designated restaurants on special food service days. (TBA) Students will be given the option to select their meals and pre-pay prior to the events. Lunch will be distributed in the Cafe

to those who have placed orders.

Lunch Time Rules

Students are to eat in the Cafe or in the designated lunch areas. NO students may take food to the basketball courts or outside the designated eating areas.

All students are to clean up and throw away their trash. Failure to do so will result in garbage clean up during break or after school. Students must remain in areas where there is yard duty supervision at all times.

Students must follow the direction of yard duty supervisors and other staff. Horseplay will not be allowed and school rules must be followed at all times during breaks.

Students with special health or dietary needs and/or food allergies should make them known to the school office and this information should be noted on the student's emergency cards.

Rideshare:

Uber/Lyft or other ride share programs may NOT pick up students from school and should not be used for dropoff. ONLY authorized persons who are listed on the student's Emergency Card may pick up students from school. Please keep the Student Emergency Card updated. If there is to be a temporary carpool situation, please contact the office and send in a note authorizing the student to be picked up, the date, and specify the driver and vehicle which will be transporting the student.

Cell Phone Policy

While cell phones may be a great tool, they can also be a terrible distraction to students and interfere with instruction.

Students are allowed to bring cell phones to school provided they adhere to the following guidelines:

- Junior High students' cell phones must be silenced and any alert tones turned off or the phone powered off during school hours.
- Phones should be kept in the students' backpack and may not be in their hands, in their pockets or anywhere on their person during the school day.
- Junior high school students may not use their ipads for messaging or air dropping images during the school day.
- Students who need to communicate with parents and/or employers must have permission from faculty/staff/administration during the regular school day or may do so at break.
- Cell phones can be confiscated for violating the school's cell phone policy. If the phone is taken away, it will be turned in to the office where the student may retrieve it after school is over.
- Future violations of the cell phone policy will result in the phone being taken to the office and picked up by a parent. Disciplinary action may be taken.
- Cell phones should NOT be used in place of an iPad or computer for school work during school hours. Bring a fully charged iPad and/or a charger to school to avoid potential problems.

Intelligent Hub and Digital Textbooks

Students are required to bring an iPad for digital textbooks. Digital textbooks, applications, and network settings are deployed and monitored with Workspace One/Intelligent Hub. The Intelligent Hub management application must remain on the device while the student is enrolled at Pacific Point Christian Schools.

Electronic Device Policy

Electronic devices may only be used for instructional and educational purposes, not for private entertainment. Permission is not granted to access the internet or for any other use not described in this policy. Students are not permitted to remove Intelligent Hub from their devices or use their own “hot spots” or VPN’s during school. Students are not allowed to “Airdrop” without express permission from their teacher. Students should have protective cases on their devices and should bring their devices to school fully charged. Devices should be placed inside the student’s backpack while not in use. At no time should any student enter another student’s backpack or access another student’s electronic device. All risks of loss or damage are assumed by students and parents.

AUP Agreement

Students at Pacific Point Christian Schools may have access to the Internet in a supervised setting while working on class projects or activities. This includes computers in the classrooms as well as in the computer lab. Students must follow all rules contained within this policy at all times when using the internet and/or the PPCS computers. Students are also required to follow the direction of faculty and staff members supervising any area where networked resources are accessible.

Pacific Point Christian Schools blocks or filters access to known websites deemed inappropriate in a Christian Elementary educational setting with Firewall Technology. PPCS faculty, staff, and Information Technology personnel will, to the best of their ability, monitor student use of the Internet and the school’s computer network, and will take reasonable measures to prevent access to inappropriate material on the Internet, and restrict their access to materials harmful to students.

Students are responsible for good behavior on school computers just as they are in a classroom or on the playground. Communications on the network are often public in nature. General behavioral school rules apply. The network is provided for students to conduct research and complete assignments. Access to the internet and the school’s computer network at PPCS will be provided to students who agree to act in a Christian manner and have been given permission by their parents during enrollment.

Personal information such as names, addresses, telephone numbers and identifiable photos should remain confidential when using the internet. No user may disclose, use, or disseminate personal identification information regarding minors. Students encountering information or messages they deem dangerous or inappropriate on the web should notify their teacher or other adult staff immediately. Direct electronic communications (Social Media) are not permitted on school computers.

Student use of telecommunications and electronic information resources, as well as personal electronic devices, will be permitted upon submission of permission forms and agreement forms by parents and by students themselves. As per the PPCS Electronic Device Policy in the PPCS Family Handbook, any personal device(s), computers, and/or electronic devices may be brought onto campus only with prior permission and supervision from the IT department or administration. Such items may only be used for instructional and educational purposes, not for private entertainment. Permission is not granted to access the internet for any other use not described in this policy. All risk of loss or damage is assumed by the parents or legal guardian.

Use of the network resources must be for school work purposes. PPCS reserves the right to prioritize use and access to the system. No use of the system shall serve to disrupt the use of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way. Intentional use of PPCS computers to develop programs that harass other users or gain unauthorized access to network systems and/or damage the components of network systems is prohibited. Users are responsible for the appropriateness of any content they create or use on the system. Hate mail, harassment, discriminatory remarks, or other antisocial or non-Christian behaviors are expressly prohibited. Such acts constitute a violation of this Acceptable Use Policy and will lead to disciplinary action.

Access to the internet will enable students to explore thousands of libraries, databases, and electronic resources. PPCS believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

After School Programs

Junior High students are encouraged to join clubs or play after school sports if they remain on campus after school dismissal. There are additional fees for participation in clubs and sports. If neither of those options work for a student and parents are unable to pick up their students, the parents are encouraged to arrange after school carpools to take the students home. For student safety, students are not allowed to roam the campus or be in the buildings unsupervised but must check in to the office where they will remain until picked up by a parent. JH students with HS siblings may be in a study hall at no additional charge while waiting for their sibling to get out of class.

Extracurricular Activities

After-school Activities

Pacific Point Christian Schools seeks to help students develop their God-given talents and abilities in a broad and comprehensive range of areas. The school offers a variety of after school activities for student participation. However, we do encourage parents and students to discuss the importance of maintaining balance between academics and after-school activities, family times and church responsibilities. Each class activity has been pre-screened and each activity has been approved by administration. Additional participation fees will be charged accordingly.

Student Conduct Policies

The School Learning Environment

Pacific Point Christian Schools believes it is crucial to provide for a Christian education in an environment that supports, respects, and nurtures Christian values and beliefs. Therefore, the school maintains the right to improve the learning environment for each student by making changes in a student's interaction with the school's staff, facilities, and academic program. Pacific Point Christian Schools is zealous about the Christian character growth of its students as reflected in their conduct. Christian self-government is a high priority and standard at Pacific Point Christian Schools. The policies outlined are designed to instruct students in the proper management of themselves, their property, and their liberty. Therefore, the school maintains the right to improve the learning environment for each student by directing positive interaction with the school's staff.

All student conduct can be summed up as described in our three Basic School Rules:

1. Do your best.
2. Do what's right.
3. Treat others as you want to be treated.

All students are expected to respect and promote the desire for a Christian education by being positive influences within the school community and learning environment. In some extreme circumstances, a student may be asked to withdraw from a course or an alternative learning arrangement may be implemented in order to provide that student with the proper learning environment and/or to maintain the proper learning environment for others.

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17 NIV). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of Pacific Point Christian Schools, both on and off campus, so that we might all live and work happily together.

General Guidelines for Student Conduct

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students and visitors. Respect their person and property (See Ephesians 4:28-32).
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord (See Hebrews 13:17 and 1 Thessalonians 5:12-13).
3. Abstain both on and off campus and at all times from the use and/or possession of alcoholic beverages, tobacco, drugs, and pornography as well as gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character (See 1 Corinthians 6:19-20).
4. Abstain from profanity and vulgar or abusive speech, actions, pictures and drawings. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development (See Ephesians 4:29).
5. Leave annoying or dangerous items such as knives, water pistols, lighters, and matches at home.
6. Do your own work - do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or a test may be dealt with in the same manner as cheating.
7. Avoid plagiarism, which is also a serious offense. The definition of plagiarism is "the use of another writer's ideas, word, image, or creation without giving the author proper credit for them."
8. All school rules apply on field trips and on all school-sponsored events both on the school campus and away from it.
9. Keep within the boundaries set by the school. Blacktop areas are used only with a yard supervisor or designated adult present.

God Glorifying Relationships/Public Displays of Affection

While Pacific Point Christian School wishes to encourage the development of appropriate

relationships, we also desire that they be glorifying God. It is important that students' companionship be broad enough to enable them to have a variety of social contacts with many members of the opposite sex.

For this reason, we encourage frequent social times of fun, recreation, and fellowship. Exclusive relationships can be harmful not only to the couple involved, but also to those they may be excluding.

At Pacific Point Christian Schools we partner with parents in developing biblically-based relationships and strongly encourage parental involvement in helping train and educate students in this area (Proverbs 22:6, "Raise them up in the way they should go and when they are old they will not depart from it").

To encourage proper conduct, Pacific Point Christian Schools upholds these guidelines:

Public Displays of Affection

Public displays of inappropriate affection are not permitted. This includes holding hands, kissing, lying on each other, prolonged hugs, sitting on laps, and other inappropriate physical contact. Disciplinary action may occur if behavior is deemed inappropriate by the faculty or administration, including suspension and expulsion.

This policy includes during all school-related activities on campus, in the school parking lot before or after school, and at off-campus events.

- Students commit to refrain from inappropriate "play" or physical contact which may be interpreted as sexual in nature.
- Students should refrain from discussing sexual matters with other students.
- Students commit to refrain from visiting campus areas that are off limits and/or unsupervised in search of privacy.
- Students commit to refrain from practices that Scripture forbids, such as sexual relations outside of marriage and homosexual behavior.
- Should improper relationships develop, the students involved will be counseled.
- Should they continue, parents will be notified and a conference may be held to correct the behavior.
- If there is any doubt whatsoever whether an activity is right for a couple, it should be avoided. (Romans 14:23). An unmarried couple should avoid activity that tempts them toward sex or that gives an appearance of immorality.

Inspections

Students' belongings and possessions are subject to reasonable inspections, searches, and seizures as determined by school administration to ensure compliance with school rules and policies. Confiscated items shall only be released to parents through the school office. Confiscated or Lost and Found items that are not claimed by the end of each quarter will be deemed abandoned.

Dress Code Standards for Junior High

Sixth through twelfth-grade students do not wear uniforms but follow a dress code. Pacific Point Christian School believes that student appearance impacts attitude and behavior. Students should seek to honor Christ at all times, and the matter of their appearance is no exception. Student dress should show respect for themselves, their families, and their school.

“For you were bought with a price; therefore glorify God in your body and in your spirit, which are God’s” 1 Corinthians 6:19-20.

The general expectation is that students observe the standards of modesty and good taste. All clothes must fit appropriately, concealing undergarments and midriffs at all times. Clothing should not be oversized or baggy or undersized, or form-fitting. Clothing should not be revealing at the neckline or anywhere else that would be considered inappropriate for a school setting. It is the responsibility of the parents to see that their child leaves home properly dressed and ready for the school day.

Please ask these questions when selecting clothing and hairstyles:

- Is it modest?
- Might my appearance be disruptive by calling undue attention to myself?
- Does my appearance identify with a countercultural group or rebellious element of society?
- Am I setting a higher standard for myself in speech, life, love, and purity?

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith, and in purity.” 1 Timothy 4:12.

Respect for our Christian values and appropriateness is required:

All decisions concerning compliance with the dress code will be at the discretion of the faculty and administration. Should there be questions regarding the dress code, parents are encouraged to call or email the school administration before clothing purchases or drastic hairstyle changes.

See the table on the following page for appropriate daily attire. Any exception to this policy will be handled on a case-by-case basis.

<p>The following dress code items are allowed at PPCS (Yes)</p> <p>All Students:</p> <ul style="list-style-type: none"> • <i>PPCS logo wear</i> is highly encouraged and can be purchased directly from our website under the Lion Wear tab. • <i>Shoes</i> are to be worn at all times. • <i>Shorts</i> may be worn any day of the week. The waistband is to be at the waist (no sagging.) The length must be no shorter than 5" above the knee (mid-thigh.) • <i>Long pants</i> are to be free from open holes from mid-thigh and up. Frayed areas are allowed. • Post or small dangling styles of <i>earrings</i> are allowed. • Small, post-style <i>nose piercings</i> are allowed. • <i>Hair</i> should be neat and clean. • <i>Hats, beanies, baseball caps, hoods, and head coverings</i> to be worn outdoors. • <i>Sunglasses</i> may be worn outdoors. • <i>School logo sweatpants</i> are allowed only during PE. • <i>PE clothes</i> are to be worn during PE only. • <i>Athletic shoes</i> are needed during PE. <p>Female Students</p> <ul style="list-style-type: none"> • <i>Skirts/Dresses</i> may be worn any day of the week. The length must be no shorter than 5" above the knee (mid-thigh.) • <i>Straps</i> are to be at least 2" wide and cover bra straps. • Acceptable <i>underclothing</i> is required (including bras.) • <i>Leggings/Flare/Yoga Pants</i> can be worn with skirts or dresses that meet the dress code requirements. If worn with a shirt, the shirt must fully cover both front and rear end. <p>Male Students</p> <ul style="list-style-type: none"> • Neat and trim <i>facial hair</i> is allowed. • All <i>shirts</i> must have sleeves. 	<p>The following dress code items are not allowed at PPCS (No)</p> <p>All Students:</p> <ul style="list-style-type: none"> • Logos, slogans, pictures promoting drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gangs, or anything contrary to Christian standards may not be worn/brought to school • <i>Body piercing or tattoos</i> (permanent or not) are not allowed. Students are to refrain from body piercing and tattooing while attending Pacific Point Christian Schools except for pierced ears (maximum of 2 piercings per ear). Students new to PPCS with body piercing(s) other than ears must remove them on campus and at all school-sponsored activities. Covering piercings with a patch or Band-Aid is not sufficient. Tattoos are to remain covered at all times. • <i>Gauge-style</i> ear or nose rings are not allowed. Hoop-style nose rings are not allowed. • <i>Sweatpants and pajamas</i> may not be worn. • <i>Holes or frays</i> are not permitted on shorts. • Clothes must not have <i>holes</i> that show skin or undergarments above the appropriate level for shorts (mid-thigh). • <i>Cutoff sleeves</i> are not allowed. • <i>Undergarments</i> must not be visible. <p>Female Students</p> <ul style="list-style-type: none"> • <i>Skirts/Dresses</i>, the length must be no shorter than 5" above the knee (mid-thigh.) • No <i>midriff</i> should be shown - front or back. • No <i>low-cut necklines</i> that expose cleavage. • <i>Leggings/Flare/Yoga</i> or other form-fitting pants cannot be worn without an upper garment that fully covers both front and rear end. <p>Male Students</p> <ul style="list-style-type: none"> • <i>Muscle shirts, undershirts, or tank tops</i> are not allowed to be worn alone.
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Student Dress Code for Semi-Formal/ Formal Events:

The following guidelines should be considered while choosing your student's attire for the event. In addition, for some events, the event coordinator may request a picture of the outfit prior to the event in order to give final approval.

Gentlemen:

- Collared shirt (tie and jacket optional)
- Nice Dress slacks
- Nice shoes or boots

Ladies:

- Dress, pant suit, or long skirt (Dress length must meet current dress code.)
- Dress straps must be a minimum of one inch width
- Spaghetti strap, strapless, off the shoulder, or backless dresses must be worn with a jacket, shawl or bolero type wrap at ALL times during the event (graduations, promotions, proms, formal dinners etc)

Dress Code Violations:

If a student is out of dress code, the Administration will resolve the issue as promptly as possible with communication to the parent if necessary.

- 1st incident - Student will be warned and be required to change clothes
- 2nd incident - Student will receive a detention and be required to change clothes
(Students will be provided with a change of clothes for **\$20 per item** or wait in the office for a parent to bring a change of clothes. **JH Detentions** will be served after school hours, Monday - Thursday)
- 3rd incident - Student will be required to go home for the day and marked unexcused
- 4th incident - Student will be required to go home, and a parent meeting scheduled

The student will be responsible for making up any missed work and may receive "late credit" since the time missing class is unexcused. If a student is out of dress code more than once on the same day, or becomes a habitual offender, he or she will be considered willfully disobedient and further consequences will result.

Such consequences include: the student may be sent home, given lunch cleanup, detention, etc. Administration reserves the right to determine the appropriate modest attire for each individual situation.

Junior High PE Uniforms:

Junior High (grades 6-8) are required to dress out for PE class. Parents will be sent a link from which they will be able to purchase PE uniforms from our online provider . There are long sleeve and short sleeve shirts available as well as sweatpants and sweatshirts.

It is recommended that each student have two sets of PE clothing and that each article be labeled with the student's last name. Dressing out for PE is a part of the PE requirements. Failure to dress out for PE will result in a reduced grade.

All articles of PE clothing must be neat and cleaned on a regular basis. They must not be torn, baggy, frayed, or show excessive wear. Socks and athletic shoes are required for PE. To purchase PE uniforms, click [HERE](#).

Student Discipline Policy

Every student has a right to learn in a Christian environment. Teachers have the right to expect student behavior to contribute to the learning environment. Students and teachers share the responsibility to maintain such an environment. School conduct is to be characterized by self-government. Teachers will maintain an orderly learning environment supported by parents and administration.

The school seeks to develop a positive self-image in the students, always disciplining in love. When a student consistently makes inappropriate decisions in speech, conduct or dress code, the school will work with the parents to bring about change if the student is to remain in the school.

Inside the classroom, each teacher has the freedom to implement a fair, consistent discipline plan which allows for teacher preference and suits the needs of the particular class. If any student continues to misbehave and exceeds the classroom discipline plan, the student may be sent to the office with a Discipline Notice/Infraction. Once in the office, the student will meet with the principal or vice-principal to determine the course of action.

In the event of a conflict between students on campus, the parents of the involved students are not to attempt to question the other student but will allow the administration of Pacific Point Christian handle the situation to bring about resolution to the problem. Please remember that disciplinary action given to another student will not be shared with other students or parents due to privacy issues.

Discipline Policy

An Infraction will be given to a student who has chosen to break a rule, received an unexcused tardiness (between classes), habitually tardiness to school (5 tardies in total per semester), or has a dress code violation. Support staff will keep track of a student's disciplinary notices for each semester. Parents will receive notification once a student receives 2 or more. Whether a disciplinary action will be taken will be determined by the Administration.

1. Detention one hour after school for JH students; Fridays for HS students
2. Subsequent detentions may = double detention (two hours after school)
3. Continual detentions = Saturday school (3 hours on Saturday and \$60 charge)
4. A parent meeting with the administration will be held if behavior continues (consequence TBD).

Disciplinary action will be determined according to the severity and/or recurrence of the behavior. All discipline is for the purpose of helping students correct unacceptable behavior and will be based on Scripture, the handbook, and with all students' best interests in mind.

Any student who receives disciplinary action may not be allowed to attend school-sponsored events or activities at the discretion of the administration.

Immediate Disciplinary Actions:

Any one of the following infractions could result in detention, suspension, or expulsion:

1. Violation of classroom and school rules
2. Disrespect or lack of consideration for others
3. Disrespect or lack of consideration towards a teacher, staff member, or administrator
4. Causing or threatening physical injury to another student or teacher
5. Damage, destruction, or taking of school property, or of another student's property; student may need to pay for repair or replacement of property
6. Violation of school perimeter and restricted areas, without immediate permission
7. Use of profanity or foul language
8. Possession or viewing of vulgar or pornographic material
9. Possession of weapons is an automatic suspension and could lead to expulsion
10. Racist or sexist behaviors
11. Sexual harassment or bullying
12. Possession or use of tobacco, alcohol, vaping materials
13. Sexual activity

Enrollment of children in Pacific Point Christian Preschool is a privilege, not a right. If any individual chooses not to conform to our standards of conduct he or she will forfeit this privilege. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.



CHAPTER 5: HIGH SCHOOL (PACHECO)

Transportation Policies

Arrival and Departure Procedure: High School

When dropping off or picking up your high school student, please enter while headed east on Pacheco Pass Highway by making a right turn into the first driveway.

You may park by going right into the visitor parking lot or drop off students by utilizing the half circle drop off area. After dropping off your student, please exit at the end of the half circle.

Students may be dropped off between 7:30AM and the start of school and must be in their classrooms and ready to start the school day by the time the first bell rings.

High School Students should be picked up by 4:00 PM unless participating in an after school sport or activity.

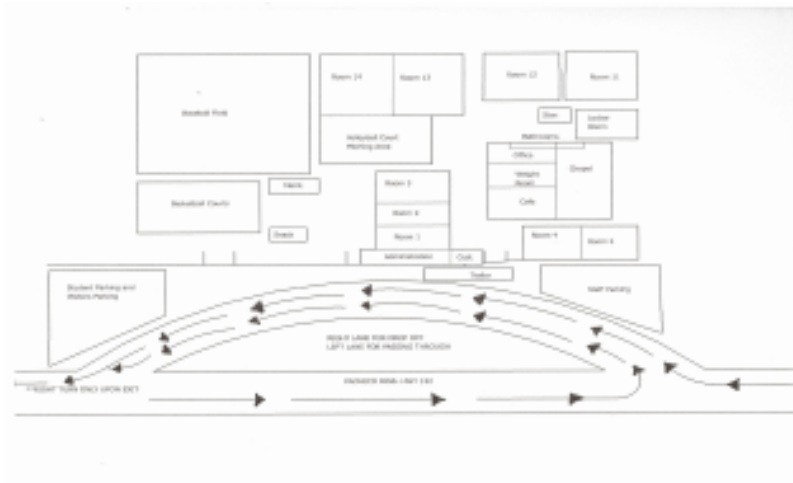
If students arrive prior to or after the pick up times, the students are required to check into the school office.

Students will be supervised by a staff member at the pick up loop until 3:05 PM (JH) and 3:50 PM (HS) each day.

Please pull forward so you do not cause traffic to back up onto the highway. Your student will walk through the gate up to your vehicle when prompted by the staff person on pick-up duty. This assures the line will run smoothly and students will not be in between vehicles.

Parents may also park and walk in to pick up their student at any time, but students may not walk out to the parking lot alone. If you anticipate trunk usage or bulky items or need extra time for your student to enter your vehicle, please park in the guest lot instead of using the “drive thru.” (See map below.)

High School Campus Map and Traffic Flow



Parking

High School students **MUST** have a Pacific Point parking pass displayed on the rear view mirror in order to park on campus and must park only in the Student Parking Lot. Students may pick up the application, obtain a copy of the parking rules, and pay the fee in the HS office. Visitors may park in the guest/faculty lot.

Bicycles/walking

For safety purposes, students may not ride bicycles nor walk to school.

Late Drop Off

Students arriving on campus after 8:20 AM for HS must report to the office before going to class. They will need a tardy slip to enter the classroom.

Campus Policies and Procedures

Closed Campus

For the protection of our students, a closed campus policy is always in effect on the school campus and for all school activities unless specified. Students may not receive mail, packages, or deliveries (including food) without administrative approval. Once on campus, students are **only** allowed to leave campus or a school activity with written permission from their parents or legal guardian. If leaving before school is out, a parent/legal guardian must sign the student out in the front office.

Appointments

Please make every effort to make appointments outside of class time when possible. Parents must come to the school office and sign their student out of school for an off- campus appointment during school hours. The office staff will then call the classroom for the student to come to the school office. Upon returning, parents must sign his/her student back into school.

Visitors on Campus

All visitors and volunteers must check in at the office when coming on campus during school hours. Once signed in to our Visitor's Log, a visitor/volunteer badge will be issued and must be worn while on campus. When leaving, please return to the office to sign out. Adults or minors who are not Pacific Point Christian School are not permitted to loiter or be on the school property without proper permission from administration. Guests and visitors are not allowed to participate in off-campus activities or to associate with students while attending an off-campus activity without prior permission.

There is no smoking or vaping anywhere on campus, including the parking lots.

School Phones

Students are allowed to use the school phone in case of emergencies (illness, injury, etc.). Students are discouraged from using the phone to call home for forgotten assignments, books or to make after-school plans. Students must have permission from the school secretary or administration before using the telephone. Students are not allowed to use their cell phones in class or during classtime. To avoid distractions, cell phones must be turned off and placed in students' backpacks.

Personal Visits

Our staff is here to serve you and meet your needs as much as possible. Please make an appointment and indicate the nature of the visit in advance so staff can be prepared to help you.

Lost and Found

All articles of clothing, personal possessions and books must be labeled with the student's name or initials. Lost and Found items will be placed in the Lost and Found and should be checked regularly. All items not reclaimed from the Lost and Found will be donated to charity at the end of each month.

School Paperwork

When you receive paperwork from the school which requires your signature, please follow-through with your student to be sure the forms are returned in a timely fashion.

Telephone/Address Changes

Please notify the District Office right away if there is a change in your address, telephone number, email address, or emergency contact person. This is very important, especially in the event your student becomes ill or injured!

School Pictures

If your student is absent on picture day, there will be an opportunity for individual make-up pictures. Team and group composite pictures are also available each year.

HS Lockers

Lockers will be available for student use provided guidelines are followed. Locker agreement guidelines will be given when locks are provided to the students at the beginning of the school year. All lockers are subject to inspection at any time. If using a personal lock rather than a school-provided lock, the combination must be given to the office.

Attendance Policies

Classroom Hours

High School:

8:15 AM- 3:30 PM Monday -Thursday

8:15 AM - 12:05 PM Fridays (for students enrolled in Friday study hall or dual credit classes)

Attendance

Pacific Point Christian Schools is accountable to parents for each student throughout the school day and is required, by law, to keep a record of which students are not in attendance. According to the California laws guiding private school attendance, a child is considered absent if they miss ½ day or more during any school day. Students are required to attend all assigned classes. Attendance is taken for each class.

Absences

Parents or guardians are to notify the school office ahead of time of any student absence. Report absences on Pacific Point App or call the school office 408-847-0111. If advance notice is not possible, please call the office before 9:00 AM. You may call the school office during non-business hours and leave a voicemail message. The following absences are considered excused: illness, medical appointments, family emergencies, and funerals. If your child is absent more than four consecutive days **due to illness**, a written release from your child's physician will be requested.

A short-term Independent Study Agreement is available for absences of three or more days. Independent Study Agreement forms are available in the school office. Upon **approval**, the teacher will inform the student of the work that will be due. Due dates and Friday makeup days will be included in the Independent Study Agreement. Please allow **five school days** to process the request. Independent Study for vacation is considered an unexcused absence but has the

advantage of keeping the student up on missed work. It is excused when used for illness, medical procedures/ hospitalization, family emergencies, or funerals.

If you are requesting make-up school work for a day your child is not at school, contact the office before 9:00 AM. Homework will then be available for pick up after school. For calls made after 9:00 AM, there will be no guarantee that work will be available by 3:30 PM, though efforts will be made to do so.

High School Tardies

Attendance for High School classes will be taken each period. While some occurrences of tardiness in the morning may be expected, it should not be the norm. We hope that students will arrive on time each morning to campus to gain the most out of their educational experience and not arrive stressed. Students arriving late for their first period must report to the office for a pass to enter classes. No tardies should occur once a student is on campus. Students are expected to be on time for all classes, seated in their assigned classrooms with appropriate class materials. Students who are more than 10 minutes late are considered truant and may not enter classrooms without a pass from the office. Habitually tardy students (5 tardies in total per semester) will be given a discipline notice, receive a detention, and a conference with the student, parent, and administration may be required.

Early Release

Parents should inform the office ahead of time, by 9 AM, if their child needs to be picked up before regular dismissal time. During school hours a child will be released only to parent(s) or legal guardian, unless the school has been given written notification (by parent/guardian) for someone else to pick up the child. The parent, or authorized person, must come to the office and sign the daily student log sheet when picking up the child. Once the student is signed out, the student will then be called out of class to meet you in the office.

Medical/Dental Appointment

When a medical or dental appointment must be made during school hours, and if it is in the morning prior to the start of school, please call the office to inform the staff that your child will be coming to school late. This will ensure that the student's attendance will be documented accurately. Remember to have the student report to the office when returning to school. Before office hours, parents may call the school and leave a voice message.

Extended Vacations

We ask parents not to remove students from school for early or extended vacations. While teachers may be able to make some accommodations regarding homework and tests, students will not benefit from the classroom learning environment even by keeping up with class work independently. Vacations during finals may result in an INC and are strongly discouraged.

Chapel

In addition to Bible class, chapel is held once per week as a part of our HS program. Attendance is required.

Academic Policies

Pacific Point Christian Schools is committed to providing academic excellence from a biblical worldview. The materials, activities, events, and excursions that comprise the curriculum are judged according to their value in furthering the school's Philosophy of Christian Education.

Each item is evaluated as a whole and in light of the other influences that make up the curriculum. The essence of Christian education is to train and equip students to reach their full potential both academically and spiritually while impacting our society towards godliness one student at a time.

Course of Study

The course of study at Pacific Point Christian Schools is composed of subjects selected to meet the high standards and demands of biblical education, which prescribes that the individual be "thoroughly furnished unto every good work", (II Timothy 3:16, 17). High school students will take UC approved courses and have the option to take dual credit courses in which they will receive high school credits while getting a head start on earning college credits. Pacific Point Christian works to meet the individual needs of our students through academic counseling and guidance.

Academic Grading Scale

			Honors
97.45%-100.0%	A+	4.0	5.0
92.45%-97.44%	A	4.0	5.0
89.45%-92.44%	A-	4.0	5.0
87.45%-89.44%	B+	3.0	4.0
82.45%-87.44%	B	3.0	4.0
79.45%-82.44%	B-	3.0	4.0
77.45%-79.44%	C+	2.0	3.0
72.45%-77.44%	C	2.0	3.0
69.45%-72.44%	C-	2.0	3.0
67.45%-69.44%	D+	1.0	2.0
62.45%-67.44%	D	1.0	2.0
59.45%-62.44%	D-	1.0	2.0
0.00%-59.44%	F	0.0	0.0

High School Honors Courses will be weighted higher for their Grade Point Average. Students enrolled in the honors or dual credit classes are bound by the conditions of the syllabus they and their parents signed. If any of the syllabus conditions are not met, the student may be placed in the grade level course. The conditions of the syllabus are not negotiable.

Non-standard grades may be issued for graded classes in special situations:

INC=Incomplete is issued when circumstances beyond a student's control prevent the completion of a course by the end of the grading period. Under these circumstances, a teacher may issue an "INC" for semester work with the understanding that the student will make up work within a specified time frame. Failure to complete the course in the specified time will result in the "INC" grade being converted into an "F."

Community Service

Pacific Point High School students are required to complete **20 hours** of community service each year, though many students serve above and beyond that. Community service forms are available from the school office.

Grades/Report Cards

First semester grades will be available to view on **PowerSchool** at the conclusion of Christmas

Break.

Providing all financial accounts are cleared, students' Final Report Cards will be available for pick up at the District Office two weeks after the last day of the school year. Achievement test scores, if available, are often included with the final report card. Progress reports for students are available to parents online at the midway point each semester through their PowerSchool portals. Parents are encouraged to check PowerSchool regularly throughout the school year.

High School Homework

Homework will vary by grade level and course but should be roughly about 1–1.5 hours per night for high school students. Daily work at home should not be excessive. Students are encouraged to talk with teachers when they are feeling extra burdened. Fridays are available for students who need to complete unfinished assignments. Students needing extra time are responsible for communicating with their teachers before the due date to receive a possible extension on an assignment.

Honors and Dual credit students will have additional assignments to be completed outside of class as they are earning college credits and/or receiving an extra GPA point for their.

Missed Work

When a student has an excused absence (i.e. due to illness), the student will have one day for each day absent to submit all homework assigned during the absence. Students should communicate with their teachers if more time is required.

Late Work – For all other late work, please refer to each class's syllabus.

Parent-Teacher Conference

Parent-Teacher Conferences are scheduled on an "as needed" basis. Conferences may be requested by the parents or by Pacific Point Christian Schools at any time. If you need to meet with your child's teacher to discuss any problems concerning your child, please make appointments with the teacher.

Awards

LIONS Awards (aka Citizenship Awards) are given at the end of the year to students who have displayed godly character traits. Pacific Point Christian Schools recognizes those students whose achievements, citizenship, performance and behavior are of an outstanding nature. We will attempt to notify parents of an upcoming award.

At the end of the year, academic awards will be given to 9th- 12th grade students for grade point averages covering the full year. These awards will be presented as follows:

Honor Roll: 3.00-3.59 GPA | Principal's List: 3.60-3.89 GPA | Superintendent's List: 3.90-4.00

Requirements for Promotion and Graduation

12th grade diplomas will be issued after students have earned the credits required by Pacific Point Christian.

Any student earning below a 2.0 GPA will be subject to academic probation when entering high school.

Administration may deny or place conditions upon the readmission of any student who is failing

to meet the school's promotion or graduation requirements. Opportunities to meet the academic requirements may be extended to failing students by placing them on academic probation.

Academic Probation

Academic probation is a warning that a student's performance falls below the school's requirements. Parents will be notified and asked for a meeting to discuss the steps necessary for academic success. A specific contract may be discussed.

**Any student who remains on academic probation for two consecutive semesters, may be asked to withdraw or not be invited back to Pacific Point Christian School for the following school year.*

Food Service & Rideshare Policies

Students should bring lunch from home and may use the microwaves in the CAFE to heat food. Students are not allowed to order from any food delivery service. There will be special lunch days from designated restaurants on special food service days. (TBA) Students will be given the option to select their meals and pre-pay prior to the events. Lunch will be distributed in the Cafe to those who have placed orders.

Lunch Time Rules

Students are to eat in the Cafe or in the designated lunch areas. NO students may take food to the basketball courts or outside the designated eating areas.

All students are to clean up and throw away their trash. Failure to do so will result in garbage clean up during break or after school. Students must remain in areas where there is yard duty supervision at all times.

Students must follow the direction of yard duty supervisors and other staff. Horseplay will not be allowed and school rules must be followed at all times during breaks.

Students with special health or dietary needs and/or food allergies should make them known to the school office and this information should be noted on the student's emergency cards.

Rideshare

Uber/Lyft or other ride share programs may NOT pick up students from school and should not be used for dropoff. ONLY authorized persons who are listed on the student's Emergency Card may pick up students from school. Please keep the Student Emergency Card updated. If there is to be a temporary carpool situation, please contact the office and send in a note authorizing the student to be picked up, the date, and specify the driver and vehicle which will be transporting the student.

Cell Phone Policy

While cell phones may be a great tool, they can also be a terrible distraction to students and interfere with instruction.

Students are allowed to bring cell phones to school provided they adhere to the following guidelines:

- Phones should be kept in the students' backpack during classtime.
- High school students may not use their ipads for messaging or air dropping images during the school day.

- High school students must silence their phones, turn off all alarms, notifications etc. at the beginning of school, and place their cell phones in their backpacks, not in pockets or on desks during class.
- High school students who need to communicate with parents and/or employers must have permission from faculty/staff/administration during the regular school day or may do so at break.
- Cell phones can be confiscated for violating the school's cell phone policy. If the phone is taken away, it will be turned in to the office where the student may retrieve it after school is over.
- Future violations of the cell phone policy will result in the phone being taken to the office and picked up by a parent. Disciplinary action may be taken.
- Cell phones should NOT be used in place of an iPad or computer for school work during school hours. Bring a fully charged iPad and/or a charger to school to avoid potential problems.

Intelligent Hub and Digital Textbooks

Students are required to bring an iPad for digital textbooks. Digital textbooks, applications, and network settings are deployed and monitored with Workspace One/Intelligent Hub. The Intelligent Hub management application must remain on the device while the student is enrolled at Pacific Point Christian Schools.

Electronic Device Policy

Electronic devices may only be used for instructional and educational purposes, not for private entertainment. Permission is not granted to access the Internet or for any other use not described in this policy. Students are not permitted to remove Intelligent Hub from their devices or use their own "hot spots" or VPN's during school. Students should have protective cases on their devices and should bring their devices to school fully charged. Devices should be placed inside the student's backpack while not in use. At no time should any student enter another student's backpack or access another student's electronic device. All risks of loss or damage are assumed by students and parents.

AUP Agreement

Students at Pacific Point Christian Schools may have access to the Internet in a supervised setting while working on class projects or activities. This includes computers in the classrooms as well as in the computer lab. Students must follow all rules contained within this policy at all times when using the internet and/or the PPCS computers. Students are also required to follow the direction of faculty and staff members supervising any area where networked resources are accessible.

Pacific Point Christian Schools blocks or filters access to known websites deemed inappropriate in a Christian Elementary educational setting with Firewall Technology. PPCS faculty, staff, and Information Technology personnel will, to the best of their ability, monitor student use of the Internet and the school's computer network, and will take reasonable measures to prevent access to inappropriate material on the Internet, and restrict their access to materials harmful to students.

Students are responsible for good behavior on school computers just as they are in a classroom or on the playground. Communications on the network are often public in nature. General behavioral school rules apply. The network is provided for students to conduct research and complete assignments. Access to the internet and the school's computer network at PPCS will be provided to students who agree to act in a Christian manner and have been given permission by their parents during enrollment.

Personal information such as names, addresses, telephone numbers and identifiable photos should remain confidential when using the internet. No user may disclose, use, or disseminate personal identification information regarding minors. Students encountering information or messages they deem dangerous or inappropriate on the web should notify their teacher or other adult staff immediately. Direct electronic communications (Social Media) are not permitted on school computers.

Student use of telecommunications and electronic information resources, as well as personal electronic devices, will be permitted upon submission of permission forms and agreement forms by parents and by students themselves. As per the PPCS Electronic Device Policy in the PPCS Family Handbook, any personal device(s), computers, and/or electronic devices may be brought onto campus only with prior permission and supervision from the IT department or administration. Such items may only be used for instructional and educational purposes, not for private entertainment. Permission is not granted to access the internet for any other use not described in this policy. All risk of loss or damage is assumed by the parents or legal guardian.

Use of the network resources must be for school work purposes. PPCS reserves the right to prioritize use and access to the system. No use of the system shall serve to disrupt the use of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way. Intentional use of PPCS computers to develop programs that harass other users or gain unauthorized access to network systems and/or damage the components of network systems is prohibited. Users are responsible for the appropriateness of any content they create or use on the system. Hate mail, harassment, discriminatory remarks, or other antisocial or non-Christian behaviors are expressly prohibited. Such acts constitute a violation of this Acceptable Use Policy and will lead to disciplinary action.

Access to the internet will enable students to explore thousands of libraries, databases, and electronic resources. PPCS believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

After School Programs

High School students are encouraged to join clubs or play after school sports if they remain on campus after school dismissal. There are additional fees for participation in clubs and sports. If neither of those options work for a student and parents are unable to pick up their students, the parents are encouraged to arrange after school carpools to take the students home. For student safety, students are not allowed to roam the campus or be in the buildings unsupervised but must check in to the office where they will remain until picked up by a parent.

Extracurricular Activities

After-school Activities

Pacific Point Christian Schools seeks to help students develop their God-given talents and abilities in a broad and comprehensive range of areas. The school offers a variety of after school activities for student participation. However, we do encourage parents and students to discuss the importance of maintaining balance between academics and after-school activities, family times and church responsibilities. Each class activity has been pre-screened and each activity has been approved by administration. Additional participation fees will be charged accordingly.

Student Conduct Policies

The School Learning Environment

Pacific Point Christian Schools believes it is crucial to provide for a Christian education in an environment that supports, respects, and nurtures Christian values and beliefs. Therefore, the school maintains the right to improve the learning environment for each student by making changes in a student's interaction with the school's staff, facilities, and academic program.

Pacific Point Christian Schools is zealous about the Christian character growth of its students as reflected in their conduct. Christian self-government is a high priority and standard at Pacific Point Christian Schools. The policies outlined are designed to instruct students in the proper management of themselves, their property, and their liberty. Therefore, the school maintains the right to improve the learning environment for each student by directing positive interaction with the school's staff.

All student conduct can be summed up as described in our three Basic School Rules:

1. Do your best.
2. Do what's right.
3. Treat others as you want to be treated.

All students are expected to respect and promote the desire for a Christian education by being positive influences within the school community and learning environment. In some extreme circumstances, a student may be asked to withdraw from a course or an alternative learning arrangement may be implemented in order to provide that student with the proper learning environment and/or to maintain the proper learning environment for others.

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17 NIV). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of Pacific Point Christian Schools, both on and off campus, so that we might all live and work happily together.

General Guidelines for Student Conduct

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students and visitors. Respect their person and property (See Ephesians 4:28-32).
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord (See Hebrews 13:17 and 1 Thessalonians 5:12-13).
3. Abstain both on and off campus and at all times from the use and/or possession of alcoholic beverages, tobacco, drugs, and pornography as well as gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character (See 1 Corinthians 6:19-20).
4. Abstain from profanity and vulgar or abusive speech, actions, pictures and drawings. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development (See Ephesians 4:29).
5. Leave annoying or dangerous items such as knives, water pistols, lighters, and matches at home.
6. Do your own work - do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz, or an exam, it is

your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or a test may be dealt with in the same manner as cheating.

7. Avoid plagiarism, which is also a serious offense. The definition of plagiarism is “the use of another writer’s ideas, word, image, or creation without giving the author proper credit for them.”
8. All school rules apply on field trips and on all school-sponsored events both on the school campus and away from it.
9. Keep within the boundaries set by the school. Blacktop areas are used only with a yard supervisor or designated adult present.

God Glorifying Relationships/Public Displays of Affection

While Pacific Point Christian School wishes to encourage the development of appropriate relationships, we also desire that they be glorifying God. It is important that students’ companionship be broad enough to enable them to have a variety of social contacts with many members of the opposite sex. For this reason, we encourage frequent social times of fun, recreation, and fellowship.

Exclusive relationships can be harmful not only to the couple involved, but also to those they may be excluding. At Pacific Point Christian Schools we partner with parents in developing biblically-based relationships and strongly encourage parental involvement in helping train and educate students in this area (Proverbs 22:6, “Raise them up in the way they should go and when they are old they will not depart from it”).

To encourage proper conduct, Pacific Point Christian Schools upholds these guidelines:

Public Displays of Affection

Public displays of inappropriate affection are not permitted. This includes holding hands, kissing, lying on each other, prolonged hugs, sitting on laps, and other inappropriate physical contact. Disciplinary action may occur if behavior is deemed inappropriate by the faculty or administration, including suspension and expulsion.

This policy includes during all school-related activities on campus, in the school parking lot before or after school, and at off-campus events.

- Students commit to refrain from inappropriate “play” or physical contact which may be interpreted as sexual in nature.
- Students should refrain from discussing sexual matters with other students.
- Students commit to refrain from visiting campus areas that are off limits and/or unsupervised in search of privacy.
- Students commit to refrain from practices that Scripture forbids, such as sexual relations outside of marriage and homosexual behavior.
- Should improper relationships develop, the students involved will be counseled.
- Should they continue, parents will be notified and a conference may be held to correct the behavior.
- If there is any doubt whatsoever whether an activity is right for a couple, it should be avoided. (Romans 14:23). An unmarried couple should avoid activity that tempts them toward sex or that gives an appearance of immorality.

Inspections

Students' belongings and possessions are subject to reasonable inspections, searches, and seizures as determined by school administration to ensure compliance with school rules and policies. Confiscated items shall only be released to parents through the school office. Confiscated or Lost and Found items that are not claimed by the end of each quarter will be deemed abandoned.

Pacific Point Christian High School Dress Code

Sixth through twelfth-grade students do not wear uniforms but follow a dress code. Pacific Point Christian School believes that student appearance impacts attitude and behavior. Students should seek to honor Christ at all times, and the matter of their appearance is no exception. Student dress should show respect for themselves, their families, and their school.

“For you were bought with a price; therefore glorify God in your body and in your spirit, which are God’s” 1 Corinthians 6:19-20.

The general expectation is that students observe the standards of modesty and good taste. All clothes must fit appropriately, concealing undergarments and midriffs at all times. Clothing should not be oversized or baggy or undersized, or form-fitting. Clothing should not be revealing at the neckline or anywhere else that would be considered inappropriate for a school setting. It is the responsibility of the parents to see that their child leaves home properly dressed and ready for the school day.

Please ask these questions when selecting clothing and hairstyles:

- Is it modest?
- Might my appearance be disruptive by calling undue attention to myself?
- Does my appearance identify with a countercultural group or rebellious element of society?
- Am I setting a higher standard for myself in speech, life, love, and purity?

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith, and in purity.” 1 Timothy 4:12.

Respect for our Christian values and appropriateness is required:

All decisions concerning compliance with the dress code will be at the discretion of the faculty and administration. Should there be questions regarding the dress code, parents are encouraged to call or email the school administration before clothing purchases or drastic hairstyle changes.

See the table on the following page for appropriate daily attire. Any exception to this policy will be handled on a case-by-case basis.

The following dress code items are allowed at PPCS
(Yes)

All Students:

- *PPCS logo wear* is highly encouraged and can be purchased directly from our website under the Lion Wear tab.
- *Shoes* are to be worn at all times.
- *Shorts* may be worn any day of the week. The waistband is to be at the waist (no sagging.) The length must be no shorter than 5" above the knee (mid-thigh.)
- *Long pants* are to be free from open holes from mid-thigh and up. Frayed areas are allowed.
- Post or small dangling styles of *earrings* are allowed.
- Small, post-style *nose piercings* are allowed.
- *Hair* should be neat and clean.
- *Hats, beanies, baseball caps, hoods, and head coverings* to be worn outdoors.
- *Sunglasses* may be worn outdoors.
- *School logo sweatpants* are allowed only during PE.
- *PE clothes* are to be worn during PE only.
- *Athletic shoes* are needed during PE.

Female Students

- *Skirts/Dresses* may be worn any day of the week. The length must be no shorter than 5" above the knee (mid-thigh.)
- *Straps* are to be at least 2" wide and cover bra straps.
- Acceptable *underclothing* is required (including bras.)
- *Leggings/Flare/Yoga Pants* can be worn with skirts or dresses that meet the dress code requirements. If worn with a shirt, the shirt must fully cover both front and rear end.

Male Students

- Neat and trim *facial hair* is allowed.
- All *shirts* must have sleeves.

The following dress code items are not allowed at PPCS (No)

All Students:

- Logos, slogans, pictures promoting drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gangs, or anything contrary to Christian standards may not be worn/brought to school
- *Body piercing or tattoos* (permanent or not) are not allowed. Students are to refrain from body piercing and tattooing while attending Pacific Point Christian Schools except for pierced ears (maximum of 2 piercings per ear). Students new to PPCS with body piercing(s) other than ears must remove them on campus and at all school-sponsored activities. Covering piercings with a patch or Band-Aid is not sufficient. Tattoos are to remain covered at all times.
- *Gauge-style* ear or nose rings are not allowed. Hoop-style nose rings are not allowed.
- *Sweatpants and pajamas* may not be worn.
- *Holes or frays* are not permitted on shorts.
- Clothes must not have *holes* that show skin or undergarments above the appropriate level for shorts (mid-thigh).
- *Cutoff sleeves* are not allowed.
- *Undergarments* must not be visible.

Female Students

- *Skirts/Dresses*, the length must be no shorter than 5" above the knee (mid-thigh.)
- No *midriff* should be shown - front or back.
- No *low-cut necklines* that expose cleavage.
- *Leggings/Flare/Yoga* or other form-fitting pants cannot be worn without an upper garment that fully covers both front and rear end.

Male Students

- *Muscle shirts, undershirts, or tank tops* are not allowed to be worn alone.

Student Dress Code for Semi-Formal/ Formal Events

The following guidelines should be considered while choosing your student's attire for the event. In addition, for some events, the event coordinator may request a picture of the outfit prior to the event in order to give final approval.

Gentlemen

Dress slacks, Collared shirt (tie and jacket optional), Nice shoes or boots

Ladies

Dress, pant suit, or long skirt (Dress length must meet current dress code.), Dress straps must be a minimum of one inch width, Spaghetti strap, strapless, off the shoulder, or backless dresses must be worn with jacket, shawl or bolero type wrap at ALL times during the event (graduations, promotions, proms, formal dinners etc)

Dress Code Violations

If a student is out of dress code, the Administration will resolve the issue as promptly as possible with communication to the parent if necessary.

- 1st incident - Student will be warned and be required to change clothes
- 2nd incident - Student will receive a detention and be required to change clothes
(Students will be provided with a change of clothes for **\$20 per item** or wait in the office for a parent to bring a change of clothes. **JH Detentions** will be served after school hours, Monday - Thursday)
- 3rd incident - Student will be required to go home for the day and marked unexcused
- 4th incident - Student will be required to go home, and a parent meeting scheduled

The student will be responsible for making up any missed work and may receive "late credit" since the time missing class is unexcused. If a student is out of dress code more than once on the same day, or becomes a habitual offender, he or she will be considered willfully disobedient and further consequences will result. Such consequences include: the student may be sent home, given lunch cleanup, detention, etc. Administration reserves the right to determine the appropriate modest attire for each individual situation.

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High School PE Uniforms

High School students (grades 9-10) are required to dress out for PE class. Parents will be sent a link from which they will be able to purchase PE uniforms from our online provider . There are long sleeve and short sleeve shirts available as well as sweatpants and sweatshirts. It is recommended that each student have two sets of PE clothing and that each article be labeled with the student's last name. Dressing out for PE is a part of the PE requirements. Failure to dress out for PE will result in a reduced grade.

All articles of PE clothing must be neat and cleaned on a regular basis. They must not be torn, baggy, frayed, or show excessive wear. Socks and athletic shoes are required for PE.

Student Discipline Policy

Every student has a right to learn in a Christian environment. Teachers have the right to expect student behavior to contribute to the learning environment. Students and teachers share the responsibility to maintain such an environment. School conduct is to be characterized by self-government. Teachers will maintain an orderly learning environment supported by parents and administration.

The school seeks to develop a positive self-image in the students, always disciplining in love. When a student consistently makes inappropriate decisions in speech, conduct or dress code, the school will work with the parents to bring about change if the student is to remain in the school. Inside the classroom, each teacher has the freedom to implement a fair, consistent discipline plan which allows for teacher preference and suits the needs of the particular class. If any student continues to misbehave and exceeds the classroom discipline plan, the student may be sent to the office with a Discipline Notice/Infraction. Once in the office, the student will meet with the principal or vice-principal to determine the course of action.

In the event of a conflict between students on campus, the parents of the involved students are not to attempt to question the other student but will allow the administration of Pacific Point Christian handle the situation to bring about resolution to the problem. Please remember that disciplinary action given to another student will not be shared with other students or parents due to privacy issues.

Discipline Policy

An Infraction will be given to a student who has chosen to break a rule, received an unexcused tardiness (between classes), habitually tardiness to school (5 tardies in total per semester), or has a dress code violation. Support staff will keep track of a student's disciplinary notices for each semester. Parents will receive notification once a student receives 2 or more. Whether a disciplinary action will be taken will be determined by the Administration.

1. Detention one hour before school on Fridays
2. Subsequent detentions may = double detention (two hours after school)
3. Continual detentions = Saturday school (3 hours on Saturday and \$60 charge)
4. A parent meeting with the administration will be held if behavior continues (consequence TBD).

Disciplinary action will be determined according to the severity and/or recurrence of the behavior. All discipline is for the purpose of helping students correct unacceptable behavior and will be based on Scripture, the handbook, and with all students' best interests in mind. Any student who receives disciplinary action may not be allowed to attend school-sponsored events or activities at the discretion of the administration.

Immediate Disciplinary Actions

Any one of the following infractions could result in detention, suspension, or expulsion:

1. Violation of classroom and school rules
2. Disrespect or lack of consideration for others
3. Disrespect or lack of consideration towards a teacher, staff member, or administrator
4. Causing or threatening physical injury to another student or teacher
5. Damage, destruction, or taking of school property, or of another student's property; student may need to pay for repair or replacement of property
6. Violation of school perimeter and restricted areas, without immediate permission
7. Use of profanity or foul language
8. Possession or viewing of vulgar or pornographic material
9. Possession of weapons is an automatic suspension and could lead to expulsion
10. Racist or sexist behaviors
11. Sexual harassment or bullying

12. Possession or use of tobacco, alcohol, vaping materials

13. Sexual activity

Enrollment of children in Pacific Point Christian Preschool is a privilege, not a right. If any individual chooses not to conform to our standards of conduct he or she will forfeit this privilege. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.

* All aspects of this handbook are subject to change throughout the year, as needed for the health and safety of the students and staff.