

**PLYMOUTH CHRISTIAN
HIGH SCHOOL**

**PARENT-STUDENT
HANDBOOK**

2014-2015

PARENT-STUDENT HANDBOOK

Plymouth Christian High School
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**As God enables – growing in knowledge
striving for wisdom
learning to serve – for His glory**

Mission Statement

The mission of Plymouth Christian Schools is to provide, as God enables, a Christ-centered educational program dedicated to the glory of God, as an extension of the home and church. Students will be challenged to develop Biblical values, basic skills, and God-given abilities, grow in knowledge, and explore their interests while seeking God's will as revealed in His Word, and seeing His handiwork in creation, for their temporal and eternal welfare and the benefit of others.

TABLE OF CONTENTS

PCS OVERVIEW

Welcome Letter	5
PCS School Calendar	6
Doctrinal Statement	7
Philosophy of Education	7
Management	11
Parental Agreement/Admission	11
Staff/Parent/Board/ Relationship	12

GENERAL INFORMATION

Child Abuse Policy	13
* Computer/Internet Policy	14
Custody and Rights of Visitation	15
Educational Records	15
Health	16
Parent-Teacher Conferences	16
Residency	16
Student Enrollment Policy	16
Social Security Number Privacy Policy	17
Tuition	17

ACADEMICS

Academic Support (ESSP)	18
Auditing of Courses	18
Courses of Study	18
College Entrance Requirements	18
Kent Career/Technical Center	18
PCH Courses	18
Teacher Aides	18
Credit for PCH Courses	18
Home School Credits	18
Non-PCH Classes	19
Exams	19
Exam Procedure	19
β Senior Exam Policy	19
Value of Exams	19
Assessment	19
Course Failure	19
Grade Point Average (GPA)	20
Grading System	20
Grading Scale	20

Incomplete Course Work	20
Progress Reports	20
Report Cards	20
Test Overload	21
Graduation	21
Honor Cords	21
Ranking	21
Requirements	21
* Σ Service Requirement	21
∅ Σ Valedictorian/Salutatorian	22
Σ Requirements	22
† Junior High Completion	22
* Schedule Changes	23

STUDENT LIFE

Announcements	23
*Awards	23
Academic Improvement	23
Attendance Award	23
Citizenship Award	23
Department Award	23
Honors Breakfast	23
Leadership Awards	23
School Involvement Award	23
Reward Lunch Days	24
Student of the Month	24
Top Ten Seniors	24
Banquet	24
*Bikes	24
*Boy/Girl Relationships	24
*Building and Grounds	24
*Chapel	25
Class Trips for Home School Children	25
Communicable Disease	25
*Copy Machine	25
College Visitations	25
*Courtyard	25
Counseling	25
*Electronic Devices	25
*Emergency Procedures	26
Fire Drill	26
Severe Weather/Disaster	26
Lock-Down Drills	26

Extracurricular Activities	26	Definitions	32
Activities	26	Alternate Discipline	32
Intramurals	26	Demerits	32
Science Olympiad	26	Detentions	33
Spring Fling	26	Eighth hours	33
Student Council	26	Merit Opportunities	33
*Gym	26	Saturday School	34
Hot Lunch	26	Suspension	34
*Lockers	27	Indefinite Suspension	34
*Lost and Found	27	Probation	34
*Lunch Room	27	Expulsion	34
*Media Center-Computer Room	27	Lifestyle Regulations	35
Music Nights	27	Academic Honesty	35
ð Open Campus	27	Computer Room	35
ð Parking Lots	28	Personal Conduct	35
Publications	28	Respect/Bullying	36
School Hours	28	Theft/Stealing	36
ß Senior Release	28	Threats/Violence	36
Snacks	28	Blatant Public Sin	36
*Study Hall	28	Premarital Sex Policy	36
*Telephone	29	Substance Abuse	37
Textbooks	29	Tobacco Products	37
*Visitors	29	Vandalism	37
Weight Room	29	Weapons and Explosives Policy	37
Work Permits	29		
		*PERSONAL APPEARANCE	
*ATTENDANCE		Appearance Code	38
Attendance Terms and Policies	29	Enforcement	39
Excused Absence	30		
Prearranged Absence	30	*BUSING	
Unexcused Absence	30	Minor Infractions	39
Tardies	31	Major Infractions	40
Emergency Lateness	31	Discipline/Enforcement	40
*LIFESTYLE AND BEHAVIOR		ø DRIVING AND PARKING	
Preamble	31	Rules and Procedures	41
Extenuating Circumstances	31	Enforcement	41
Appeal Procedure	31		

Note: 7th grade students must read entire book!
 * These must be read in homeroom classes the first day of school!
 † Junior High must read!
 ð Junior and Seniors must read
 ø Sophomores, Juniors, and Seniors must read!
 ß Seniors must read!

Welcome!

Dear Parents and Students,

Welcome to Plymouth Christian High School! As you begin each school year, make John Calvin's prayer your prayer!

"O LORD, who art the fountain of all wisdom and learning, since Thou of Thy special goodness hast granted that my youth is instructed in good arts which may assist me to honest and holy living, grant also, by enlightening my mind, which otherwise labors under blindness, that I may be fit to acquire knowledge; strengthen my memory faithfully to retain what I may have learned; and govern my heart, that I may be willing and even eager to profit, lest the opportunity which Thou now givest me be lost through my sluggishness. Be pleased therefore to infuse Thy Spirit into me, the Spirit of understanding, of truth, judgment, and prudence, lest my study is without success, and the labor of my teacher is in vain.

In whatever kind of study I engage, enable me to remember to keep its proper end in view, namely, to know Thee in Christ Jesus Thy Son; and may everything that I learn assist me to observe the right rule of godliness. And seeing Thou hast promised that Thou wilt bestow wisdom on babes, and such as are humble, and the knowledge of Thyself on the upright in heart, while Thou declarest that Thou wilt cast down the wicked and the proud, so that they will fade away in their ways, I entreat that Thou wouldst be pleased to turn me to true humility, that thus I may show myself teachable and obedient first of all to Thyself, and thereby to those who by Thy authority are placed over me. Be pleased at the same time to root out all vicious desires from my heart, and inspire it with earnest desire of seeking Thee. Finally, let the only end at which I aim be so to qualify myself in early life, that I may grow up to serve Thee in whatever station thou mayest assign me. Amen."

Students, seek to submit to the authority, which God has placed over you. Please bear with our weaknesses and infirmities. We pray that you may desire to follow the guidelines of the school, so that everything may be done decently and in order.

Parents, we hope this handbook will serve as a guide for explaining the basic policies and procedures of our school. We ask you to help your child follow the guidelines of the school. We hope and pray that the combined efforts of the church, home, and school to raise our children and to fulfill our baptismal vows will benefit our children and bring glory to God.

Sincerely,

Mr. James Bazen
Principal

PCS School Calendar 2014-2015

August	18	Teacher In-service (Monday) New Student Night (High School) HS Book Sale (5- 8 pm)	December	3	HS Progress Reports
	25	School begins		4	HS Music Night
	27	Chapel (EL – 10:30 – 11:00, HS: 11:10 – 11:40)		5	Hot Lunch
	28	EL Chocolate Sale begins		10	Chapel
	29	No School		19	Hot Lunch
September	1	Labor Day, No School		18	PCSA Board Meeting (tentative)
	3	HS Student Council Assembly – committee sign-up (not on websites)	January	19	Elementary Christmas Program
	5	Vision Screening (grades 7 and 9)		24	Begin Christmas Break
	5	Room Mothers’ Tea/Hot Lunch		24	Student Council Bittersweet
	8/9	Hearing and Vision Screening (grades P-K to 5)		5	School resumes
	10	Chapel		7	Chapel
	12	Chemistry Boat Trip		9	Hot Lunch
	13	Trap and Skeet Outing		12	End HS MP #2 (42 days)
	18	High School Open House		13-15	HS Exams (1/2 days – HS only) (89 days)
	19	Hot Lunch HS Student Council 5 on 5 Football		15	Student Council Bittersweet
	22	High School Pictures (Grades 7 – 11 and Pre-K)		16	End of 3 rd EL Marking Period
	23	High School Progress Notices		16	Semester Break, no school
	23	Elementary Pictures (Grades K – 6 and Y5’s)		16	Soup Supper
	24	Chapel		21	Chapel
	27	PTA Sub Sale Begins (9/27 – 10/14)		22	Blood Drive
October	1	Chapel		22	PCSA Board Meeting
	2	Elementary Open House		23	Hot Lunch
	3	Hot Lunch End of 1 st EL Marking Period		28	PTA Teacher Appreciation Day (Breakfast/brunch)
	8	PTA Teacher Appreciation Day (lunch)		30	Senior Benefit Dinner (12 th grade students/parents)
	9	Blood Drive	February	1	Grandville SO Invitational (tentative)
	14	PTA Sub Sale Ends		4	Chapel
	15	Chapel		6	Hot Lunch/EL Friendship Hot Lunch
	17	Hot Lunch HS Student Council: Leaf Raking Fundraiser		10	HS Student Council Friendship Day
	18	PSAT		13	No School, Teacher In-service, SNOW DAY MAKE-UP IF NEEDED
	22	9 th Grade Chicago Trip		13	HS Student Council Bittersweet
	23	CEA Convention/Teacher In-service, No School		16-20	Career Week
	24	CEA/Auction, No School		20	Hot Lunch
	29	End HS MP #1 (44 days)		20	HS Progress Notices
	29	Chapel		25	Chapel
	31	Hot Lunch		26	HS Conferences (3 – 5 p.m.)
November	3	Apple Dumpling set-up		26	PCSA Board Meeting (tentative)
	4	Apple Dumplings (alt. date – 10/11)		27	HS Student Council 3 on 3 Basketball End of 4 th EL Marking Period
	7	Hot Lunch	March	3,4,5	ACT/MME (Make-Up: 17,18,19)
	10	Apple Dumpling set-up (alt. date)		5	HS Music Night
	11	Apple Dumplings (alt. date)		6	Hot Lunch
	12	Chapel		9-13	Mission Week
	12	Evening Conferences		10	EL Parent-Teacher Conferences (after school)
	13	Afternoon/Evening Conferences End of 2 nd EL Marking Period		11	Prayer Day, No School
	14	No School Mattaniah Concert		13	Mission Lunch (EL)/Mission Banquet (HS)
	21	Grandparents’ Day		18	Chapel
	26	Chapel		19	EL PTA Music Night/Arts & Crafts
	27	No School, Thanksgiving		24	End HS MP #3 (45 days)
	28	No School		20	HS Student Council 3 on 3 Basketball
				28	Regional Science Olympiad
				30	Spring Fling (March 30 – April 2, not on website)
			April	1	Chapel
				3	Good Friday, Begin Spring Break, No School, SNOW DAY MAKE-UP IF NEEDED

	5	Easter Sunday		12	Honors Breakfast
	3-10	Spring Vacation		13	AP Exam
	15	Chapel			Chapel
	17	Hot Lunch		14	Ascension Day (no homework)
	17	End of 5 th EL Marking Period		15	Hot Lunch
	17/18	10 th Creation Museum trip		15/16	National Science Olympiad – Lincoln, Nebraska (not on website)
	18	Spring Clean Up		19	Junior High Recognition Day
	21	Blood Drive		20	Chapel
	22	Chapel		21	HS Music Night
	25	State Science Olympiad Tournament at MSU		22	Junior/Senior Banquet
	27-1	Washington D.C. 12 th Grade Trip		25	Memorial Day, No School
	29	8th Lansing Trip HS Assembly – Student Council on website)		27	HS Awards Assembly (9:30 – 11:00) am, Parents Welcome)
	29	Bus Driver Appreciation Day Breakfast		27	Hot Lunch (HS + Trash for Cash + Pie Ladies + Volunteers)
	30	HS Progress Reports		29	Hot Lunch (EL)
May			June	1	End HS MP #4 (42 days)
	1	School Sale (dismissal at 2 pm)		2,3,4	HS Exams (90 days)
	6	Mother's Day Tea (EL)		3	Sixth Grade Graduation
	7	National Day of Prayer (no homework)		4	Last ½ Day of School
	8	PRTS Graduation		4	School Picnic
	8/9	7 th Ecology Trip (rain date: May 16)		5	HS Graduation

PCS OVERVIEW

DOCTRINAL STATEMENT

The purpose of Plymouth Christian High School is to strive to "train up a child in the way he should go," for the Lord has promised that "when he is old, he will not depart from it" (Proverbs 22:6). The home, the church, and the school each have a God-given responsibility to bring up our children "in the nurture and admonition of the Lord" (Ephesians 6:4). While none is able to properly do this of himself, we must pray and strive to place God and His infallible Word at the center of all subjects studied, instruction given, and policies developed. Behavior and guidance must be directed according to biblical principles. We aim to base religious instruction on the Bible and to present it from a truly Reformed perspective in accordance with our Doctrinal Standards: the Heidelberg Catechism, the Belgic Confession of Faith, and the Canons of Dort. On this foundation, instruction must be given in all subjects needed for daily life. In conjunction with our supreme purposes - the glory of God and the eternal welfare of our students - not only biblical studies are taught, but also a wide range of academic subjects. Each course attempts to draw its basis and theme from the Scripture which "is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, and for instruction in righteousness" (II Timothy 3:16).

Philosophy of Education

The word philosophy can be defined as "the beliefs, concepts, and attitudes of an individual or group; a system of philosophical concepts; a theory underlying a sphere of thoughts; a search for truth through logical reasoning; or as a pursuit of wisdom." Our philosophy of Christian education comprises our beliefs and our attitudes, as well as our search for, and pursuit of the truth in education. Specifically, we must address the following questions:

- I. What is our basis of truth and education?
- II. What core truths do we believe?
- III. What are our purposes of education?
- IV. What are our general objectives in education?
- V. What are some of our specific objectives in education?

I. Basis of Truth and Education

We believe that the basis of truth and education must be found in the Triune God and His infallible Word. All core beliefs, all purposes of education, and all general objectives of education must be based upon principles established in the infallible sixty-six books of sacred Scripture.

II. Core Beliefs

Our Reformed philosophy of Christian education is based on certain core beliefs, which we hold to be true. These core beliefs are explained in our doctrinal standards: the Heidelberg Catechism, the Belgic Confession of Faith, and the Canons of Dort. A short summary of these core beliefs is as follows:

God's Attributes

We believe that there is one true God, and that He is eternal, incomprehensible, invisible, immutable, infinite, omnipresent, independent, omniscient, indivisible, almighty, perfectly wise, just, gracious and the overflowing fountain of all good. "Now unto the King eternal, immortal, invisible, and only wise God, be honor and glory for ever and ever. Amen" (I Tim. 1:17).

Trinity

We believe that this God, though One in essence, has revealed Himself in three distinct and coequal Persons: the Father, the Son, and the Holy Spirit. "For there are three that bear record in heaven, the Father, the Word, and the Holy Ghost: and these three are one" (I John 5:7).

Special and General Revelation

We believe that God has revealed Himself to man by two means: first, by general revelation through His creation, His providence, and man's conscience; secondly, He makes Himself far more clearly and fully known by special revelation through His Word, the Holy Bible. "For the invisible things of Him from the creation of the world are clearly seen, being understood by the things that are made, even His eternal power and Godhead; so that they are without excuse" (Romans 1:20). "But now is made manifest, and by the scriptures of the prophets, according to the commandment of the everlasting God, made known to all nations for the obedience of faith" (Romans 16:26).

Infallibility and Inspiration of the Bible

We believe that the Bible is not the reflection of the will of man, but that holy men of God spake as they were inspired and moved by the Holy Spirit. "For the prophecy came not in old time by the will of man; but holy men of God spake as they were moved by the Holy Ghost" (II Peter 1:21). The Bible is the complete and only infallible Word of God delivered to mankind, essential to know unto salvation. In the English language, we believe that this Word is most accurately and soundly conveyed to us by the King James Version.

Perfect Creation

We believe that this Word of God not only teaches the truth about God but also about man. We believe that God created man perfect and upright, and after His own image in knowledge, righteousness, and holiness. "So God created man in His own image, in the image of God created He him; male and female created He them" (Gen. 1:27). "And have put on the new man, which is renewed in knowledge after the image of Him that created them" (Col. 3:10). "And that ye put on the new man, which after God is created in righteousness and true holiness" (Ephesians. 4:24).

Fall/ Redemption

We believe that man willingly subjected himself to sin and fell from his holy state. Consequently all are born in sin and will die in sin, unless regenerated by the Spirit of God to find complete salvation in the one Mediator, Jesus Christ, "Wherefore, as by one man sin entered into the world, and death by sin; and so death passed upon all men, for that all have sinned" (Romans 5:12). "And you, being dead in your sins and the uncircumcision of your flesh, hath He quickened together with Him, having forgiven you all trespasses" (Col. 2:13).

Christ, the only Mediator

We believe in the One and only Mediator between God and man, the Lord Jesus Christ, Who in one Person is both God and Man: "Who was conceived by the Holy Ghost, born of the Virgin Mary; Suffered under Pontius Pilate; was crucified, dead, and buried; He descended into hell; The third day He rose again from the dead; He ascended into heaven, and sitteth at the right hand of God the Father Almighty; From thence He shall come to judge the quick and the dead" (Apostle's Creed). "Neither is there salvation in any other: for there is none other name under heaven given among men, whereby we must be saved" (Acts 4:12).

We believe in the so-called **Five Points of Calvinism**.

1. **In man's total depravity:** "And God saw that the wickedness of man was great in the earth, and that every imagination of the thoughts of his heart was only evil continually (Gen. 6:5). "God looked down from heaven upon the children of men; to see if there were any that did understand that did seek God. Every one of them is gone back: they are altogether become filthy; there is none that doeth good, no, not one" (Psalm 53:2, 3).
2. **In unconditional election:** "For He saith to Moses, I will have mercy on whom I will have mercy, and I will have compassion on whom I will have compassion. So then it is not of him that willeth nor of him that runneth, but of God that sheweth mercy" (Romans. 9:15, 16).
3. **In limited atonement:** "I pray for them; I pray not for the world, but for them which Thou hast given Me; for they are Thine" (John 17:9).
4. **In irresistible grace:** "No man can come to Me, except the Father which hath sent Me draw him: and I will raise him up at the last day. It is written in the prophets, And they shall be all taught of God. Every man therefore that hath heard, and hath learned of the Father, cometh unto Me" (John 6:44, 45).

5. **In the perseverance of the saints:** "And I give unto them eternal life: and they shall never perish, neither shall any man pluck them out of My hand" (John 10:28).

We believe that the Word of God provides clear instruction not only for the way of salvation, but also for man's everyday life in the world. We believe that all spheres and domains of life, education inclusive, must be subject to the ordinances and glory of God. "Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God" (I Corinthians. 10:31).

External/Internal Covenant

We believe that although infant baptism places us under the privileges of an external (non-saving) covenant relationship with God, we need the personal regenerating work of the Holy Spirit to bring us into the covenant of grace in an internal (saving) covenant relationship with God. "For he is not a Jew which is one outwardly; neither is that circumcision, which is outward in the flesh. But he is a Jew, which is one inwardly: and circumcision is that of the heart, in the spirit, and not in the letter: whose praise is not of men, but of God" (Romans 2:28, 29). "Jesus answered and said unto him, Verily, verily, I say unto thee, Except a man be born again, he cannot see the kingdom of God" (John 3:3).

III. Purposes of Education

Upon this Biblical and theological base our purposes of Christian education are founded. These purposes are as follows:

1. We must provide education for our children based upon God and His Word because it is God's command. "For He established a testimony in Jacob, and appointed a law in Israel, which He commanded our fathers, that they should make them known to their children: That the generation to come might know them, even the children which should be born: who should arise and declare them to their children: That they might set their hope in God, and not forget the works of God, but keep His commandments" (Psalm 78:5-7).
2. We must provide Christian education because it is our parental responsibility. We have the same covenantal responsibility as Israel in the Old Testament to instruct our baptized (circumcised) children. At baptism we are required as parents to answer "yes" to the following question: Whether you promise and intend to see these children, when come to the years of discretion (whereof you are either parents or witness), instructed and brought up in the aforesaid doctrine, or help or cause them to be instructed therein, to the utmost of your power?
"Therefore shall ye lay up these My words in your heart and in your souls, and bind them for a sign upon your hand, that they may be as frontlets between your eyes. And ye shall teach them to your children, speaking of them when thou sittest in thine house, and when thou walkest by the way, when thou liest down, and when thou risest up. And thou shalt write them upon the door posts of thine house, and upon thy gates: That your days may be multiplied, and the days of your children, in the land which the Lord sware unto your fathers to give them, as the days of heaven upon the earth" (Deuteronomy. 11:18-21).
3. Education must teach the truth and strive to observe the interrelationship of the truths of God's Word. Based on God's Word, education must provide absolute answers, rather than wavering speculations. "For the word of the Lord is right; and all His works are done in truth." (Psalm 33:4) "Jesus saith unto him, I am the way, the truth, and the life: no man cometh unto the Father, but by Me" (John 14:6).
4. Education must strive to teach wisdom - a wise and proper use of knowledge - under the humble admission of dependence upon the Holy Spirit who alone can make sinners wise unto salvation. "The fear of the Lord is the beginning of wisdom: and the knowledge of the holy is understanding" (Proverbs 9:10).
5. Education's prime concern must be the spiritual needs of each student - his/her being prepared for the eternal life to come. Being totally depraved by nature, children (like adults) stand in desperate need of the regenerating and converting work of God. Christian education is a means which God may use and bless to this end. Hence, we are responsible to use these means fully. "For what shall it profit a man, if he shall gain the whole world, and lose his own soul?" (Mark 8:36).
6. Education is training for daily life on earth. As all life is under Divine ordinance and direction, all studies must be taught in a Biblical context. Our school curriculum (subjects and courses of study) must be built around, and draw its basis and theme from the Word of God. "Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God" (1 Corinthians. 10:31).
7. Education is moral training. Our pedagogy (art of teaching), daily interaction, and discipline must be based upon Biblical principles. "And ye fathers, provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord" (Ephesians. 6:4).

Christian education must pray and plead upon the promise of God that, as a rule, a godly upbringing will be blessed: "Train up a child in the way he should go: and when he is old, he will not depart from it" (Proverbs 22:6).

IV. General Objectives

From these purposes of Christian education, we may draw our general objectives of education. The primary objective of true Christian education is that God's Name may be honored and glorified in the realm of education. The second major objective is that students may be blessed with a saving knowledge of the Lord and that their lives may be dedications of service to Him in all things, loving God above all and their neighbors as themselves. In stating these major objectives, as well as the general objectives which follow, we must emphasize two things:

1. In teaching, we are completely dependent upon the Holy Spirit to reach these objectives. Only God can renew the heart. We may and must emphasize the use of the means of grace, but we are subject to God's blessing for the desired result, "I am the vine, ye are the branches: He that abideth in Me, and I in him, the same bringeth forth much fruit: for without Me ye can do nothing" (John 15:5). "Who then is Paul, and who is Apollos, but ministers by whom ye believed, even as the Lord gave to every Man? I have planted, Apollos watered; but God gave the increase. So then neither is he that planteth any thing, neither he that watereth; but God that giveth the increase" (I Corinthians 3:5-7).
2. For a student to truly meet the objectives outlined below, spirit-wrought saving faith must both be implanted and be in exercise. "For the LORD seeth not as man seeth; for man looketh on the outward appearance, but the Lord looketh on the heart" (I Samuel 16:7b). "God is a Spirit; and they that worship Him must worship Him in spirit and in truth" (John 4:24). "For whatsoever is not of faith is sin" (Romans 14:23).

Keeping this in mind, the general objectives of Christian education are as follows:

A Student's Spiritual Needs

1. To teach the Bible as God's inspired, Infallible Word, as an absolute rule for life and to develop attitudes of love and respect toward it.
2. To teach the basic Biblical doctrines.
3. To stress the need of personal experiential conversion for each person which takes place through a Divine order of: misery, deliverance, thankfulness.
4. To stress the responsibility and accountability of each hearer of the gospel to whom God's salvation is freely offered.
5. To teach the personal responsibility of each individual in church life and in society.

A Student's Personal and Social Development

1. To help the student learn what it means to be a human being: spiritually, emotionally, mentally, and physically.
2. To promote an understanding of each individual's responsibility to develop and use their God-given talents and abilities to their fullest potential in a manner pleasing in God's sight and to the benefit of others.
3. To teach the value of time as a God-given commodity.
4. To stress Biblical attitudes toward material possessions and individual responsibility as stewards in this regard.
5. To promote a spirit of love and respect toward others and the social realization of our need of others.
6. To develop biblical attitudes toward friendship, marriage, family, work, society, and human relations.
7. To stress proper attitudes toward authority and obedience, to promote self-discipline, and a desire to honor God's authority above all.
8. To promote proper health habits, and wise use and physical fitness of the body God has given us.
9. To teach the personal responsibility of each person's involvement in family, church, school, and society.

A Student's Academic and Skill-Training Development

1. To promote high academic standards for each individual as laboring diligently to develop the talents God has given.
2. To encourage good study habits as striving to fulfill our God-given responsibilities.
3. To develop creative and critical thinking for future vocational callings and other God-given responsibilities in life.
4. To teach the basic skills needed in relating with others in this life; reading, writing, speaking, listening, and mathematics.
5. To provide a solid basis in historical heritage, geography, and world conditions, as they relate to the unfolding of God's plan and concern for others.
6. To develop an awareness and appreciation for God's creation with its laws and characteristics, and man's responsibility in using it wisely.
7. To develop creative, mechanical, musical, or other God-given talents to be used in a manner pleasing in His sight and for the benefit of others.

V. Specific Objectives

1. All lessons must in some way help the student understand how he is to think, speak, and act responsibly before God. Instruction may be diverse from day to day, but it must relate to some part of a unified whole. Both deductive and inductive teaching should be used. Sometimes the general rule is given and explained; students then apply the rule to particular situations. Inductive teaching, however, provides a variety of exploratory activities, which must lead to a general conclusion. Both the teacher and student are active in the learning process. A variety of activities must challenge the student to memorize, discover, evaluate, form hypotheses, draw conclusions, imagine, explore, analyze, and synthesize.
2. Students must be given encouraging, immediate feedback. Written and oral comments in addition to grades must be given to help reinforce lesson goals. Intellectual growth is measured through daily assignments, frequent quizzes and tests, classroom performance, and some standardized examination. This information is relayed to parents through conferences, progress notices, and report cards.
3. As teachers provide instruction to students, classroom discipline must be structured so that constructive learning can take place. Sometimes individual quietness reigns; at other times group interaction occurs. The teacher must have and enforce a set of rules. Students must respect the authority of the teacher. Proper attitudes toward Divine and human authority must be maintained.
4. Our objective, therefore, is to develop within students knowledge of creation, a spirit of cooperation with fellow men, and a vital relationship with God by actively teaching, evaluating, and disciplining.

Practical Emphasis

Archibald Alexander (d. 1851), renowned professor at Princeton Theological Seminary, once wrote:

"The education of children should proceed on the principle that they are in an unregenerate state, until evidences of saving grace clearly appear, in which case they should be sedulously cherished and nurtured. These are Christ's lambs whom none should offend or mislead upon the peril of a terrible punishment. But though the religious education of children should proceed on the ground that they are destitute of grace, it ought ever to be used as a means of grace. Every lesson, therefore, should be accompanied with the lifting up of the heart of the instructor to God for a blessing on the means. "Sanctify them through Thy truth; Thy Word is truth." (Thoughts on Religious Experience)

Our Christian schools not only endeavor to stress this historic Reformed teaching doctrinally, but also practically in daily life. We strive to obey God's Word where the Lord continually commands His people not to mingle with sinful, worldly people, worldly customs, worldly practices, and worldly places. Not to merit salvation, but as an inevitable consequence of salvation, the believer will "come out from the world and be separate" as God's Word commands.

This conservative way of life, however, far from being meritorious, is a spontaneous outgrowth of bowing gratefully under Divine Lordship, for the true Christian will have no desire to set his heart on trivialities of this world that tend to interrupt his close walk with God. Thus, our schools reject two streams of thought current today. On the one hand, they reject the Amish line of thought which separates its members totally from the world. We maintain the Biblical injunction that Christians must remain in but not of the world. On the other hand, our schools reject the imagined notion that the Christian sanctifies worldly transactions and happenings by his/her presence and intervention. We firmly believe, for example, that dancing corrupts the Christian more than the Christian sanctifies the dance.

Plymouth Christian School is far from being a perfect school. Rather, we hope and pray it may be counted among the number of schools who, by grace, have remained faithful to the truth - Biblically, and practically. We trust the Lord has enabled us in some measure to carry the banner of truth delivered to us by our Reformed forefathers without compromising or surrendering to corrupt influences which are incessantly at work -- forces which seek to destroy the only foundation of salvation (Jesus Christ and Him crucified).

MANAGEMENT

The two member churches, First Netherlands Reformed Congregation and Heritage Netherlands Reformed Congregation, own the school. A board of twelve directors governs it. Six of the directors are selected by the PCS Board from nominations submitted by Heritage NRC. Five of the directors are selected by the board from nominations submitted by First NRC. One director is from the Covell Netherlands Reformed Church. One consistory member from each member church is also on the board. Each director's term is three years in length. The administrators attend board meetings as advisory members.

PARENTAL AGREEMENT

Please read the following items carefully:

1. I believe the Scriptures of the Old and New Testaments to be the Word of God, the only infallible rule of faith and practice. I agree with the doctrinal emphasis defined in our confessional standards: the Belgic Confession of Faith, Heidelberg Catechism, and Canons of Dordt.
2. I agree with the Plymouth Christian School Doctrinal Statement.
3. I will support the school in its policies, operations, and tuition payments.
4. I understand that Plymouth Christian School carries no insurance to cover liabilities with respect to school-related injuries. God has commanded us to, "Trust in the Lord with all thine heart; and lean not unto thine own understanding. In all thy ways acknowledge him, and he shall direct thy paths" (Prov. 3:5,6).

STAFF-PARENT-BOARD RELATIONSHIPS (Matt 18)

In Matthew 18, Jesus lays down three steps for addressing offenses. The first is for the offended person to speak *privately* and *personally* with the offender. This should be done confidentially and without attracting attention to the process. Sadly, there is a growing practice for those who have spoken with a teacher, when asked if they have followed Matthew 18, to say that they have, and to then feel that they are free to speak to whomever they please about the situation. The entire process as explained by Christ is to limit the number of individuals involved in order to protect everyone involved – the accused person from defamation and the accuser from generating gossip.

John Calvin wisely lays his finger on the root of the problem today, when he states in his commentary on Matthew 18:15, "The design of this is, as I have said, is to hinder charity from being violated under the pretense of fervent zeal. As the greater part of men are driven by ambition to publish with excessive eagerness the faults of their brethren, Christ seasonably meets this fault by enjoining us to cover the faults of brethren, as far as lies in our power; for those who take pleasure in the disgrace and infamy of brethren are unquestionably carried away by hatred and malice, since, if they were under the influence of charity, they would endeavor to prevent the shame of their brethren." Calvin clearly reminds us to exercise the law of kindness and charity, for "Charity is kind...vaunteth not itself, is not puffed up, doth not behave unseemly, seeketh not her own, is not easily provoked, thinketh no evil...beareth all things, believeth all things, hopeth all things, endureth all things..." (I Cor 13)

The basis for a Scripturally-directed procedure to handle interpersonal relations is found in Matthew 18. The application of this Scripture passage is found in the answer to question 112 of the Heidelberg Catechism: "What is required in the ninth commandment?" The answer states "that I defend and promote as much as I am able, the honor and good character of my neighbor."

Students

1. In the event that a student is concerned or confused by what a teacher has stated, it is preferential in following Christ's command for the student to speak immediately with the instructor during class to clarify the statement. This offers an opportunity for a teacher to explain a misunderstood comment to the entire class. Both parties need to discuss this in a non-confrontational way.
2. The student may decide to ask for clarification after class, but it should be done sooner rather than later so that the teacher may provide further explanation to the class in a timely manner.

Parents

3. If the student brings his or her concern home to their parents, it is incumbent on the parents to follow Matthew 18:15-17 and to contact the teacher directly to address the concern, while at the same time realizing that they are obtaining their information second-hand, since they (the parents) were not present during the lesson. The possibility exists that there was a misunderstanding and that the air may be cleared to the satisfaction of both parties. The issue must be addressed in a spirit of cooperation and mutual concern. If afterwards both parties are satisfied, then the matter is settled and must not be shared with others.
4. If after repeated attempts to solve a problem with the person directly involved is unsatisfactory, the administration should be informed of the situation, and his help sought in finding resolution.
5. If the parents, teacher involved, and administrator cannot solve the issue after repeated attempts, the matter should be referred to the Education Committee.
6. Throughout the entire proceedings, no party is at liberty to discuss the situation with others. Confidentiality must be maintained.

Teachers

7. A teacher should seek to resolve a problem by speaking directly with the person(s) involved as soon as possible. An early response will often resolve the problem before it becomes larger, while at the same time promoting unity and trust.

Administrators

8. The administrator should communicate directly to the teacher any parental, staff, or constituency concerns and encourage the parties to meet and resolve any misunderstanding, speaking the truth in love.
9. The administrator should become involved only after earnest attempts have been made to establish direct communication between the parties involved to resolve any issue.
10. When administrators do become involved in the process, they should keep notes of the concerns and meetings (dates and details) in order to have a clear record to refer to as issues are dealt with.

Education Committee

11. If all of the preceding attempts described above have failed after repeated attempts to resolve the issue, the parents and teacher should meet with the Education Committee to discuss the situation. (The administrators are also members of the Education Committee.)
12. It is part of the responsibility of the Education Committee to determine what corrective action (if any) needs to be taken. Following such a determination, all parties are to maintain confidentiality regarding the issue and its resolution.

Board Members

A Board Member should discretely decline to hear grievances from any party, and instead direct them to follow Matthew 18 as it is outlined above. Only in the event of extremely compelling circumstances should a Board Member deviate from this process, and then it would be advisable for that Board Member to direct the concerned party to contact the Education Committee.

GENERAL INFORMATION

CHILD ABUSE POLICY

Plymouth Christian Schools Association ("the School") desires to insure that each child within the care of the School can develop a healthy spiritual and academic life within a caring and loving Christian community environment free of unwanted abuse. The goals of the policies and guidelines stated in this document include:

1. Protecting all children using our facilities from all forms of abuse, especially sexual abuse.
2. Protecting individuals who interact with children on behalf of our organizations, both volunteer and paid staff, from false allegations of child abuse; and
3. Protecting the integrity of our School.

Therefore, it is the policy of the School to protect all children participating in our organizations from all forms of child abuse, including: physical and emotional abuse, sexual abuse, sexual molestation, exposure to sexually explicit materials, etc. It is also the policy of the School to encourage all individuals associated with it to avoid even the appearance of such named conduct in order to prevent any potential misunderstandings that may give rise to false accusations against an individual interacting with the children. Any violation of this policy involves activities, which are explicitly outside the scope of responsibility, duties, or activities of the School.

A. Definition of important terms

1. Child: A person under the age of 18 years or a student at the School.
2. Child Abuse: Harm or threatened harm to a child's health or welfare which occurs through non-accidental physical or mental injury; as well as any sexual abuse of a child.
3. Individual Interacting with a Child: All teachers, principals, aides, employees, counselors, and volunteers who work in any capacity with children at the School
4. Sexual Abuse: Engaging in any sexual contact of any nature with a child, the sexual exploitation of a child, and/or disseminating, exhibiting or displaying sexually explicit material to a child, regardless of whether such conduct occurs with or without the knowledge or consent of the child. Sexual abuse may be violent or non-violent.

B. Conduct prohibited

1. Child Abuse. An individual interacting with a child shall not engage in any form of child abuse directed towards the child.
2. Reasonable force exception. An individual interacting with a child may use reasonable physical force upon a child as necessary to maintain order and control in the school and at school related functions for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a child as may be necessary for one or more of the following:
 - a. Disruptive behavior. To restrain or remove a child whose behavior is interfering with the orderly exercise and performance of school functions if the child has refused to comply with a request to refrain from further disruptive acts.

- b. Self-defense. For self-defense or the defense of another.
- c. Threat. To quell a disturbance that threatens physical injury to any person.
- d. Weapon. To obtain possession of a weapon or other dangerous object upon or within the control of a child.
- e. Property. To protect property.

C. Reporting & Investigation procedures

It is recognized that despite precautions, instances of suspected child abuse may arise within the School. When instances of suspected abuse by any individual acting on behalf of the School in any manner become known to an individual, he or she has a moral and a legal responsibility to report the situation to the proper authorities (teacher/administrator).

For a copy of the complete policy, see a school administrator.

COMPUTER/INTERNET POLICY

To all parents and guardians of students in the Plymouth Christian Schools

The Plymouth Christian School Association is pleased to offer its students enrolled at the high school access to the Internet. The Internet is an electronic highway that connects people from all over the world. This computer technology is a part of everyday life in most businesses and organizations. By allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, we are better preparing them for the global society in which we live and work. The Internet is a tool for life-long learning.

While Plymouth Christian Schools Association's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Families should be aware that some material accessible via the Internet may be inappropriate. PCSA will institute technical methods and systems to regulate students' Internet access. We have a firewall, a series of filters, and will be monitoring and auditing our systems at all times.

Families may opt out of the service by contacting the administrators and request that their student(s) be placed on the white list, a more restrictive method of accessing the internet, which is also available.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

Disclaimer concerning use of on-line services

PCSA, its employees and agents, make no warranties of any kind, whether express or implied, concerning the on-line access it is providing. Furthermore, the PCSA will not be responsible for:

1. Any damages suffered by a user, including but not limited to loss of data resulting from delays or interruptions in service, or computer "viruses;"
2. The accuracy, nature, or quality of information stored on digital media or servers provided by the PCSA;
3. The accuracy, nature or quality of information gathered through the on-line access provided by the PCSA;
4. Personal property used to access computers, networks or the on-line access provided by the PCSA;
5. Unauthorized financial obligations of a student, or his or her parent or guardian, resulting from the on-line access provided by the PCSA.

Rules of on-line network etiquette

1. Be polite. Do not be abusive in your messages to others.
2. Use suitable language. Do not use profanity, vulgarities, sexually-oriented or other inappropriate language.
3. Be confidential. Do not reveal any personally identifiable information (address, phone number, etc.), or that of anyone else.
4. Be discreet. Remember that electronic communications are not guaranteed to be private. Those who operate the various on-line services have access to all communications and can report to the authorities any illegal activities.
5. Be courteous. Do not use the network in a way that would disrupt the use of the network by others.
6. Be honest. Assume that all communications, programs, and information which are accessible on-line are private property. As such, do not upload or download any files, programs, or media without prior authorization from the network administrator or PCSA staff.
7. Be discerning. If you stumble upon something which you know is sinful (pornography, etc.) you must let your teacher, network administrator, or school administrator know immediately. It will be kept confidential. Student should also be discerning in posting text, audio, pictures, or video of teachers, students, or friends. You should always ask for their permission.

List of prohibited uses of the on-line services

The following uses of any on-line services are prohibited by the PCSA. Moreover, this prohibited activity may be illegal and subject the offending user to criminal prosecution.

1. Do not access, upload, download, or distribute pornographic, obscene, sexually explicit, or otherwise offensive materials.
2. Do not transmit pornographic, obscene, abusive, sexually explicit or otherwise offensive materials, or "stalk" or harass others.

3. Do not use the network to violate local, state or federal statutes.
4. Do not vandalize, damage, disable or "hack" any file or network resource. Creation of a "virus" is considered vandalism.
5. Do not access the files, information, or software of others without prior authorization.
6. Do not upload, download or otherwise use copyrighted material or other intellectual property of others without prior authorization. Copyright violations can result in fines or imprisonment.
7. Do not purchase any goods or services through any on-line service.
8. Do not use the PCSA network system for any non-educational purposes.

Violating these rules:

Major violations as determined by administration: Computer privileges are gone for the rest of the year, and the student will be on probation next year. Other disciplinary measures may apply (see school handbook).

Minor violations as determined by administration: Computer privileges are gone for one month, and the student will be on probation for the rest of the year.*

*Anything in-between these major and minor violations may receive discipline in-between one month and one year.

If you have any questions or concerns, please contact an administrator.

CUSTODY AND RIGHTS OF VISITATION

- A. It is the responsibility of the custodial parent to provide an Administrator of PCS with a certified copy of any custody decree and any superseding court order that curtails the rights of the non-custodial parent or has any other information that PCS is expected to take into account. If the non-custodial parent provides such documentation to PCS, the custodial parent shall be informed and given an opportunity to verify the documents.
- B. When a conflict arises relative to a non-custodial parent's access to a child who is a student at our school, the most recent court order or decree in the possession of the Administrator shall prevail.
- C. Requests by a non-custodial parent to visit with or talk to a child shall be subject to the most recent court order or decree in the Administrator's possession that relates to the subject matter.

EDUCATION RECORDS

Student education records are records that are directly related to a student, and maintained by Plymouth Christian Schools (PCS). Student education records are directly accessible only by school officials with legitimate educational interest. Student education records or copies thereof may be inspected/reviewed and reasonable explanation/interpretation requested by a student's natural parents or guardian upon request. This includes both biological parents regardless if separated, divorced, or non-custodial unless a legally binding document revokes these rights. When a student becomes 18, the parents' "student education records" rights transfer to the student. Parents may request amendments to the student education records (including deletions). Only PCS administrators may remove materials from student education records. PCS will obtain parental written consent prior to the disclosure of *personally identifiable information* from a student's education records to third parties (non-parent). PCS may disclose information designated *directory information* without written consent, unless parents have informed PCS in writing that this information not be disclosed. *Directory information* is used in school publications such as the following:

- The annual yearbook
- The School Directory
- Honor Roll or other recognition lists
- Graduation Programs

Directory information is information that is generally not considered harmful or an invasion of privacy if released. It may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. PCS has designated the following information as *directory information*:

- Student name
- Participation in PCS activities
- Address
- Telephone listing
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade Level
- Recent educational institutions attended

PCS will annually notify parents of students regarding their rights under Family Educational Rights and Privacy Act (FERPA). PCS will maintain a record of parties obtaining access to student education records. The record will include party's name, date of access, and purpose for which access is allowed. Access does not have to be documented for parents, school officials with legitimate educational interest, and parties with written consent from a parent. PCS designated the school secretaries as the "Custodian of Records" whose responsibility is to ensure the confidentiality of student education records. For every student enrolled in PCS, a student education record shall be maintained, consisting of all the information that affects the decisions made about the education of the student that is maintained by PCS. PCS will update the information in the student education records annually. The list of documents to be filed in Student Education Records includes:

- Scholastic data sheet-form 100A
- Parent-teacher conference reports
- Standardized and diagnostic test results including METRO, MEAP & IOWA
- Immunization records
- Enrollment information sheet
- Medication administration daily log
- Resource instructor and Remedial assessments and evaluations
- Evaluations by outside agencies if not labeled or declared "confidential" by a PCS administrator
- Letters of commendation/reprimand and/or description of special achievements
- Record of hearing and vision screening results
- Annual snapshot of student (optional)

PCS shall also maintain a confidential file for students to store information of a highly sensitive nature. The following shall be placed in the confidential file:

- Notes and observations prepared by and for the exclusive use of a teacher or administrator and that are not used in making program placement decisions.
- Counseling records relating to a student that may be personal, sensitive, or embarrassing to the student.
- Any information that identifies a student guilty of a criminal violation of law.
- Access to information stored in the confidential file is by administrator permission only.
- All information in the confidential file will be maintained for a period of one year after the student ceases to be enrolled at PCS. After which time they will be destroyed completely and confidentially.

PCS will retain student education records until a written request is received to forward the record to another school or until a period of 7 years has past since the student ceased to be a student at PCS. When retention of student education record is no longer necessary, they will be destroyed completely and confidentially.

HEALTH

In general, the school office does not administer prescription drugs. If a student must take a prescription drug, it is the parent's responsibility to send the correct dosage on a daily basis with the child. No more than one day's supply of prescription or non-prescription drug is allowed on school grounds. If parents have given permission at the beginning of the school year on the Emergency Form, proper dosages of Tylenol and Ibuprofen will be given to students upon request.

The school office will provide minor first aid for injuries. Parents will be contacted, if a student becomes sick or is hurt. Parents might be asked to bring their children home or to a family doctor for medical attention. On-going medical health concerns could affect classroom performance and school behavior. Parents are requested to inform the office regarding these medical issues.

We are required to report any communicable diseases to the County Health Department. Therefore, parents are requested to inform the school immediately, when their child has contracted a communicable disease.

PARENT-TEACHER CONFERENCES

Special days in both the fall and spring have been set aside for conferences to discuss questions and concerns. Please use these dates to meet with the staff and share mutual concerns. Parents may also telephone staff members or meet with them at any time throughout the school year.

RESIDENCY

All students must reside with their parents or a legal guardian while attending Plymouth Christian Schools. Any deviation from this rule must have the approval of the School Board.

STUDENT ENROLLMENT POLICY

Students may enroll in Plymouth Christian Elementary School at any grade level from pre-kindergarten through sixth grade. Beginning age requirements are the same as the Michigan Public Schools. Children enrolled in Pre-Kindergarten or Kindergarten

must be four or five years old, respectively, by December 1 of the same year. Students entering first grade must be six years old by December 1.

Students may enroll in Plymouth Christian High School at any grade level from seventh through twelfth grades. Students in grades seven and eight accumulate credits for a Junior High Completion Certificate. Students in ninth grade begin accumulating credits toward meeting 12th grade graduation requirements. A student with deficiency in credit hours will be accepted, but the deficiency in hours must be made up before graduation from high school either by taking summer school classes or electing additional hours in place of study halls.

No child will be excluded from admission on the grounds of race, national origin, or color.

As Plymouth Christian Schools is based on religious principles taught in the Word of God and viewed as part of a three-fold link consisting of home, church, and school, it is necessary that all students admitted to the school live under the active care of parents or guardians who regularly attend a Protestant church that agrees with the teachings of God's Word. To uphold this requirement, as a condition of enrollment, parents of students accepted for enrollment will be asked to sign the Registration Statement which indicates they agree to have their children instructed according to the Bible [and its teachings] as explained in the Heidelberg Catechism, Belgic Confession, and the Canons of Dort.

Plymouth Christian Schools provides transportation of the students to and from school, within approved geographic areas. Parents are assessed a fee based upon the location of their bus stop and frequency of use. For fee assessment purposes, there are three transportation zones, each of which is measured by the distance from the school to the student's bus stop. (Zone fee for both a.m. and p.m. transportation is at full rate and a.m. or p.m. only is $\frac{1}{2}$ full rate.) Plymouth Christian will strive to provide a bus stop that is convenient for the parents. The school will also do its best to minimize the length of time that students are on the bus. However, the school reserves the right to determine bus stop locations and the amount of time an individual student is on the bus. The Transportation Supervisor and Committee determine the actual bus stops in July prior to the school year. Routine transportation is restricted to young 5s thru 12th grade.

All parents who are members of non-supporting churches are asked to follow this order to student admission.

1. Obtain a copy of the school profile brochure.
2. Meet with the school administrator, tour the building, and obtain and study a copy of the Parent-Student Handbook.
3. Complete the necessary admission form, and submit it to the school office.
4. After the application has been submitted, an interview with the Education Committee of the School Board will be arranged. Except in cases of single-parent families, both parents should be present at the interview.
5. If a student is accepted for admission, parents will be asked to sign the Registration Statement.

Pre-kindergarten and Kindergarten registration will be held in early spring. All children pre-registered for Kindergarten will be given a readiness screening during the spring preceding their entrance into the school program. This screening process is designed to prevent early school difficulties by identifying the developmental level and learning styles of kindergarten age children. The kindergarten instructors administer the screening. Subsequent to the screening, a conference is held with the parents to discuss the screening results and future placement plans for their children.

Registration dates for older students will be published in the school newsletter.

For a complete enrollment policy, contact a school administrator.

SOCIAL SECURITY NUMBER PRIVACY POLICY

It is the policy of the School to protect the confidentiality of Social Security numbers obtained in the ordinary course of School business from students, employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the School obtains or possesses except in accordance with the Act and this Privacy Policy. (A copy of the complete policy is available from an administrator.)

TUITION

Our school is supported by tuition payments from each family with students in the school, plus regularly scheduled church collections in the supporting churches, and numerous gifts. Many of the gifts are memorials from members of the congregations who have passed away.

Student tuition in grades 7-12 includes the milk for students' lunches. In grades 7-12, in addition to tuition, students are assessed a book rental charge, a locker fee, and fees for consumable items used in classes including workbooks, Industrial Arts supplies, and Home Economics materials. Some course field trips may have additional charges.

For students who either start after the school year begins or who leave before the school year is completed, the tuition amount will be calculated based on the percentage of time that the student attended during the school year, plus an additional two (2) weeks to cover administrative expenses and other fixed costs.

ACADEMICS

ACADEMIC SUPPORT: EDUCATIONAL STUDENT SUPPORT PROGRAM (ESSP)

Plymouth Christian High School is committed to helping students as God enables, to grow in knowledge, strive for wisdom, and learn to serve, for His glory. Some students, particularly in academic areas, need significantly more help with their course work. PCHS will seek to serve students with lack of organization/responsibility, ESL, deficiencies in underlying knowledge, ADD/ADHD, LD, and other impairments on a case-by-case basis. Students needing assistance (other than LD students) will be served by a combination of teacher, resource room and aides/volunteers. If needed, short-term individualized goals will be developed.

A teacher or parent with a concern for a student/child should contact an ESSP teacher. The ESSP teacher gathers information (current classroom assessments, observations, information from parents and teachers) and determines the proper course of action. If testing is needed, parents will be contacted. For those students who need academic assistance, available resources will be evaluated to determine what assistance can be offered to the student.

For more detailed information, contact an administrator or ESSP teacher.

AUDITING OF COURSES

Auditing of courses will be permitted only upon recommendation by the counselor and permission of the instructor. Students will then be permitted to audit any class for no credit, if, in the teacher's judgment, the student is adequately performing the required homework, and is not a discipline problem. Students auditing a class will not be permitted to take tests or exams.

Kent Career/Technical Center (KC/TC)

The Kent Intermediate School District offers an opportunity for junior and senior students in the area of vocational training. This training takes place under the instruction of an expert tradesman in a laboratory designed specifically for each course.

KC/TC offers one or two year courses meeting for 2-1/2 hours each day. Students who attend the KC/TC will be required to take a minimum of three courses at Plymouth in addition to their KC/TC course. Plymouth assigns 15 credits per semester for a course at the KC/TC.

In order to pursue courses at the Kent Career/Technical Center, interested students should contact the high school counseling office for more details. Listings of all available courses can be obtained from the counseling office.

Generally, these classes should not take place as substitutes for classes at PCS, but rather as supplements to classes at PCS. KC/TC is a secular institution and as such will expose the students to unchristian conduct and lifestyles. Parents should discuss these concerns with their students. A decision to attend KC/TC should only be made after serious consideration and prayer.

Plymouth Christian High School Courses

Plymouth Christian High School offers a comprehensive educational program. Courses are available in the following areas: Bible, Business/Computers, Foreign Language, Home Economics, Mathematics, Music, Physical Education, Science, Social Studies, and Technology. Courses for grades 7 - 12 are described in the PCS Scope and Sequence.

Teacher Aides

Students who have a free period have the option of being teacher aides. Students choosing this option will assist an elementary or high school teacher in a variety of tasks. Aides will be graded on accuracy, punctuality, attendance, responsibility, and efficiency. One-half of a normal class credit will be given. Dishonest work is one ground for dismissal from this opportunity.

CREDIT FOR PCH COURSES

Most PCH courses meet for five periods per week. Students who pass these courses earn five credits per semester. Two-day courses earn 2 credits per semester. Five-day ELS and Teacher Aide courses earn 2.5 credits per semester. KC/TC courses earn 15 credits per semester. To graduate from PCH, students must earn a minimum of 215 credits in grades 9 - 12. Most students earn 250 - 270 credits.

Home School Credits

Plymouth Christian High School will determine what, if any, credit will be granted for home school courses taken by a student who is applying for admission to Plymouth Christian. Credit will be given for home school courses taken through an accredited

institution. Courses completed at home (without the oversight of an accredited institution) will be evaluated individually. Grades for courses taken in non-traditional school setting will not be used in determining a student's GPA, but attached to the student's PCH transcript.

Non-PCH Classes

In general, when a student transfers into our school from a traditional high school, previous credits will be accepted and used to compute the student's GPA. After a student is admitted to Plymouth Christian, the courses necessary to graduate from our school must be taken at Plymouth.

If a student does not pass a course at Plymouth, he/she is allowed to take a similar course at an institution approved through our counseling office prior to the beginning of that course, and then transfer the credit to our school. These credits will be transferred in, but not the grade received.

Credit will be given for course work taken at a traditional college if the course is equivalent or more advanced than that offered at Plymouth. Students may take alternative courses due to an irresolvable scheduling conflict even if they did not first fail a PCHS course.

EXAMS

With the change to percentages, if a student failed both marking periods, he/she may have the option of taking the exam to try to increase the course percentage to a passing grade.

Note #1: 300 points are needed to pass a course. These 300 points are the sum of twice the first marking period percentage plus twice the second marking period percentage plus the exam percentage.

Note #2: If a student has not completed major projects or minimum work in the course, the student will earn an Incomplete. The work must be completed within one month of the end of the marking period or the student receives an E for the semester regardless of any of the percentages involved.

Exam Procedure

Exams are scheduled on half days of school and students are normally dismissed at noon. All students are required to take their exams at the assigned times. Any deviation from the exam schedule must be approved by an administrator at least two days before the first exam day. Students must arrange to leave the school grounds after exams are finished each day. If needed, students may remain at school until 3 P.M. and ride the bus home.

• Senior Exam Policy

β Provided that a senior has no unexcused absences in any class (or 10 or more absences), Saturday schools, or suspensions for the year, he/she may be exempt from some or all of the second semester exams. Seniors may be exempt from their second semester according to the following criteria:

- 1) Students with a high school cumulative GPA of 3.667 or better must earn an "A-" or better for MP#3 and MP#4 (not combined, but each).
- 2) Similarly, students with a high school cumulative GPA of 3.333 or better must earn a "B+" or better for MP#3 and MP#4 (not combined, but each).
- 3) Likewise, students with a high school cumulative GPA of 3.000 or better must earn a "B" or better for MP#3 and MP#4 (not combined, but each).
- 4) All others must earn a "B-" or better for MP#3 and MP#4 (not combined, but each).
- 5) Students with IEP/504/ISP must earn a grade above their cumulative GPA for MP #3 and MP #4 (not combined, but each).

Value of Exams

Final semester examinations will be given at the end of each semester. Exams will count 20% of a student's semester grade. In classes that do not have an exam, each marking period is worth 50% of the semester grade.

ASSESSMENT

Teachers use a variety of assessment tools to provide students with an opportunity to demonstrate what they have learned. Assessments include daily assignments, projects, papers, tests, quizzes, demonstrations, presentations and participation. To pass a course, each student must meet certain criteria. If necessary, some adjustments are made for students upon the recommendation of the resource room teacher.

Course Failure

Failing work in a class, too many unexcused absences/suspensions, or failure to complete an incomplete class grade by a student will result in failure of that class.

A student who fails any required course must repeat that course, or a comparable one, at Plymouth or another institution, in order to graduate. Religion courses, however, must be taken at Plymouth. Students must take and pass a Bible course every semester they are on our campus. Failure to pass a course means that the student must retake the course or, if there are scheduling conflicts, pass another Bible course that is offered.

If a student fails both marking periods, he/she may have the option of taking the exam to try increase the course percentage to a passing grade. Any student who does not make up work for an Incomplete (I) grade within 30 days of the end of the marking period will fail the semester in that class regardless of his other marking period grade.

When course failure is being considered:

1. Teachers shall grade realistically and honestly "speak the truth in love" (Eph. 4:15) on report cards and/or on all parent/teacher/student discussions.
2. Staff members, upon discussion and examination of any assessments, should determine whether a person has the ability to meet minimum course requirements. If it is determined that a student is not able to meet minimum course requirements, the student shall be allowed to pass a course, if he/she has met the adapted course requirements.
3. Students who pass academic subjects, which have been adapted to meet their ability level, will have a designation placed behind the course title on their transcripts, indicating that it is an adapted course.

All course failure designations must adhere to the following procedures:

1. Teacher communications with parents regarding upcoming tests, homework assignments not handed in, grades being earned, etc. must take place. Parents can check this daily on PowerSchool. Teacher/administrator discussions regarding students who are failing subjects must occur periodically.
2. Final decision on course failure might take place after final exams are completed.

Grade Point Averages (GPA)

PCH uses the following scale for calculating GPA:

A	4.000	C	2.000
A-	3.667	C-	1.667
B+	3.333	D+	1.333
B	3.000	D	1.000
B-	2.667	D-	0.667
C+	2.333	E	0.000

Grading System

Each teacher will determine the weight of assignments, quizzes, tests, projects, and participation for their own classes.

Grading Scale

The school grading scale used by all teachers is:

95.0 - 100.0	A	73.0 - 76.9	C
90.0 - 94.9	A-	70.0 - 72.9	C-
87.0 - 89.9	B+	67.0 - 69.9	D+
83.0 - 86.9	B	63.0 - 66.9	D
80.0 - 82.9	B-	60.0 - 62.9	D-
77.0 - 79.9	C+	59.9 and below	E

Note: PowerSchool tracks grades to the nearest hundredth percent. PowerSchool assigns grades according to this chart (as if rounded to the nearest tenth). Example: 95.95% would round to 96%.

Incomplete Course Work

Students given an incomplete in any course must make up this work within one month after the marking period is completed. An Incomplete will appear as an I on a student's report card. Any student who does not complete unfinished work by this deadline will receive a failure for the semester in that particular class. To participate in the graduation ceremony, seniors must resolve all incompletes by the end of the last exam day.

Progress Reports

Progress reports will be issued midway between the marking periods to those students whose performance in class is below average or failing, whose work has shown noticeable improvement, or whose performance is superior. A progress report may also be issued to clarify a particular situation in class. Progress reports may be requested by parents at any time. Progress report grades are not final grades on a student's record.

Report Cards

Report cards are issued four times per year, at the end of each nine-week session. Semester report card grades are final grades that will appear on the academic records. Each marking period counts for 40% and the exam

counts for 20% of the semester grade. Semester grades are used to calculate a student's cumulative grade point average.

Test Overload:

Students who have more than two major assessments on a given day may request a later due date subject to the following:

1. A written request must be submitted to an administrator at least 24 hours in advance of the first test. The request must list the class, teacher, hour, type of assessment, and the date the assessment was assigned.
2. The administrator (in consultation with teachers) will determine which if any assessments will be postponed.
3. A delayed test must be taken before school, after school, during lunch, or during a study hall on the next school day. This should be arranged with the teacher.



GRADUATION (Grade 12)

Graduation of seniors will occur after all examinations have been completed. Students may not participate in the graduation ceremony without having completed necessary credits for graduation, including making up final semester incompletes before graduation. The graduation ceremony normally takes place the day after the last exam. Diplomas will be mailed or may be picked-up at the school office after the graduation ceremony.

Honor Cords

Students who have a cumulative GPA of 3.0 or better at the end of the first semester of their senior year may wear honor cords at the graduation ceremony.

Ranking

Students included in class ranking for graduation must be full-time students at Plymouth for their entire senior year.

Requirements

In order to graduate from Plymouth Christian High, each student must attend at minimum the senior year on campus (full-time student) and fulfill all required course work. Passing a regular (5 days per week) course earns 5 credits each semester. Senior students must have at least 24 credits each semester. Any deviation from the requirements must have Administration and/or Education Committee approval.

<u>DEPARTMENT</u>	<u>GRADUATION REQUIREMENTS</u>
Bible	40
English (1 Speech, 1 Composition, 1 Literature required)	40
Mathematics (may include Accounting) (Must include Algebra (1 st and 2 nd year), geometry, and math during a student's senior year.)	40
Physical Education	10
Science (Must include one year of Biology and Chemistry or Physics)	30
Social Studies (Government, Economics, World & US History required)	30
Fine Arts (1 year of music required)	8
<u>Electives</u>	<u>17</u>
Total credit needed:	215

(Note: Students generally earn 250-280 credits)

* **Service Requirement**

All students in grades 7 - 12 must complete two units of service (which consist of approximately 2 hours minimum per unit) before final Bible exams are taken each year as part of the Bible credit. A unit consists of one of the particular activities listed below. Students submit the traditional "blue cards" to their Bible teachers as they have completed service projects. The student and an adult, who will verify involvement in a particular activity, must sign the blue form. Bible teachers record each unit as part of the requirement to pass the Bible class then pass the blue cards to the counselor for documenting on a school record. Some activities might occur during the school day, but most of them will probably occur outside of the school day. Please note that these service projects should not include things done around a student's own household, grandparents' households, or places where he or

she would normally be expected to help without pay. Students should keep track of their participation, as events occur.

The following items are listed as pre-approved, service experiences, but other items could be added, as they are brought to the attention of our Bible Department and/or administration. Note: Student Council members cannot claim the organization Student Council events for service projects since these are part of Student Council members' responsibilities.

1. Helping the elderly at the home of the elderly person.
2. Helping at a local mission outreach, such as the Habitat for Humanity, or the Guiding Light Mission.
3. Delivering Thanksgiving baskets.
4. Singing for homes/hospitals, including the Veterans' Facility.
5. Participating in church choir.
6. Involvement in mission trips/projects.
7. Passing out religious literature/tracts.
8. Helping in tape/tract ministry in local church.
9. Volunteering at places of care.
10. Participation in any school sponsored Community Involvement activity.
11. Involvement in Fall/Spring cleanup of school grounds.
12. Helping at various school functions, such as the annual School Sale.

Student Council School activities (events for the student body like basketball, Fall Fling, football...) do not count toward the service requirement.

∅ **Valedictorian/Salutatorian Requirements**

The valedictorian and salutatorian positions of a graduating class represent students of high academic achievement. Criteria for valedictorian/salutatorian must be fulfilled by the end of the first semester of senior year. Those fulfilling the requirements must maintain academic excellence to the end of their senior year. Any deviation of the requirements must have the approval of the School Board. Students must fulfill the following requirements to achieve one of these two positions:

1. To be considered, you must be a full-time student in good standing on our campus for at least three years, including the senior year.
2. Take a minimum of 10 semesters of the following college prep classes:

AP English	Algebra IV
Algebra III	
British Literature	
Chemistry I	Chemistry II
Foreign Language I	Foreign Language II
Foreign Language III	Foreign Language IV
Functions/Stat./Trig. I	Functions/Stat./Trig. II
Geometry I	Geometry II
Physics I	Physics II
Physiology	
PreCalculus I	PreCalculus II
Psychology	
Senior English	
3. Attain one of the two highest GPA's in the group of senior students who have fulfilled requirement #1 and #2.
4. The valedictorian/salutatorian must each have a minimum cumulative GPA of 3.0.



† **JUNIOR HIGH COMPLETION**

To graduate from Plymouth Christian Junior High, students must earn a minimum of 120 class credits in grades 7 and 8 combined. Every class taken earns some credits. Each 5-day class, for example, earns 5 credits per semester. Graduates will be recognized at the end of their 8th grade school year. In general, the day includes breakfast in the morning, a short ceremony, and transportation to a restaurant for lunch.

Students who transfer to Plymouth Christian Schools in grade 8 are required to earn 60 credits in grade 8 to complete junior high.

* SCHEDULE CHANGES

To change a course after signing up for classes, a student must contact the counselor. No classes may be added after the first five school days of the semester. A student may drop a course under the following rules:

1. Up to six weeks into the semester, drop without penalty. (Unless class has a waiting list - then 6 days)
2. After six weeks, an E is recorded for the semester grade on transcript.
3. Drop/Adds may occur at the beginning of either first or second semester.
4. Two-day classes may not be dropped at 2nd semester.

Students who drop a course must discuss this with the counselor. A Drop/Add slip must be completed prior to the above deadlines. If a student retakes a course, the higher of the two grades will be recorded.

STUDENT LIFE

ANNOUNCEMENTS

Daily announcements are projected via monitors and are posted in the hallway at school. Students are responsible to know information in the daily announcements. Information to be included in announcements should be submitted electronically in the Announcements folder in the HS EL Shared folder, emailed to the library (library@plymouthchristian.us), or via a phone call to the library. Preferably, announcements should be submitted prior to 8:20am.

*AWARDS

Throughout the school year and at the Awards Ceremony, students are recognized for academic and non-academic achievements, and for involvement in various activities.

Academic Improvement Award - Students grade averages are calculated using marking periods 1, 2, and 3. If grades have improved significantly over the previous cumulative GPA, students earn the Academic Improvement Award.

Attendance Award - Perfect attendance certificates are given to students who have no absences during the school year.

Citizenship Award: Citizenship certificates are given out at the Awards Assembly in May to all students who did not receive any demerits throughout the school year. Almost half the student body typically receives this award each year!

Congressional Medal of Merit Award - Each year the high school staff is asked to choose a senior who demonstrates exemplary citizenship and academic excellence in their high school careers. A senior should be chosen who has been a leader in the areas of peer respect, community service, school citizenship, and involvement in extracurricular activities. This student should significantly contribute to making our school a better place and not seek or expect recognition for his/her efforts.

Department Award: Each curricular department (Bible, English, Math, ...) awards one student the department award each year at the awards ceremony. The student earning an award in a certain department must be taking one of the highest-level classes in the department during that year. In addition, the following criteria are considered: interest (in and beyond class), ability, attitude, and number of classes taken in the department.

Honors Breakfast: All students with a 3.0 grade point average or higher for the first three marking periods of the year are rewarded with a breakfast served by school staff in the spring. Students of the Month are also invited to this breakfast.

Leadership Award: Up to four 12th grade students are awarded a leadership pin based on the number of units earned toward the Plymouth letter/numeral (not including points for semester GPA's).

School Involvement Awards: In order to recognize academic ability and effort, as well as participation in various school-related activities, PCS pendants, PCS Water-bottles, PCS T-shirts, and PCS Sweatshirts will be given to students in grades 9 - 12. The criteria established by the staff include the following guidelines, as determined after the third marking period in a given year:

1. Ten points will be given for the following:
 - a. Student of the Month
 - b. Student Council Member



- c. Active involvement in a Student Council Committee
 - d. Participation in a regularly-scheduled Community Service project.
 - e. Participation in a competition for which work is done primarily within normal classroom setting
2. Twenty points will be given for the following:
- a. Participation in an academic competition for which work is done primarily outside of the normal classroom setting.
 - b. 3.0 GPA for any semester
 - c. Department award
 - d. Student Council Officer
3. Various Steps:
- a. To earn a numeral 100 Points
 - b. To earn a letter 200 Points
 - c. To earn a "300 Club" pin 300 Points
 - d. To earn a "400 Club" pin 400 Points



Reward Lunch Days: Students are rewarded throughout the school year for good behavior with an out-for-lunch experience. Students must pay for their own lunches, but have the opportunity to leave campus for lunch that day. Juniors and seniors are given an extra open campus day for each month they have not earned a demerit. All other students are rewarded a day out-to-lunch for each marking period with no demerits. Students in grades 7 - 10 must ride a school bus to the restaurant and are chaperoned by a staff member.

Student of the Month: Students are selected each month by faculty members. Six or more students who positively influence the school are selected each month. Pictures of these students are displayed in the school hallway. These students are also invited to the Honor's Breakfast in the spring and are presented with a certificate of recognition at the Awards Assembly in the spring. A Student of the Month has a positive attitude toward school, shows care and concern for others, is cooperative and helpful, is industrious and ambitious (makes good use of time), and upholds the Christian values of this school.

Top Ten Seniors: Most years, the Grand Rapids Press requests a list of ten top seniors from PCH. Top ten senior students must have at least a 3.5 grade point average, have been involved in five or more extracurricular activities in grades 9-12, have five or less demerits their senior year, and no Saturday Schools or suspensions.



ð BANQUET

The school Junior-Senior Banquet usually takes place on a Friday night in May. All juniors and seniors are dismissed from school at noon on the day of the banquet; all other students will remain at school for the entire day (even if they are attending banquet). No prearranged absences may be used by students attending the banquet for this day. All students and guests attending the banquet must meet school dress code. For the banquet video, a set of acceptable music CD's will be provided by the teacher involved.

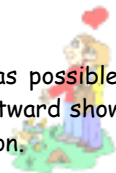
*BIKES

Students who ride bikes to school should lock them in the bike rack during the school day. Bikes may not be used during the school day.



*BOY/GIRL RELATIONSHIPS

High school days will bring friendships that you will always remember. Make as many friendships as possible. Avoid excluding other people, and therefore limiting your association to a few select persons. Any outward show of affection between students involving physical contact is forbidden and is subject to disciplinary action.



*BUILDING AND GROUNDS

A neat and clean building provides the best atmosphere for work.

Students must assume responsibility for keeping the school building and grounds as neat and clean as possible. Use the rest rooms only for the purpose for which they are intended.

Take proper care of all school property and furniture.

Obtain permission from a school administrator to post anything on the school grounds.

***CHAPEL**

Chapel is normally scheduled once every two weeks. All students are required to attend chapel and sit in their assigned seats. Each student must bring a Bible and Psalter with him/her to chapel. Proper behavior is expected at all times during chapel.

CLASS TRIPS FOR HOME-SCHOOL STUDENTS

Students who attend 50% or more will be included with all class trips (except the Washington D.C. Trip which is open only to full-time 12th grade students). Course specific trips will include only students enrolled in that course. Normal fees must be paid by participants.

Subject to Administrative approval, class trips (K - 6, 8th Lansing, 9th Chicago) are open to home-schooled children from the following churches: Covell NRC, First NRC, Heritage NRC, Kalamazoo NRC, Providence Reformed, and Free Reformed subject to the following:

1. Normal fees must be paid.
2. In addition, to help share the cost of bus expenses and teacher time (which PCS parents pay through tuition), the family (or students if in grades 7 - 9) should provide 5 hours of school service or pay 50% more than the cost of the trip. School service includes helping with Soup Supper, Sub Sales, School Sale, Auction, Accelerated Reader Program, etc.).
3. Available seats will be determined after normal sign-up.
4. Reservations must be made before deadlines.
5. Administrative approval will be based on class size, class make-up, teacher requests, and available seats.

If the parent does not accompany the child, the Emergency Authorization Form and Class Trip Agreement Form must be completed prior to the day of the trip.

COMMUNICABLE DISEASE

Since we are required to report any communicable disease to the county health department, parents are requested to inform school immediately if their child contracts a communicable disease.

***COPY MACHINE**

Student copies should be made on the copy machine in the media center. Students who need something laminated must pay the media center monitor. Laminating costs will be determined by the monitor.



COLLEGE VISITATIONS

Juniors and seniors are eligible to apply for college visitation days. In general, these days are limited to two per school year. In addition, local college representatives visit PCS each year to meet with interested students.

***COURTYARD** - The courtyard is used during lunch, weather permitting. The courtyard may also be used by students in study halls as long as the courtyard is monitored. Behaviors in the courtyard may not be distracting to classes in session. When classes are in session, the courtyard should be used for reading or studying. There should be no loud talking/noise, games, sunbathing, sleeping, etc. Students should enter only through hallway doors (not through the shop).

COUNSELING

Academic counseling in such areas as program planning, test interpretation, career information, college applications and information, and job information is provided by the counseling office. Students are urged to make an appointment, when necessary, with the counselor, an administrator, or with any staff member. General counseling of students is done periodically throughout the year.

***ELECTRONIC DEVICES**

Cell phones may be used for phone calls only before school, after school, or during breaks. Cell phones must be off at all other times. Abuse of this policy will result in the loss of the cell phone for 24 hours. Repeat offences will merit additional discipline. If the cell phone is needed it can be bought back at the end of the day for a \$10 fee. Consequences for abuse are: 1st offence = \$10/24hrs, 2nd offence = \$10/48 hours - repeat offences are \$10 and a demerit. Texting is prohibited while any students are in class (sending or receiving). The library phone is available for short, necessary, student calls between classes during the school day. Other electronic devices such as radios, tape recorders, CD players, pagers, ipods, MP3 players, beepers, etc. may not be on school property, on buses, or at school functions except with permission of administration. Electronic games are allowed



if they can be operated silently without headphones. Laptops may be used only for approved educational purposes. Consequences for abuse on all electronic devices is the same as cell phones.

911

***EMERGENCY PROCEDURES**

Fire Drill: Students must exit the building quickly and orderly through the exits which are designated in each room. The alarm is an uninterrupted buzzer/siren sound.

Severe Weather/Disaster: Students should move in an orderly fashion to designated areas and remain there until an "All Clear" is given. The alarm is an intermittent ringing of the bell. Procedures are posted throughout the building.

Lock-Down Drills: Each year administration conducts one "Outside Intruder" drill and one "Inside Intruder Drill. Teachers lock their doors immediately, and students go the designated areas within their classroom.

EXTRACURRICULAR ACTIVITIES

Students learn inside and outside of classroom settings. In addition to classroom work, activities, and field trips, we encourage all students to become involved in extracurricular activities at school or in community service projects.

Activities: Student council, parent groups, and teachers schedule student activities throughout the school year. These activities are usually planned in advance and fees are sometimes required. Students are urged to participate in these opportunities to promote student interaction. (See "visitors" section for non-PCH student involvement.)

Intramurals: During noon break each day intramural games are played. Students interested in playing should sign up at the appropriate times. At various times during the year, there will be competition between grades and games against the teachers.

Science Olympiad: Science Olympiad practices begin in the winter and are held on Tuesdays after school. Any junior or senior high student may be on the team, but not every student will actually participate in the competition. The regional competition is in March, and State competition is in April or May.

Spring Fling: Spring Fling occurs the week before spring break. This Student Council committee organizes different competitions between grades during morning and noon breaks.

Student Council: Student Council's purpose is to provide many activities and services to the student body throughout the year. The Student Council also coordinates discussion between the student body and the administration. Student Council executive officers are elected in the spring to lead Student Council the following school year. Students running for Student Council executive office must fill out the proper paper work and make a short speech at a student assembly in April or May (senior class trip week). Student Council officers are elected by the entire student body. After Student Council officer elections, class officers are elected by individual grades. Members of the student body are urged to become involved on the various committees of Student Council. Sign-up for these committees takes place in the beginning of each school year.

***GYM**

The gym is open before school (beginning at 8 a.m.) for student use from October to June. A list of gym rules for before school use is available from the PE instructor. During noon breaks, students may use the gym on inclement weather days in the fall and spring. During the winter months the gym is used for intramural games. The gym is not open during morning or afternoon breaks. Participants in gym activities must wear proper athletic shoes.

Gym Use for Class Parties

The gym may be used after school hours for class parties if:

1. All students in the class are invited.
2. The homeroom teacher attends (if not available, another teacher may substitute but must be approved by administration).

HOT LUNCH

Hot lunches are served at a minimal cost on alternating Fridays throughout the school year. The Student Council sells pizza on the alternating weeks. Chicken nuggets/sub sandwiches/pizza (or other food items) may be served by 11th grade students on one other day per week.

***LOCKERS**

Lockers are the property of the school and must be kept clean and neat. A fee is assessed for locker use each year. Only school-issued locks are allowed on lockers. All lockers will be inspected at least twice each marking period, but may also be inspected on an individual basis at any time. There will be both announced and unannounced locker checks. Locker inspections usually take place after school has been dismissed for the day. Also, lockers and any item in the locker may be searched as needed during the school day by school faculty.



Lockers should be kept clean and organized. Students should not keep food (including candy), drink, or food containers in their lockers at the end of the school day. Students must not display anything on the outside of locker. Any logo, signs, pictures, memos, etc. which are on the inside of the locker must reflect a Christian set of values, in the opinion of the instructor. In general, pictures of family, friends, animals, etc. are allowed. Ads, pictures of rock and movie stars, stickers, slogans, pages from magazines, etc., which do not reflect these values, are not allowed.

***LOST AND FOUND**

Personal items found outside of lockers may be placed in lost and found closet. Students who have lost personal items should report to the office and ask the secretary for permission to look in the lost and found closet. Lost items may be reclaimed for fifty cents. Unclaimed items are sold periodically throughout the school year for fifty cents in the hallway by the school office.

***LUNCH ROOM**

Lunch must be eaten only in the assigned homerooms. Students are expected to keep these homerooms clean and may be assigned by the teacher to clean up after lunch. Devotions begin ten minutes after morning classes end. All students must be in their lunch rooms by the time devotions begin.

Food or drink may not be eaten in the gym, locker room, media center, computer room, or on the athletic field. Also, food or drink (except for water bottles) may not be taken into classrooms during classes.

Junior High Students should not be in the Senior High wing during split-lunch and vice-versa.



***MEDIA CENTER-COMPUTER ROOM**

The media center is a quiet to study, read, or work on a computer. Students who report to the media center for a regular study hall will have assigned seats. Any books which leave the media center, must be checked out with the media center monitor. Students are responsible for any book checked out under their names. Students may not be in the media center without permission or supervision of a staff member. Study hall rules are posted in the media center-computer room and must be observed at all times.

MUSIC NIGHTS

PCHS music students present three evening programs during the school year to share God given talents of those students enrolled in the music program. All music students must attend these programs. Seniors with particular music ability are encouraged to participate in individual or in small group selections. Other students may participate if time permits.

ð OPEN CAMPUS

Open campus is a privilege that permits to students in the 11th and 12th grades to leave the grounds one designated noon break per week for lunch. A parent-signed permission slip must be on file in the office for students to receive this privilege. Students must exit the building in an orderly fashion, keep the parking lot free from trash, and return on time for class.

Juniors and seniors who must serve a detention or who choose not to go out for open campus must eat lunch in their assigned rooms. Juniors or seniors taking underclassmen on open campus will lose their open campus privileges for disciplinary reasons. Juniors or seniors failing a class at any point will lose their open campus privileges immediately. Students must see an administrator to verify the student is passing to have the privilege reinstated. Students with incompletes will not have open campus.

Students who forget their lunches on other days will not be allowed to leave campus to eat. Students must not leave the school grounds during the school day at any other time without permission from a staff member.

Ø PARKING LOTS

For the safety of students and vehicles, the parking lots are off-limits at any time during the school day. This includes before and after school, as well as during lunch hour. Students may not be in these lots without permission from a staff member. Students should always use the walkway when going to and from the parking lots.

PUBLICATIONS

The school yearbook is published on an annual basis and is distributed in the fall of the following school year. Yearbooks must be ordered and paid for in the winter of the school year.

Permission must be received from administration for distribution of any other publications to students. Any written material or publication must reflect the Christian standards of our school. Distribution of any written materials that are personal attacks on school personnel or our school's standards are strictly forbidden.

SCHOOL HOURS

Students may be admitted to the building as early as 7:00 a.m., with the permission of an instructor. No student is allowed in the building after school, unless he/she has received permission from an instructor. In general, no students, including 8th hour students, shall be in the building after 4:00 p.m. If students need to be picked up, parents should be at school by 4:00 p.m.

β SENIOR RELEASE

Seniors who have earned this privilege may be released early each day, or come in later each day. However, once a senior is on campus, he/she may not leave until his/her school day is completed. While on campus, students must be in a class or in a study hall. The privilege of senior release is forfeited if the student is failing a class or has outstanding discipline. The student will lose senior release for a minimum of one week. The release may be reinstated after the student verifies his/her passing grade with the administrator. Seniors with incomplete grades (I) will also lose their senior release privileges.

SNACKS

All food and drink consumed during break time must be done in the hallways. Snacks may be purchased from the vending machines in the hallways. Once per week, the junior class sells donuts at break time.



*STUDY HALL

Study hall is a time for students to complete schoolwork, study for quizzes or tests, work on projects, or to spend time reading a book or magazine. Therefore, a quiet atmosphere is required. Unless a staff member in advance gives permission to leave the study hall, a student must remain in the assigned study hall the entire period. Study hall is not a time to talk to your friends, roam the hallways, go to the bathroom, or goof around. If students do not intend to use study halls for the intended purposes, they are advised to take another class during the study hall time period.

General Procedure Rules

1. All students **MUST** be in their assigned seats when the tardy bell begins to ring. Students will remain in their seats until the dismissal bell and may not line up at the door prior to the end of the hour. Tardies are tabulated and enforced according to school policy. On the 3rd tardy the student will receive alternative discipline. Every subsequent tardy will be a demerit. All discipline must be completed within one week. "Two-period-a-week" study halls tabulate tardies on a semester basis. One period a week study halls tabulate tardies on a yearly basis.
2. Study hall must be quiet at all times! If a student's voice is loud enough to be identified, an alternative discipline will be given! Study hall monitors are not required to give warnings for being too loud.
3. Group work which focuses on study materials may be allowed at the monitor's discretion. The study hall monitor has final say on all group work situations.
4. Students are not permitted to leave study hall without a note from a staff member dismissing them to another location or duty.
5. Only in emergency situations will a student be permitted to leave to go to the restroom. Only one student may leave at a time, and a tardy will be given.
6. Students who continue to exhibit improper behaviors **WILL** be referred to an administrator for further disciplinary action.



*TELEPHONE

Cell phones may be used for phone calls/text messages only before school, after school, or during breaks (not study halls). Cell phones must be silenced at all other times. The library phone is available for short, necessary, student calls between classes during the school day. The telephones in the office, teacher's lounge, kitchen, and classrooms are off-limits for student use. If students need to use the telephone after school hours, they must have permission from a staff member.

TEXTBOOKS

The school provides textbooks to all students on a yearly rental basis. Students are responsible to provide their own supplies.

*VISITORS

Visitors are welcome at school, provided that an administrator has approved each visitor prior to the planned visit. In general, students bringing visitors must complete a visitor form two days prior to the visit, and are responsible for the dress and conduct of their visitors during the school day. Visitors must also sign in at the office. Typically, administration allows two days per semester (maximum) for a student to bring a friend.

Student Council and school activities are for the student body of PCHS. Additional participants are welcome if:

1. They have obtained permission from a PCHS administrator and
2. They come as a guest of a current student (maximum one guest per student).

*WEIGHT ROOM

The weight room is generally open for student use at noon, before and after school, and during some study halls. Prior to use (or even entering the room), students must successfully complete a training session. Every student who is in study hall and wishes to go to the weight room, must first go to study hall for attendance and permission. Students must stay in the weight room the whole hour and may not be in the hall.

WORK PERMITS

According to state law, students under the age of eighteen who work for an employer during the school year must obtain a work permit. A work permit may be obtained from the school office, and a copy of this permit shall be kept on record by the school. The Michigan laws require that students may not spend more than 48 hours in total between school and work. In addition, 14 and 15 year olds may not work later than 7 p.m. during the school year. Students who are 16 and 17 year old may not work later than 10:30 p.m. Students in violation of these regulations may be reported to the Department of Labor.

***ATTENDANCE**

The Michigan Attorney General issued an opinion (1978 OAG 5414) that states that the compulsory school attendance law recognizes an educational value in regular attendance at school. **The opinion states that classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teacher and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences.** Based on these considerations, the Attorney General concluded that a school district may consider attendance in determining a student's grade in a course.

Regular, prompt attendance and preparation for class are essential for good classroom order, academic achievement, and, in the future, job retention. Habits learned early in life are hard to change. Thus PCH encourages students to be prompt and prepared.

ATTENDANCE TERMS AND POLICIES

A student may have at most ten (10) total absences (of any type other than class trips) per class per semester. Parents will receive notification at 7 absences. **Note:** The 10 absence maximum is for a five-day/week course. This is the equivalent of 4 days absent for a two-day/week course.

If a student exceeds 10 absences,

- a. From 11 - 15 absences, the semester course grade will be reduced 3% per absence.
- b. After 15 absences, an E will be recorded for the semester grade.

In general, full course credit will not be given if more than ten (10) of the regular class days are missed per semester. Regardless of the length of absence, courses which include classroom participation as an important part of the grade will not receive credit if the time missed cannot be made up in some way. Extreme or unusual cases shall be decided at the discretion of the administration.

Most teachers teach much more than is tested and students learn much more than they demonstrate on assessments. To recognize the value of this daily learning that occurs, teachers are allowed the option to include an entry with value equivalent up to a test grade that reflects students' daily attendance and behavior (similar to KC/TC). Absences or misbehavior in the class, would decrease this grade proportionate to the total possible days. Students who attend class regularly and are attentive earn points to recognize the learning that occurs even though it may not show on other assessments.

Excused Absence is an absence due to illness or injury, doctor/dentist appointment, death of family member or friend, emergency situations that are unavoidable, or a prearranged absence. These are included in the total number of absences allotted per semester.

Students with an excused absence will be given the same number of days that they were absent to complete make-up work unless they have prearranged otherwise with the teacher. Students absent only on the day of a test are expected to take the test on the day they return. When returning from an absence, the **STUDENT** is responsible to ask for and complete make-up work. Parents may also contact the school office to receive daily homework when their child is absent.

Excused absences include: illness, death in the family, family emergency, college visitation (with prearranged absence form), medical/dental appointments, family vacations (with prearranged absence form), hospitalization, November 15 for hunting (with prearranged absence form), Banquet afternoon for 11th and 12th grade students, and other pre-approved absences by administration.

Prearranged Absence is a type of excused absence requested by a parent for a family need or experience or a college visitation. Note: Family trips are generally considered trips that include the parents or a parent-approved adult age 21 or older. Prearranged absence days are not encouraged and are included in the total number of absences allotted per semester. Generally, a student must be passing all of his or her classes to have a prearranged absence approval if the event is not a family vacation. Prearranged absences should not be taken during the first week of a semester, last two weeks of semester classes, or during exam week. **STUDENTS** should make arrangements in advance to complete schoolwork, which will be assigned in their absence. Students may be asked to complete assignments, tests, or other projects before their absence. **STUDENTS ARE RESPONSIBLE** to initiate contact with the teacher and to complete make-up work upon returning from a prearranged absence. Students with a prearranged absence will be given the same number of days that they were absent to complete make-up work unless they have prearranged otherwise with the teacher.

The procedure for approving a prearranged absence form is:

- The parent submits a signed, written request (blue prearranged absence form) to the administrator. This request must include the dates of absence and detailed reason.
- The request will be reviewed by an administrator and signed if the reason is acceptable (in accord with school excused absences).
- The student will visit each of his/her teachers with the form. The teachers will sign and may add comments.
- If necessary, the form (with teachers' comments) will then be signed (a second time) by the parent/guardian after the comments have been viewed.
- The completed slip will be returned to the office for final approval at least two days prior to the absence.

Unexcused Absence refers to being absent for all or part of a school day without a valid reason, as defined by the school administration. Valid reasons for a school absence are listed above. All other absences are considered unexcused. In addition, a student who misses 20 minutes or more of a class period receives an unexcused absence in that class. A student who is unexcused from class will be given one demerit per incident and will have his or her grade dropped 3% in each class missed. (Saturday school

may be taken to avoid grade reduction. Each Saturday School would count for up to 3 periods missed per incident.) Four unexcused absences in a class for the semester will result in course failure. This also applies to KC/TC courses.

Unexcused absences include: oversleeping, tiredness, lack of sleep, car trouble, running out of gas, skipping class, hair appointments, missing the bus or ride to school, missing one class to study or prepare for another class, working, too much homework to do, staying at home on days on which parent or student feels no work will be accomplished at school, running errands for parents or other people, and such like excuses.

Yet, even the most diligent, responsible people do slip up once in a while. Employers also recognize this and do not penalize an employee for unintended lateness - as long as it is "rare." To follow the lead of employers, PCS allows four "emergency late" excuses per school year.

Tardies are recorded by the classroom teacher. Tardies for KC/TC classes are recorded by the office.

Students are considered tardy for class if they . . .

- a. are not in their assigned seats with all necessary course materials when the tardy bell begins to ring. OR
- b. must leave the classroom for any reason during the class period. OR
- c. are not on time to class, but less than 5 minutes late. OR
- d. were tardy for a legitimate reason, but fail to provide an authorized excuse within 24 hours.

Being tardy disrupts the educational process and often wastes valuable class time for an entire class. Students should strive to be prompt and prepared for each class. If a student earns a third tardy in a particular class, the teacher will fill out a discipline form. This third tardy is alternate discipline. The student must sit in noon detention with the others who have demerits. Each tardy after the third is a demerit.

Emergency Lateness is allowed up to 4 times per school year with no penalty to a student's first class of the day. A note or phone call from a parent is needed to validate the emergency (flat tire, car wouldn't start, etc.) to be valid. For any additional emergencies beyond four, students will be assessed whichever is appropriate: a tardy, a demerit, or unexcused absence.

LIFESTYLE AND BEHAVIOR

Preamble

It is our intention to communicate as clearly as possible to staff, parents and students that we expect students to conform to the standards of a Christian walk of life. Those who will not conform to these standards must be dealt with in a loving but firm manner. In all of the policies below, we have attempted to follow two main principles: first, that unacceptable behavior must receive appropriate consequences; and second, that the purpose of the consequence is to be a means for correction and restoration in the student's life. When necessary, in-school discipline, suspension, and indefinite suspension procedures will be used as much as possible. Only when these attempts are exhausted, and real amendment and repentance is not found, will expulsion be used.

Extenuating Circumstances

The Administrators and School Board will use its discretion in the application of the following policies when it is determined that the incident requiring discipline resulted from extenuating circumstances such as medical condition or disability, family crisis, etc.

Appeal Procedure

A parent/guardian or non-minor student has the opportunity to appeal his or her expulsion decision. To request an appeal, the parent/guardian or non-minor student must submit their request in writing to the school office within five (5) business days of the expulsion/suspension using the PCS Expulsion/Suspension Request as the Appeal Form.

Definitions

a) in-school discipline: measures taken to correct minor offenses (e.g. teacher-student conferences, noon-hour and after-school detentions, in-school suspensions from class, etc.) It is impossible to list all offenses, but the following descriptions and lists give an overview and some specific examples.

Alternative Discipline will be given to students by a teacher or administrator for classroom misbehavior, tardies, dress-code violations, and other minor infractions. Alternative discipline infractions do not appear on a student's permanent record and do not count as demerits. This type of discipline would be given for behaviors like talking in class, making noises, sleeping, not paying attention, or creating other disturbances. Possible discipline might be writing an essay or lines, cleaning the chalkboards, coming in early, loss of open campus, loss of senior release, or some other similar task or loss of privilege. If the alternative discipline is not completed appropriately and in a timely manner, a demerit will be earned. Parents of students who continue to misbehave in the classroom will be contacted by the teacher. Continued misbehavior in class after parent contact will result in a demerit. Alternative discipline is given to students who do **not**:

- o Walk in the hallways/classrooms
- o Walk by the buses
- o Bring food and eat only in homeroom for lunch or in the hallways. Water is allowed in the classroom in closable container.
- o Sign IN or OUT by the office when arriving late or leaving early
- o Arrive on time and prepared to class
- o 3rd tardy for five day classes per marking period = discipline (4th = demerit)
- o 3rd tardy for two day classes per semester = discipline (4th = demerit)
- o 3rd tardy for chapel/assemblies per year = discipline (4th = demerit)
- o Wear proper athletic shoes for gym activities
- o Use the student entrances/exits
- o Follow the dress code
- o Stay out of areas off limits to students (teacher's lounge, teacher offices) unless given specific permission
- o Stay out of the hallways during classes (KC/TC students and seniors arriving during class time must be quiet in the hallways until break time)
- o Use open campus privileges appropriately (e.g. no littering)
- o Follow locker content requirements (neatness, food/drink, décor)
- o Eat in designated places, be present for devotions, demonstrate appropriate behavior during lunch
- o Follow study hall rules
- o Leave water/ice/snow outside the building
- o Notify and receive permission from an administrator prior to taking a visitor
- o When using bus transportation, at the elementary, transfer to correct bus in a timely manner and refrain from entering the elementary building.

Demerit: the name given for a discipline point due to some rule infraction. The student will be given a demerit form that must be signed by a parent and returned to the discipline administrator the next day. The demerit must be served within one week. The first five demerits result in a detention. After five demerits, each demerit becomes an 8th hour. Students must arrive on time, bring a writing instrument, homework, and book, and sit quietly, avoiding all interaction with other students. During the detentions or 8th hours, students will perform work assigned to them by the administrator/monitor, work on things they bring with them, read a book, or just sit quietly at the discretion of the administrator/monitor. Napping, or appearing to nap may void the time spent. No food or drink is allowed during detention/8th hour times. Arriving late earns an additional demerit. The accumulation of demerits results in increasing consequences. Discipline that occurs during the last two weeks of the school year may result in summer work hours at school.

- 5 Demerits Meet with Administrator
- 10 Demerits Meet with Administrators plus Saturday School (cost = \$20), note home
- 15 Demerits Meet with Discipline Board, Saturday School (cost = \$25), make a behavior plan to avoid expulsion at 30 demerits, note home
- 20 Demerits Meet with Discipline Board and Parent(s), Saturday School (cost = \$30), make a

- behavior plan to avoid expulsion at 30 demerits
- 25 Demerits Meet with Education Committee and Parent(s), Saturday School (cost = \$35), make behavior plan to avoid expulsion at 30 demerits
- 30 Demerits Normally the point a student will be expelled from school

Detentions are given for the first five demerits resulting from infractions of school rules. Students must take their detentions at the first available designated noon time (Tuesday noon break). They must report to the appropriate room and teacher assigned for that duty. If student skips or is late to a detention he/she will receive an additional demerit. (If students have more than one demerit/tardy to take in a week, any demerits not taken on the set detention day for that week must be served as a 40 minute 8th hr.)

Eighth Hours will be given for any demerit after the 5th demerit. Eighth hours must be taken on either Tuesday or Thursday from 7:40 - 8:20 in the morning or from 3:05 - 3:45 in the afternoon. Students must report to the discipline administrator on time. A student has a maximum of one week after the 8th hour is given to serve this 8th hour. If the 8th hour is not served within the one-week period, the time doubles. KC/TC students may not skip KC/TC to take morning 8th hours.

Some specific demerit examples: Demerits are given to students who do not:

- Complete classroom/alternative discipline
- Learn from alternative discipline and have repeated offences
- Take an 8th hour/detention within the time frame allotted
- Submit a respectful discipline essay (if essay/writing is assigned)
- Stay out of someone else's locker and/or personal possessions
- Treat other students and staff members with respect (this includes how one talks about others out of their hearing, and electronic postings need permission)
- Behave in the classroom (especially after a parent contact if that was necessary)
- Display appropriate chapel behavior
- Use bus privileges appropriately (see Busing)
- Use classroom equipment (monitors, VCRs, stereo, computer, overhead projection, ceiling fans, science, PE, etc.) carefully and only as directed by the teacher.
- Follow computer rules (use own log-in, keep settings/controls, care for equipment, no food/drink, no removing or interchanging parts ...)
- Refrain from displaying physical affection - avoid contact
- Follow driving and parking rules (See Driving and Parking)
- Remain on-campus unless permission is granted to leave
- Display and use only acceptable language, pictures and/or written material
- Refrain from using matches, lighters, flames, or similar materials
- Be honest on all student work (else a zero on work in addition to demerit - including the person who gave it to the dishonest student), higher levels - Saturday School/suspension/course failure. Repeat offences will receive higher levels of discipline also.
- Avoid activity contrary to Christian principles - verbal abuse or harassment of another student, knowledge of inappropriate behavior that is not reported, encouraging or promoting improper activity, or other similar actions, higher levels - Saturday School/suspension/expulsion)
- Care for the school and other's property.
- Avoid dangerous behavior that injures or has reasonable potential to injure another person, higher levels - Saturday School/suspension/expulsion)
- Use open campus privileges only when permitted to do so.
- Leave teacher property alone
- Come to class on time (more than 5 minutes late, but less than 20 minutes late).

Merit Opportunities: Students are able to reduce their number of current (not future) demerit(s) by one (or more) by providing 4 hours of school service at an administrator designated time and place (note: these hours may not count for the service requirements of Bible classes). An adult at the event will be asked whether the student was providing quality assistance (doing what was asked - willingly, responsibly, and promptly). Samples of possible service are:

- 4 hours at the School Sale (April/May)

- 4 hours at Auction set-up (October)
- 4 hours at Soup Supper (January)
- 4 hours at PCS Saturday yard clean up (Fall or Spring)
- A total of 4 hours of Sub Sale assistance (to get 4 hours, the student will have to help with set up the day prior and on the day of the sale) (Fall or Spring)
- Other 4 hour items with Discipline Board approval.

Merit cards must be filled out before the time is served. After time is served, the appropriate adult signature is required. (Merits will not count if cards are not properly filled out.)

Saturday School is given to students for more serious discipline offenses (count for two demerits) or for the accumulation of demerits. Saturday School normally occurs the first Saturday of the month from 9-12 noon. Saturday School students must pay a \$20-\$35 supervision fee. Students who complete Saturday School successfully will not have their grades lowered. Saturday School students who fail to attend or who misbehave will have all their grades for the marking period lowered 3%. Students should arrive 15 minutes early (8:45 am). Students must arrive on time, bring a writing instrument, homework, and book, and sit quietly - avoid all interaction with other students. During the detentions or 8th hours, students will perform work assigned to them by the administrator/monitor, work on things they bring with them, read a book, or just sit quietly at the discretion of the administrator/monitor. Napping, or appearing to nap may void the time spent. No food or drink is allowed during detention/8th hour times.

Outstanding Discipline: Students who still have outstanding discipline (detentions, eighth hours, etc.) to take on the Friday prior to exam week must complete their time on the Saturday prior to exam week. This "clears the slate" prior to exam week and the end of the semester. This also removes the necessity of taking detentions/8th hours during the exam days and disrupting the focus on exams. (Note: There is no charge for this type of Saturday School.)

- b) **suspension**: a specific period of time during which the student is not permitted to be at school or is at school in isolation, but is still required to complete assignments. Suspensions (count for two demerits) are given for serious offenses, criminal activity, etc. Usually, suspended students will not be allowed to attend school during their suspension time. Unless suspended students attend Saturday School, their grades will be lowered according to their suspension time. The school reserves the right to look at actions on an individual basis in deciding Saturday School, suspension, or expulsion situations. For readmission to school, the student must admit guilt, demonstrate at least outward repentance, and commit to changed behavior.
- c) **indefinite suspension**: an undetermined period of time during which the student is not permitted to be at school. However, the student is still enrolled, and his or her educational program remains the responsibility of the school. The suspension will remain in effect until such time as the School Board has decided whether the student will be accepted back into class under probation, suspended for a further period, or expelled (see expulsion). Depending upon the length of the suspension the student will lose three or more percentage points from the term mark for each class missed. If the suspension is lengthy, adaptation of the educational program may be necessary. Indefinite suspensions may result in grade reductions or incompletes in the courses the student is taking. Normal incomplete rules apply. Suspended students may take Saturday Schools to minimize grade reductions.
- d) **probation**: after an indefinite suspension, the student and parents must agree to and sign a written contract regarding future behavior. Probation may include a denial of certain privileges (such as class trips, graduation ceremony and banquet participation, or other specific items.) Breaking any behavioral contract entered into after a suspension will result in immediate indefinite suspension of the student. Also, if a student has between 25 and 30 demerits in a given year, this student may be placed on probation the following year.
- e) **expulsion**: the student is no longer enrolled in the school for the remainder of the current school year. All incomplete credits will be lost (recorded as an E), and should the student desire to complete them, this must be done through alternative programs or by repeating the school year. An expelled student will not be allowed to return to school for the remainder of the school year, or possibly never again. Re-enrollment the following September may or may not be possible on a probationary basis, subject to the approval of the School Board, and signed agreement to a written contract regarding future behavior. Expulsions are given for the most serious offenses, after repeated suspensions, or for an accumulation of 30 demerits.

The Education Committee (in consultation with school administration) has the ultimate authority to expel a student.

Lifestyle Regulations

There is a wide range of behaviors (either in school or at school-related activities) which come under the umbrella of "negative lifestyle" (e.g. lack of respect, improper dress, smoking, foul language, sexual harassment, stealing, etc.) Most of these behaviors will be dealt with through normal in-school discipline procedures. In more severe cases the incidents of negative or anti-Christian behavior and peer influence shall be documented by the Administrator. Written contracts regarding future behavior shall be signed by the student and parents. After the third offense (or immediately after a particularly offensive incident as judged by the administrative team) the student shall receive an indefinite suspension from Plymouth Christian School. The length of this suspension shall be determined by the School Board.

Academic Honesty: Plagiarism is the act of taking the work of others (electronic or hard copy) and giving them out as one's own(Webster). This type of fraud debases the whole process or learning. Plagiarism is the most serious academic offence and should be treated as such. Plagiarism includes the following: quoting verbatim from a source without citing that source, paraphrasing words from a source without citing that source, using the ideas found in the writing of others without citing the source, submitting the original unpublished work of another person as one's own, using student work that was submitted previously for another course or class or assignment. Unless otherwise indicated by an instructor, it is expected that all students will do their own work. When a student simply copies another student's work or his/her test answers and hands the work in as his/her own, this is viewed as dishonest work. Also, the possession, passing on, or use of teacher materials is forbidden. All of these are forms of stealing, which will result in loss of credit on the assignment up to a suspension and/or dismissal from the course involved.

Research papers will come under special scrutiny. For each major research paper, students will be required to submit notes/note cards along with **hard and electronic copy** for instructor to view. Any dishonest work will be judged according to the standard of two levels of plagiarism:

1. **ZERO CREDIT** - A student will receive a zero for using the paper of another student or taking a paper from any other source.
2. **CONDITIONAL ZERO** - A student will receive a conditional zero when plagiarism is due to lack of citation or improper citation, and the author of the paper is, in fact, the student. The student will be given opportunity to fix the plagiarism for partial credit. It will be up to the teacher's discretion how much has to be corrected, how much credit will be given, and the time period in which corrections must be completed.

Computer Room: The computer room is available for use throughout the school day. Students must follow the posted rules for computer room use. Discipline for specific items include the following minimum punishment:

1. Students may not get into control panels or change setups and names on the computers.
First Offense: A demerit and loss of computer privileges for one month.
Second Offense: A demerit and loss of computer privileges for one semester, calculated from the date of the infraction.
2. Students may not break into or attempt to get past any security device.
First Offense: Suspension from school for up to one week and loss of computer privileges for one semester, calculated from the date of the infraction.
Second Offense: Suspension from school for a minimum of one week and loss of computer privileges for one year, calculated from the date of the infraction.
3. Further offenses will be dealt with more severely. Financial restitution and/or other appropriate action may take place with any offense.

Personal Conduct: As a Christian school, Plymouth Christian High seeks to provide an educational environment which promotes Biblical standards. Students, who are found guilty of behavior contrary to these standards, will be subject to disciplinary action, which might include suspension or expulsion

from school. This conduct must be reflected during school hours and during school-sponsored activities.

Respect/Bullying: Respect is referred to often in reference to interpersonal interactions. Since "respect" can sometimes be a nebulous term, the following definition is provided:

Respect for others is to:

- Defend and promote the good character of others (I Peter 4:8, LD 43)
- Do unto others as you would have them do unto you (Matt. 7:12, LD 42)
- Submit to authority (Eph. 6:1-9, LD 39)
- Respect NEVER includes mean or hurtful looks, gestures, words, or actions.
- Respect NEVER includes aggression toward a person's body, feelings, friendships, reputation, or property.

Disrespect or aggression occurs when anyone inflicts, threatens to inflict, allows, or encourages others to inflict physical or emotional injury (with looks, gestures, words or actions) upon another person's body, feelings, friendships, reputation, or possessions (regardless of intent). (Matt. 5:21-22, Proverbs 12:18, Eph. 4:26, I Cor. 15:33, LD 40). Please note that cyber-bullying (bullying on-line) will be dealt with by school administration as required by law, in the same way as bullying at school, according to our PCS Aggressive Behavior Rubric, which is not printed here.

Theft/Stealing: Any student who takes something from another student without their permission or steals something must reimburse under the Biblical 4-fold principle (Luke 19: 8, Ex. 22: 1-15). Any student who is aware of this type of behavior in another student must report this to a staff member or face punishment as well. The thief may also face suspension and/or expulsion.

Threats/Violence: Student conduct and behavior within our school community is expected to reflect the Christian principles we promote. Students are expected to have positive influence on those with whom they associate. Negative comments or actions have no place in our school. Any harassment, including verbal abuse, will result in corrective action and penalties which may include suspension or expulsion. Threats against our school or the welfare of students and school personnel are grounds for expulsion. Excuses like "I was just joking" or "I didn't really mean it" will not be accepted in these cases (Prov. 26: 18, Ex. 21: 12-25). Students should be aware that any information provided on the Internet is public information and can be used by school personnel when it involves students or staff or their families.

Blatant Public Sin

Any student who has been confirmed by the administration to have been involved (convicted or confessed) in an incident for which the authorities have legitimately been called to investigate (e.g. break and enter, theft, assault, possession and/or use and/or trafficking in illegal substances, sex crimes, etc.) shall receive an indefinite suspension from Plymouth Christian School. The length of this suspension shall be determined by the School Board.

Premarital Sex Policy

Any student who is confirmed to have been involved in consensual premarital sex, either on school premises or at a school function, will immediately receive an indefinite suspension. The suspension will remain in place for a **minimum** of 5 school days. The student will be required to personally admit guilt and make a commitment not to engage in this sinful activity in the future. This acknowledgement of guilt must be made before a committee designated by the School Board (normally the President and the two elder representatives, unless the sin becomes public in nature, whereupon the student's consistory has the option to address this sin in lieu of the School Board).

If other confirmed instances of consensual premarital sex occur, the Administrator should ascertain that the situation has been appropriately dealt with by the student's parents and/or consistory, and that the student has made a commitment not to engage in this sinful activity in the future.

When pregnancy results from consensual premarital sex, the student or students (if both male and female attend the school) will remain under suspension until the completion of the pregnancy. The student(s) would not be allowed to participate in over-night class trips, but would be allowed to graduate with his and/or her class

and participate in the graduation exercise, if they meet the necessary graduation requirements. Imposition of other restrictions will be considered by the Board and Administrator on a case-by-case basis.

As with all suspensions, continuing the student's education remains a primary concern of the school. The student will continue coursework at home during the day and will meet with designated staff before or after school hours at school or perhaps during school hours off-site. The staff members will be carefully chosen in consultation with parents to meet student's educational, emotional, and spiritual needs during this difficult time. This time should be healing and restorative, aiming for the return of the student to school full-time in due time.

Substance Abuse

Any student who has been confirmed to have supplied, possessed, or consumed an alcohol, marijuana, or illicit drugs in any form either: i) at school, or ii) when (s)he was expected to be in school, or iii) at any school-related function, will immediately be suspended from Plymouth Christian School. The suspension will be lifted on signed agreement to a written contract regarding avoidance of alcohol/drugs in the future. The distribution or sale of these is grounds for immediate expulsion. The school will work with the parents or other authorities to counsel and/or admonish students, where possible, before expulsion takes place.

Tobacco Products

Since studies have shown that the use of tobacco products is harmful to the body, it is necessary that we stress, especially in our Christian school, a Biblical view of health. Plymouth Christian School is a tobacco-free institution. No tobacco products (including e-cigarettes) should be brought or used on the school grounds at anytime by anyone. Student possession (includes car, locker, jacket and any other student possession) or use of tobacco products anywhere on school property or at school functions, including "Open Campus" is prohibited. Note: School functions also include the Junior-Senior Banquet premises, the entire Washington D.C. trip, etc.) Tobacco products include cigarettes, cigars, chewing tobacco, or any similar product. Offenses involving tobacco products will be dealt with as follows per year:

1. First Offense: Saturday School
parental contact
2. Second Offense: Saturday School/\$25 fine
parental contact
3. Third Offense: Saturday School/\$50 fine
parental contact



Any further offense will be dealt with more severely, including a possible expulsion from school.

Vandalism

Any student who is confirmed to have been involved in vandalism of school property, or vandalism of property of a person associated with the school (e.g. School Board members, administrators, teachers, or other employees) shall immediately be suspended from Plymouth Christian School for a time period dependent on the nature and extent of the vandalism; and until full restitution for the cost of the damage has been made. If no permanent damage is done, students will pay \$20/hr for any clean-up cost incurred. In all cases, the student must serve a Saturday School.

Weapons and Explosives Policy

The possession of any weapon, including but not limited to guns or knives, is not allowed in or around the school or at any school function. Any object, including facsimiles of weapons, used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon.

This policy shall not apply to a weapon or explosive used solely for educational or school-sanctioned purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school administrator. Approval must be in writing from the school administrator prior to bringing to school.

Violation of this policy results in a minimum suspension of one day (this automatically includes 1 Saturday School and 2 demerits). Additional consequences based on the circumstances, will be determined by the

administrator with the discipline board and may include: additional suspension days, calling law enforcement officials, community service, and/or expulsion.

***PERSONAL APPEARANCE**

Personal appearance reflects on the name of our school, as well as the Christian name that we bear. Therefore, the Board, the staff, and parents must insist on a personal appearance in school which reflects Biblical standards of decency and modesty (see Eccl. 11:9-10; 1 Peter 5:5, I Tim. 2:9, Deut. 22:5). While attempting to set guidelines for a positive appearance, we have sought to develop a standard which will reflect favorably on our student body, and on the Christian nature of our school. Styles change from year to year. Often these styles attempt to call special attention to oneself, and thereby challenge the accepted standards of our school system. We must not follow every trend, and thereby compromise our moral principles. When in doubt, the student should not wear it!

Every work place has a dress code. Some require uniforms, some have certain safety requirements, and some have certain types of clothes that are acceptable. Students at PCS learn that, in addition to reflecting Biblical standards of decency and modesty, a dress code is normal for the work environment. Learning to follow a set appearance code is also a job preparation skill.

APPEARANCE CODE

1. Uniforms are worn during school hours, activities before and after school, such as Science Olympiad practices, school sponsored events, most class trips, 8th hours, Saturday Schools, or other school functions. Any exemptions must be approved by administration. PE classes and athletic activities have specific attire also.
2. Uniforms are purchased by the families through Parker School Uniforms (PSU) only. There will be two designated times during the school year in which a bulk order will be placed which will give parents an automatic 25% off. Throughout the rest of the year, an online e-store can be used to order additional approved items.
3. When available, used uniform items will be available for purchase at designated times throughout the year. Passing on used uniform items, or re-selling them is encouraged. *(It is our desire to have a "Second-Hand Store" in the future.)
4. For all programs (except the EL Christmas program) students wear the official uniform (see below).
5. Jackets and hats must not be worn during classes, a uniform fleece jacket is available for classes.
6. The only "non-uniform" items allowed to be worn under the uniform top are plain uniform color (gray, white, navy, cardinal) T-shirts, turtlenecks, or tank tops. Printed or other colored ones are not acceptable. Dress shirts must remain buttoned at all times (except top two buttons).
7. In keeping with our desired modesty length, all skirts must come within two inches of the floor when kneeling.
8. Shoes/sandals must be worn at all times. For safety reasons, closed toe shoes are required in grades K-6, and certain high school classes (Chemistry, Woods, PE, Metals).
9. No unusual, or shocking hairstyles are permitted, including the dyeing or bleaching of hair to unnatural colors, as determined by the Administration.
10. No fads, including tattoos and display of undergarments, which draw or seek undue attention are allowed.
11. Accessories such as scarves, belts, leggings (approved colors) are acceptable.

The school reserves the right to final interpretation in both the stated personal appearance code and any other similar violations that go against the intent of the code.

The **official** uniform includes the following:

- White shirt (dress or polo, long or short sleeve)
- Plaid Skirt (Girls)
- Navy Pants (Boys)
- In addition, for evening school programs, dark dress shoes or boots are required

When the *official* uniform is not required:

Students in grades K-6 may also wear:

- White, cardinal, or grey long or short sleeve PSU shirts (boys)

- White, cardinal, or navy long or short sleeve PSU shirts (girls)
- Grey zip fleece jacket
- Socks/tights/leggings in four uniform colors (Girls)
- Navy Vest

Students in grades 7 – 12 may also wear:

- White, cardinal, or grey long or short sleeve PSU shirts (boys)
- White, cardinal, or navy long or short sleeve PSU shirts (girls)
- Grey zip fleece jacket
- Grey skirt (Girls)
- Khaki pants (Boys)
- Socks/tights/leggings in four uniform colors (Girls)
- Navy Vest

Boys

1. No earrings, nail polish, or other items considered feminine may be worn.
2. No over-the-collar hair lengths are permitted.
3. A shirt must be worn at all times.

Girls

1. No earrings is the preferred standard. Not more than one earring per ear (ear lobe only!) is permitted . While wearing an earring, the earring must be able to be covered with a dime (7-12). Studs only (K-6). Jewelry may not be worn during any PE classes. Students without earrings avoid some safety concerns (particularly in the elementary school) and moderation issues (particularly in the high school). We encourage students to focus on the Biblical message of inward rather than outward adornment (I Peter 3:3). The diagram at the right shows earrings that would not meet code:
2. Make-up - Only clear nail polish and lip-gloss is allowed.



ENFORCEMENT

1. Students must arrive at school and leave school wearing their uniforms, wearing uniforms the whole day. Students may not go to class if they do not have a uniform on. The classes which they miss will count as unexcused absences.
2. Students are required to be in proper uniform throughout the school day.
3. Notices of dress code violations will be sent to the principal who will keep record of multiple offences.
4. Parents of students who are not in proper uniform will be notified by the principal (elementary).
5. Uniform infractions in the high school earn alternative discipline (first infraction), and increasing discipline with each additional infraction.
6. The student will not receive an excuse for tardiness to class as a result of time needed to correct dress code violations.

Parents and teachers are also asked to observe these modest and professional standards (knee-length skirts for women, pants for men) when they are in our school buildings and at school functions.

***BUSING**

Riding our buses is a privilege. Therefore students are expected to closely observe the following written guidelines set by the transportation committee.

In order to insure that riding the bus is a safe and positive experience for each student, it is necessary that rules and regulations be adopted and enforced.

No student should conduct himself or herself in any manner, which jeopardizes the safe operation of the bus. Any distraction or disturbance, which draws the driver's attention from the road, could result in an accident causing injury and possible death of other students. The driver's authority on the bus is absolute. Thus, disturbances on buses will be handled according to the severity of the act and the age of the student and may result in suspension of the privilege of riding the bus. Note: Sleds, skis, suitcases, or other large items are not allowed on the bus.

Minor Infractions:

Minor infractions shall be handled initially by warnings or light punishment, for example, sitting in front of the bus or cleaning up litter. Persistent minor infractions shall be reported to the principal on the form provided. All drivers are required to keep a file on all minor infractions (student name, date of incident, and details). In the case of minor infractions it is important that the drivers communicate with parents. Usually a phone call will resolve problems before they become major. When the driver sees behavior that could become a larger problem, it is vital that the driver contacts the parents and let them know what is happening. If the behavior does not change, then the principal shall be notified so further action can be taken.

The following list of minor infractions is provided for the purpose of example only and should not be considered complete. Any similar infraction shall be considered improper behavior and dealt with accordingly.

Whistling	Excessive noise	Eating on the bus
Rudeness	Standing on the bus	Failure to remain in seat
Littering	Bullying (shoving, teasing)	Running by/around the buses
Annoying Conduct	Not following dress code	Use of radios/CD's/DVD's/tape players
Scuffling		



Procedures for Handling Minor Infractions:

1. After the first offense, the driver shall instruct the student as to the improper behavior, inform the student that the incident is being logged, and log the incident.
2. Upon the second offense the driver shall again instruct the student, log the incident and contact parents.
3. A third offense will result in a misconduct report filed with the building principal. It shall include a record of action taken under steps 1 and 2. The principal will take appropriate action according to the offense and mail a report to parents. (High School students will be given a demerit.)
4. Further misbehavior will result in a second misconduct report filed with the building principal. The principal will take appropriate action according to the offense and mail a report to parents. (High School students will be given a demerit and will follow discipline as listed under major infractions.)

Major Infractions:

Major infractions will be reported to the principal on the misconduct form provided for immediate appropriate action. If the infraction is of such importance that action is needed before the next morning, the driver will call the principal and report the incident immediately upon completing the route.

A major infraction is any action or behavior that is destructive to property or jeopardizes the safety of students, drivers, or other persons or other vehicles. The following list of major infractions is included for the purpose of example and should not be considered complete. Any similar infraction not included shall be considered as improper behavior and appropriate action taken.

- o More serious levels of or repeated minor infraction
- o Lighting matches/smoking on the bus
- o Throwing objects in or out of the bus
- o Forcible pushing, fighting, or tripping
- o Hanging out of the window
- o Spitting
- o Tampering with bus equipment
- o Threatening bodily harm
- o Use or possession of alcohol or drugs.
- o Inappropriate language/profanity
- o Destruction of property (including writing on seats)
- o Refusing to obey the driver
- o Improper boarding/departing procedures
- o Bringing articles on the bus of injurious or objectionable nature
- o Exiting the bus at an unauthorized stop (railroad crossings, stop signs, etc.)
- o Other behavior relating to safety and respect for others

Procedures for Handling Major Infractions:

As needed, the bus driver shall:

1. inform the students of his/her misbehavior
2. submit a bus incident report form to the building principal
3. record and file the report

In addition, the student will be suspended from riding the bus. Suspension of bus riding privileges will in most cases take place the next school day. (Demerits in the following chart refer to high school students.)

1. First Offense demerit 1 week off bus plus pay any costs involved

2. Second Offense demerit 2 weeks off bus plus pay any costs involved
3. Third Offense demerit The remainder of the year off the bus plus pay any costs involved

Students may lose bus riding privileges for the remainder of the year at anytime if the violation is of a severe enough nature and the administrator and driver have determined that continued bus riding privileges would present a safety hazard for others.

Ø DRIVING AND PARKING

All students who drive motorized vehicles to or from school must register in the office. At that time, drivers will be given the following list of regulations. All vehicles must have a PCHS parking sticker. **Vehicles not registered and/or without a tag will be assessed a \$5.00 parking fee per occurrence.**



RULES AND PROCEDURES

1. Students must register all vehicles they might drive to school. More than one car may be registered on the same form. A description of each vehicle and license plate number is required. Any changes that occur during the year must be updated as soon as possible in the office.
2. Vehicles must be parked in the student parking lot (northeast corner of the school parking - two rows furthest east) and may not use more than one parking space.
3. Student operated vehicles may not be on school grounds other than in the northeast parking lot unless prior permission has been given from a staff member.
4. Vehicles should not be occupied after arrival or before departure from school. The parking lot is off-limits to all students during the school day. Students may not leave school during the day without permission.
5. For student protection and safety, it is recommended that cars are not loaned to other students and that cars remained locked during the day.
6. All student cars must enter at the north drive and exit at the south drive of the student lot.
7. All cars must be in a safe-operating condition.
8. Cars should not use excessive acceleration or travel at more than 10 m.p.h. on school property. Students must also drive appropriately on nearby streets and at the elementary school.
9. Vehicles must STOP before pulling out onto Plymouth Avenue. All vehicles must also stop on request by any school personnel.
10. Any accident that occurs must immediately be reported to school office.
11. No immature use of vehicle: loud radios or horns, excessive revving of an engine, squealing tires, dangerous driving, climbing on or damaging another vehicle, pranks on vehicles, showing off, or anything similar.
12. Any destruction of property or injury to others due to driving, including "turving" of the lawn, shall result in an automatic suspension of driving privileges on school property for at least one week, as well as compensation for damages/injuries (\$10.00 minimum charge).
13. Student drivers who, in the judgment of a school official, disobey the Michigan vehicle code or the driving and parking rules of Plymouth Christian High School, may lose their driving privileges and acquire points on their driving records (for example, all drivers and passengers should be wearing seat belts).

ENFORCEMENT

Normally, students who do not observe the above regulations will be disciplined as follows per year:

1. First offense - Student receives a demerit, plus other punishment where necessary.
2. Second offense - Parental contact, a demerit, plus suspension of driving on school property for one week.
3. Third offense - Parental contact, a demerit, plus suspension of driving on school property for one month.
4. Fourth offense - Parental contact, a demerit, and suspension of driving privileges for the remainder of the school year.

Depending on the severity of the driving offense, administration reserves the right to enforce driving violations immediately at any offense level and to contact police authorities when necessary.