



**FAMILY HANDBOOK
2026-2027**

**8509 Westport Rd, Louisville, KY 40242
502.429.3727
www.portlandchristian.org**

Table of Contents

1.0 FOUNDATIONAL BELIEFS

- 1.1 Mission Statement
- 1.2 Vision Statement
- 1.3 Statement of Faith
- 1.4 Core Values

2.0 SPIRITUAL EMPHASIS

- 2.1 Statement of Objectives
- 2.2 Chapel and Assemblies
- 2.3 Bible Version Information
- 2.4 Bible Teaching Policy
- 2.5 Church Attendance
- 2.6 Position Statements
- 2.7 Marriage, Biological Sex, and Sexuality
- 2.8 Non-discrimination
- 2.9 Kingdom Diversity

3.0 SCHOOL POLICIES

- 3.1 Admissions
- 3.2 Student Records
- 3.3 Health and Medication
- 3.4 KY State Law Medical Requirements
- 3.5 Student Medication Guidelines
- 3.6 School Hours
- 3.7 Emergency Procedures
- 3.8 Principle of Love, Correction, and Good Communication
- 3.9 The Matthew 18 Principle
- 3.10 Lockers (US)
- 3.11 Backpacks (US)
- 3.12 Water Bottles/Drinks/Snacks
- 3.13 Field Trips
- 3.14 Tuition and Fees
- 3.15 Fundraising
- 3.16 Lunch Charge Program
- 3.17 Information Technology Tools
- 3.18 AI Acceptable Use Policy
- 3.19 Visitors
- 3.20 Pets

- 3.21 Volunteers
- 3.22 Inclement Weather
- 3.23 School Closings
- 3.24 Non Traditional Instruction (NTI)
- 3.25 Delayed Start
- 3.26 Classroom Holiday Celebrations
- 3.27 Reporting Child Abuse

4.0 UPPER SCHOOL ACADEMIC POLICIES

- 4.1 Grading System
- 4.2 Eligibility for Extracurricular Activities
- 4.3 Enrichment Graduation Requirements
- 4.4 Extracurricular Activities
- 4.5 Grade Reporting
- 4.6 Semester Exams & Projects
- 4.7 Questions ABOUT Grades
- 4.8 Christian Service Hours
- 4.9 Citizenship/Conduct Marks
- 4.10 Incompletes
- 4.11 Failures
- 4.12 Exam Exemptions
- 4.13 Make Up and Late Work Policy
- 4.14 Academic Assistance System
- 4.15 Academic Improvement Plan
- 4.16 Academic Integrity
- 4.17 Valedictorian and Salutarian
- 4.18 Awarding of High School Credit
- 4.19 National Honor Society
- 4.20 Controversial Subjects and Secondary Doctrine
- 4.21 Retention
- 4.22 Testing

5.0 LOWER SCHOOL ACADEMIC POLICIES

- 5.1 Grade Reports
- 5.2 Grading Scale
- 5.3 Promotion, Retention and Re-Admission Policy
- 5.4 Homework Guidelines
- 5.5 Make-Up Work
- 5.6 Academic Support

6.0 STUDENT LIFE POLICIES

- 6.1 Attendance
- 6.2 Attendance and Student Participation in Extracurricular Activities
- 6.3 Absence Reporting
- 6.4 Excused Absences
- 6.5 Criteria
- 6.6 Absence Limits and Consequences
- 6.7 Types of Absences
- 6.8 Tardy
- 6.9 Students Without Chromebook in Class (US)
- 6.10 Student Conduct and Discipline
- 6.11 Disciplinary Procedures
- 6.12 Specific Discipline
- 6.13 Consequences
- 6.14 Dress Code Standards
- 6.15 Identification Badges (US)
- 6.16 General Dress Code Policy Guidelines
- 6.17 Violation of Dress Code Policy
- 6.18 Commitment to Christian Values
- 6.19 Sexual Harassment
- 6.20 Harassment and Discrimination
- 6.21 Hazing
- 6.22 Student and Staff Relationship
- 6.23 Pledge of Allegiance
- 6.24 Student Drivers and Student Parking (US)
- 6.25 Who Do I Talk To?

Welcome to Portland Christian School!

Since 1924, Portland Christian School has partnered with families and our community to provide a rigorous, Christ-centered education. We are thrilled to have you as part of our school family and excited to serve you and your children!

This handbook outlines our expectations for students and parents, reflecting our commitment to spiritual and academic excellence. Inside, you'll find helpful information and ways to get involved in our vibrant school community. We encourage students to explore the many programs offered at Portland Christian Upper School and invite parents to share their time, talents, and resources with our school.

Stay Connected!

- Visit our [website](#) for the latest handbook edition, news, and announcements.
- Access [FACTS Family Portal](#) for important school information.
- Follow us on social media to stay up-to-date and connected through our Facebook, Twitter, and Instagram pages.
- Email, text, calendar, and podcast updates: Please ensure you are signed up for the *Week Ahead*, *Zipcast*, and [School Calendar](#) updates.
- Make sure to participate in our annual parent surveys.

We are committed to providing clear and accessible information. Please don't hesitate to contact us with any questions.

Thank you for entrusting us with your children. Welcome to the PCS family!

Josh LeSage

Head of School

[Portland Christian School](#)

M: 225.939.2828

1.0 FOUNDATIONAL BELIEFS

Portland Christian believes parents are the primary educators of their children. We partner with families to provide an excellent Christian education in a safe and nurturing environment where individual needs are met and every child's special abilities are celebrated. Our students are challenged and inspired to grow spiritually, academically, socially, and physically. We produce graduates who love God, love people, and serve their community

At Portland Christian we believe in educating the whole child. The first step in this process is teaching a student who they are – a child of God, created by Him, for Him, with an important role to play in God's world. From the time your child steps foot on campus, we help them discover God's plan for their life. This begins with a holy transformation that takes place as students frame their understanding through a distinctively Christian worldview saturated in the truths of God's Word. – Romans 12:2

1.1 Mission Statement

Portland Christian School is committed to producing students who love God, love people, live differently, and advance the Kingdom of God through their families, professions, personal endeavors, and service to their community.

1.2 Vision Statement

Produce culture changers for Christ. We aspire to graduate students who love God, love people, and live their lives in ways that measurably, and sometimes radically, impact their communities, our nation, and the world for the cause of Christ.

1.3 Statement of Faith

- We believe the Bible to be the inspired, and only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21).
- We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe that all people sin and can be saved only by God's grace through faith in Christ crucified and raised from the dead (Romans 3:23, Ephesians 2:8-9, I Corinthians 15:1-5), that such are justified freely through the redemption that came by Christ Jesus (Romans 3:24, Ephesians 1:7), that unless one is born again, of water and the Spirit, he cannot enter the kingdom of God (John 3:3-7), that repentance is an essential part of true faith (Mark 1:15, Luke 13:3-5, Acts 20:21), that the outward way of demonstrating one's inward faith and repentance and the union with Christ that results is through immersion in water (Matthew 28:19-20, Acts 2:38, Romans 6:1-4).
- We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

- We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union (Gen. 2:18-25; 1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe the sacrament of marriage is a reflection of Christ's relationship to His church (Eph. 5:25-27).
- We believe that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary biological sexes together reflect the image and nature of God (Gen. 1:26-27).
- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139.)
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).
- We believe that Christians' top priorities are the Great Commandment and the Great Commission: that we should seek for ourselves and our students that we love the Lord with all our being, and love our neighbor as ourselves, and seek to make disciples of the Lord Jesus in all the world (Matthew 22:36-40, Matthew 28:18-20).

1.4 Core Values

ACADEMIC EXCELLENCE

Students are challenged and well prepared in a wide variety of academic and extracurricular areas. We believe in providing students a multilevel academic program that stretches and challenges students of all academic levels. By striving for excellence in our academic programs, our students are better equipped for the next phase of their lives and empowered to serve as leaders in their workplace, home, church, and community.

SPIRITUAL GROWTH

We have the opportunity for students to grow in their relationship with God and in their understanding of His claim on their lives every day of the week. We value students having opportunities to grow spiritually during the school day as well as outside of the classroom. We desire our students to own their faith and be enabled to use their gifts, talents, and treasures to actively live out their faith. We are determined to have our community of students, faculty, and staff make an impact for God.

CHRIST-CENTERED COMMUNITY

Our community treats each other with Christ-like love. As an educational institution, we achieve our goals and honor Christ with excellence when we provide a harmonious educational environment through partnership with our families and our larger community. Our community champions the vision and values of the school, holds to the highest standards, speaks the truth in love, and models Jesus.

STUDENT-CENTRIC

Decisions are made only if they honor Christ and if they are in the best interest of our students. We are committed to helping students succeed in and out of the classroom and first consider the student when making decisions about programs and policies that affect them.

WELL ROUNDED

We believe God has blessed each student with numerous gifts and talents that can be used for His glory. Many of these still may be undiscovered or developed. Our school provides the opportunity to explore and develop these gifts and talents. We encourage students to stretch themselves academically by being exposed to a variety of disciplines and also encourage students to expand their horizons by their involvement in activities outside of the classroom.

ATTRACT AND RETAIN OUTSTANDING CHRISTIAN FACULTY AND STAFF

Our faculty and staff are our school's biggest strength. They are the driving force behind the quality of education our students receive and preserve our culture. Our faculty and staff exhibit maturity in their faith as outlined in our Faculty-Staff Handbook under Personal/Spiritual Qualifications. They actively mentor students toward Christian maturity and develop leaders who will serve God, their families, and positively impact their communities and the world. Our faculty and staff stay aligned with our vision and champion our culture. Once employed, every staff member must be willing to be developed, to continually improve and to pursue excellence in their personal and professional endeavors.

At Portland Christian we are committed to providing a work environment that attracts and retains the best Christian teachers in their subject area. This includes attractive compensation, benefits, and teaching assignments.

BIBLICAL AUTHORITY

The Statement of Faith does not exhaust the extent of our faith. The Bible is the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind. It is the sole and final source of all we believe. For purposes of school doctrine, practice, policy, and discipline, our Board of Directors is the school's final interpretive authority on the Bible's meaning and application.

PHILOSOPHY OF EDUCATION

Consistent with our name, we strive to teach students how to view their world and their lives through the Bible and to make decisions and responses based on this guidance.

It is the purpose of the school to provide an excellent academic program permeated with Christian love and faith. Each person affiliated with the school is capable and well trained for their particular task and has a deep concern for the spiritual development of the students.

PCS attempts to establish and maintain an atmosphere that encourages growth in personal faith in Christ and the building of Christian character. PCS is unique because it presents and develops a distinctively biblical worldview in its curriculum and discipline systems. The school prepares students not only for college academics but for "works of service so that the body of Christ may be built up" (Ephesians 4:12). The Bible presents the explicit view that God created the universe, its laws, and

human beings. Sin, redemption and reconciliation are concepts that the Bible presents to describe God's view of the human condition. Christ, the Son of God, is the answer to the human condition of sinfulness. PCS is governed by this biblical message and recognizes the Creator and Redeemer God. The Bible declares, "The knowledge of God is the beginning of wisdom" (Proverbs 15:3). PCS seeks to integrate the knowledge of God's creation with training in righteous living in order to develop true wisdom and character in students.

As God's children, life only makes sense when we recognize that Jesus is Lord of everything. Romans 11:36 is very clear on this. It states, "For from Him and through Him and to Him are all things. To Him be the glory forever."

At PCS, our prayer is that our students will identify and develop their God-given talents to live a life of service for the Lord.

2.0 SPIRITUAL EMPHASIS

The PCS Board urges parents to recognize their scriptural responsibility (Deuteronomy 6:1–9, Psalm 78:5-8, Proverbs 22:6) to provide their children with a protestant Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). PCS was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally protestant Christian environment. PCS will consider admission for students from families who are willing to support Portland Christian's philosophy of protestant Christian education, student conduct requirements, and the school's above-stated positions and who are willing to allow their children to be educated and influenced in an intentionally protestant Christian environment. Continued enrollment at PCS is contingent upon this same understanding and support.

2.1 Statement of Objectives

- To study Scripture as the only inspired, infallible, authoritative Word of God.
- To study all subjects through the light of God's Word.
- To help students confront the sin in their lives and respond obediently to Christ.
- To encourage students to develop Christian maturity by involvement in or with school activities.
- To equip students to be active witnesses for Christ.
- To emphasize high standards of morality.
- To train and discipline students with Christ's redemptive love. To prepare and train students for college.
- To train students to be responsible citizens.
- To challenge students to use their abilities to their fullest potential.
- To motivate students to research and seek out answers independently. To encourage student creativity.

2.2 Chapel and Assemblies

Chapel is a time set aside on Wednesday (Upper School) and Friday (Lower School) for faculty and students to worship together. The Spiritual Life Team is responsible for planning the weekly chapel services. Students' behavior in chapel should demonstrate a reverent attitude and heart. Special

assemblies may also be held on occasion.

2.3 Bible Version Information

PCS has adopted the The New International Version (NIV) Bible as our primary version that we will use K-12. The NIV is a completely original translation of the Bible developed by more than one hundred scholars working from the best available Hebrew, Aramaic, and Greek texts. This does not mean that we will not reference other translations, but this will be our primary version.

2.4 Bible Teaching Policy

Since PCS is a non-denominational school, is not affiliated with any one church, and because we recognize that we serve families from many different backgrounds, we attempt to emphasize those matters of doctrine upon which we agree rather than emphasize those matters upon which there is disagreement among sincere protestant Christians. The school has a general doctrinal statement that agrees with orthodox, conservative, protestant Christianity. Aside from the fundamentals of the faith, which are written in our doctrinal statement, we do not dwell upon the specifics of any group or denomination, and we ask that students do the same.

2.5 Church Attendance

Regular participation in a church program that aligns with the PCS Statement of Faith is an important aspect of the educational experience for Upper School students. Families are encouraged to make this a priority as part of their partnership with PCS in supporting their student's spiritual development. As Hebrews 10:25 reminds us: "Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching."

2.6 Position Statements

In addition to the statement of faith, Portland Christian Schools adheres and will teach some basic core values that are addressed in Scripture. They are:

- We interpret Scripture to teach Creation over evolution. Students are taught that God created the earth. We do not believe this contradicts scientific evidence; "In the beginning God created the heavens and the earth." (Genesis 1:1) "For by Him all things were created, both in the heavens and on earth, visible and invisible, whether thrones or dominions or rulers or authorities: all things have been created by Him and for Him." (Colossians 1:16)
- We interpret Scripture to be Pro-Life. We teach a culture of life which would include the sanctity of life in the womb. "For Thou didst form my inward parts; Thou didst weave me in my mother's womb. I will give thanks to Thee, for I am fearfully and wonderfully made; wonderful are Thy works." (Psalms 139:13-14)
- We interpret Scripture to approve of sexual relationships only in a marriage between a male and a female. (Genesis 2:24, Leviticus 18:22; 1 Cor. 6:18-20; 7:2)
- We interpret Scripture to be in opposition to any teaching that instructs people to obtain special revelations, insights, or knowledge through the use of spirits, séances, horoscopes, crystals, prisms or any metaphysical means. (Leviticus 19:26b, 31; Ephesians 5:11,12)

2.7 Marriage, Biological Sex, and Sexuality

Portland Christian Schools stands firmly upon the historical truth claims and moral foundations of Christianity as revealed in Holy Scriptures. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the biblical teaching that biological sex is both sacred and established by God's design.

Parents or the legal guardians, who choose to enroll their children in a PCS school, are agreeing to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that PCS will teach these principles and biblical values as truth. In addition, the Board of Directors urges parents to recognize their scriptural responsibility to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents.

PCS was founded and continues to operate upon biblical values and the desire and commitment for Christian parents to enroll their children in an intentionally Christian environment. PCS will accept students who are willing to support the school's philosophy of Christian education, student conduct requirements, and the school's policies and positions. Continued enrollment at PCS is contingent upon this same understanding and support by both the student and parents.

PCS is a religious institution providing an education in a distinct Christian environment, working in conjunction with the home. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student.

This includes, but is not necessarily limited to:

- practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts.
- adopting a biological sex identity different than the birth sex chromosomal level
- publicly or privately promoting such practices inability to support the moral principles of the school.

These positions are held because of the following deeply held beliefs:

- PCS believes that every person is created in the image of God, with the plan for human sexuality being that it is to be expressed only in a monogamous relationship between one biological man and one biological woman in the framework of marriage.
- PCS believes that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture.
- PCS believes that to follow the teachings of the Scriptures we must affirm that sexual relationships outside of marriage and sexual relationships between persons of the same biological sex are immoral and sinful.
- We further affirm that since heterosexual monogamy is God's plan for marriage, we regard sexual sin of the spouse, as contrary to God's Word.
- PCS believes biological sex differentiation and male/female uniqueness are part of a divine design created by God. We find no argument for a "third biological sex" among humans, rather seeing biological sex confusion and dissatisfaction as biological, psychological, social and spiritual consequences of the human race's fallen condition.

- PCS believes that our Christian convictions cannot agree with or normalize what we see as sin and its expressions.
- We believe that to preserve the function and integrity of PCS as a Christian ministry, it is imperative that all persons employed by PCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Biological Sex, and Sexuality.
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. Therefore, past failures and sinful behavior will not permanently prevent someone from being employed by or sending their child to Portland Christian School.
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of PCS.
- The statement does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.
- The PCS Board serves as the final interpretive authority on the Bible's meaning and application for all matters of faith, doctrine, practice, policy, and discipline at PCS.
- The great compassion and love of Christ calls to love and care every human being, no matter the background or experience. (John 3:16)

2.8 Non-Discrimination

Portland Christian Schools admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, financial assistance and loan programs, athletic programs, and other school administered programs and activities.

2.9 Kingdom Diversity

At Portland Christian Upper School, we celebrate the rich tapestry of God's creation, recognizing and valuing the diversity He has woven into our community. Like the children's song says, "Red & yellow, black & white, they are precious in His sight," a simple truth with profound theological depth.

While striving for inclusivity, we acknowledge that some well-intentioned phrases can miss the mark. The idea of being "colorblind," for example, denies the reality of our lived experiences and can be unintentionally hurtful. Just as we appreciate the distinct beauty of a rose and a sunflower, we recognize and value the diverse characteristics that make each individual unique.

Our core identity is found in Christ, a unifying truth that transcends all other distinctions. We are all members of God's family, and this shared identity is our primary focus. However, embracing our identity in Christ does not negate the beautiful diversity of God's creation. Each person's ethnicity is a gift from God, a testament to His creative genius. Scripture does not call us to suppress or ignore our heritage; rather, it encourages us to celebrate the unique ways God has fashioned each of us.

The interpretation of passages like Galatians 3:28 has sometimes been misused to suggest that Christian unity requires the erasure of ethnic identity. However, this interpretation overlooks the context of Paul's message. His intent was not to diminish the importance of ethnicity any more than it was to diminish the importance of biological sex. Rather, he emphasized the equal standing of all believers in Christ, regardless of their background.

Ethnicity is an integral part of who we are. To disregard or diminish someone's ethnicity is to disrespect them and dishonor God. The ways in which individuals celebrate their ethnic heritage may vary, reflecting diverse personal experiences and cultural contexts. We must avoid making assumptions about how any individual represents their entire ethnic group.

At Portland Christian School, we affirm each family's right to celebrate their God-given heritage. We believe that such celebrations honor God and enrich our community. We encourage the free expression of cultural identity in ways that are respectful and inclusive, fostering an environment where everyone feels valued and appreciated.

We recognize that our student body reflects the beautiful diversity of God's creation. We see each student, celebrate their unique qualities, and acknowledge the presence of God's handiwork in their lives. Our commitment to diversity means saying to one another, "I see you, and I love you for who you are. I celebrate all of you."

Our unwavering focus remains on our unity in Christ. As we recognize and celebrate our individual uniqueness, we will not allow these differences to detract from our shared mission. We are committed to honoring God and one another as we grow in our understanding and celebration of Kingdom Diversity at Portland Christian School.

3.0 SCHOOL POLICIES

3.1 Admissions

Choosing the best school for a child is an important decision. It requires a great deal of prayer and consideration, and it is something we take very seriously at Portland Christian Schools. All families interested in enrolling their student(s) at PCS go through the same admissions process. Many times, this process starts with an inquiry and tour of campus, though not required, but suggested.

Once an application is submitted, it is reviewed to see if the student is a good fit for PCS, a pastoral reference is called, and an appointment is set for admissions assessment and new family interview. Prior to the appointment, academic records are requested and reviewed. Principals and Admissions team are all involved in making an informed admissions decision prior to enrollment. Once enrolled, administration is notified for planning purposes and the family begins receiving school-wide communication to prepare for the student's first day.

3.2 Student Records

Academic Records will be kept in the administrative offices and are the property of PCS. Requests and/or copies of records may be made at any time during regular school hours, but the administration has up to five (5) business days to respond.

3.3 Health and Medication

To ensure we can provide the best care for your child, parents must submit all necessary medical information through the electronic Family Portal form before enrollment. This form covers:

- Emergency contacts and phone numbers
- Permission to treat
- Medical conditions
- Allergies
- Medications

3.4 Kentucky State Law Medical Requirements

All students must have the following medical reporting forms on file with the school office, as required by Kentucky state law:

- **An updated Kentucky Immunization Certificate** that includes an expiration date or a notarized exemption must be on file.
- **Immunization Exemptions:** Families seeking exemption from state immunization requirements must provide a **notarized Kentucky religious exempt form**. This form is available on our website.
- **6th Grade Physical Exam:** All students entering 6th grade are required to have a physical exam documented on the **Kentucky Preventative Health Care Exam form**. This is distinct from a sports physical and can be found on our website.
- **Action Care Plans for Medical Conditions:** If your child has a medical condition such as asthma, anaphylactic allergies (requiring an EpiPen), diabetes, or seizures that necessitate emergency medication, an appropriate **action care plan** must be on file at the school. These crucial plans, which ensure our staff can address your student's emergency needs, require both physician instructions and parent information. You can obtain these forms from your physician or find them on the [school website](#).

3.5 Student Medication Guidelines

Should your child need medication during school hours, please refer to our **student medication guidelines** available on the [school website](#) for detailed information.

Your student should stay home if:

- Fever of 100 or higher: Please be sure your student is fever free for at least 24 hours without fever reducing medication (such as Tylenol or Motrin) before returning to school.
- Fever 100 or less AND has other signs or symptoms of illness.
- Diarrhea: Increased number of stools compared with the student's normal pattern.
- Vomiting: Your child must be free of vomiting for a full 24 hours before returning to school.
- Undiagnosed Rash: A student with a rash should be excluded from school unless he/she has a current statement from their healthcare provider stating that your student is no longer contagious.
- Conjunctivitis (pink eye): Your student should stay home until after being treated for a full 24 hours of antibiotic treatment (if bacterial) or until the redness and discharge

have resolved (if viral).

- Strep throat: Please keep your student home until after being treated for a full 24 hours AND has been fever free for 24 hours.
- Please be sure that your child is fever free for at least 24 hours (without fever reducing medications) AND any other symptoms they are experiencing are gone or have significantly improved before sending them back to school.
- If you have any questions, you can reach the Health Room during school hours at healthroom@portlandchristian.org, or 429-3727, ext 230.

3.6 School Hours

School hours are from 8:00 a.m. to 3:00 p.m. (LS) and 3:15 p.m. (US). All students must leave school grounds within 30 minutes of dismissal unless they are participating in a school-sponsored activity or attending After School Supervision. To ensure a smooth Lower School carpool line, the cutoff for early dismissal is 2:15 p.m. Therefore, students requiring early dismissal must leave before 2:15 p.m. or remain on campus until the end of the school day.

NOTE: The office is open 7:30 am – 3:30 pm Monday – Friday.

3.7 Emergency Procedures

EVACUATION FIRE DRILLS

Monthly, the fire alarm will be sounded to signal a fire drill. Students are to proceed in a quiet, orderly manner to a safe location outside the building designated on the emergency plans posted in each room. Students are to remain quiet and follow instructions. All staff and students will stay in their designated areas until an office staff person instructs them to go to another location or return to the building. Fire extinguishers are in specified areas around the school. State law requires that one fire drill be conducted per month with the execution of the evacuation timed and documented..

SEVERE WEATHER DRILLS

An alarm will be sounded in the event of a possible tornado or severe storm conditions. Students will leave the room and proceed to the designated areas identified on the emergency plans posted in each room. They shall get down on their knees and face the wall with their heads in their hands. All staff and students will remain silent and await further instructions from administrative personnel.

LOCKDOWN DRILL

An announcement will be made that a lockdown drill will begin. Faculty and staff will follow the guidelines outlined in the school safety plan. This drill will occur two times per school year. This is in addition to the Intruder Drill, as well as soft lockdown drills.

DISASTER PLAN

A disaster is broadly defined, but can be described as, a “sudden and extraordinary misfortune, bringing destruction of life or property.” Many events could constitute a disaster. In the event of a disaster during normal school hours, implemented protocol will be adhered to.

3.8 Principle of Love, Correction, and Good Communication

The Scriptures have a definite pattern to follow in the area of solving interpersonal problems. If a problem arises between a parent and teacher, parent and administrator, or parent and parent, it needs to be dealt with quickly and prayerfully with love, patience, and forgiveness. Open communication and Christ-like relationships are two keys to developing a school that is positive, mature, and glorifying to God.

Appropriate Resolution Process:

- Student (if mature enough) or Parent to Teacher/Staff member.
- If unresolved, Principal.
- If unresolved, Head of School.
- Parent is required to respond accordingly to the Head of School's decision.

3.9 The Matthew 18 Principle

A Christian school is made up of people—parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another." (John 13:34-35, NIV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18, Jesus gives His formula for solving person-to-person problems. We refer to this as "The Matthew 18 principle".

"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector. - Matthew 18:15-17

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

- Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "With their mouths, the godless destroy their neighbors, but through knowledge the righteous escape." (Proverbs 11:9, NIV).
- Keep the circle small. "If your brother or sister sins, go and point out their fault, just between the two of you..." The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.
- The administration will not give a hearing to disagreements before those directly involved have made a prayerful and earnest attempt to resolve the issue first. Taking an issue or grievance "over the head" of a staff member directly to the administration violates both the letter and spirit of the Matthew 18 principle.

- Be straightforward. "Point out their fault." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, "Faithful are the wounds of a friend" (Proverbs 27:6).
- Be forgiving. "If they listen to you, you have won them over." This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Most school problems are resolved at the two-people level. Forgiveness and restoration are the normal happy conclusion.

If needed, the parent and staff member should agree to share the matter with an appropriate school administrator. At this stage, the counsel of Jesus would be "take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'" Both parent and staff member should communicate their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution.

Because the Board policy delegates authority for operational (student, parent, staff, discipline, curricular) decisions to the Administrator, his/her decision should be considered final and not subject to review by the Board unless a Board policy has been broken or other extraordinary circumstances.

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

3.10 Lockers (Upper School Only)

Students are responsible for securing their assigned locker with the school-issued lock. Malfunctioning locks should be reported to the office immediately for replacement. Use of personal locks is not permitted.

3.11 Backpacks (Upper School Only)

Students will need to keep any books or materials either in their lockers or be able to fit their books and materials under their classroom desk. **Backpacks/large purses will not be permitted in the classrooms** or left in the hallways outside of the classroom. This is a safety and security consideration. Loose backpacks on the floor or in the hallways pose a hazard to the safe egress from the classroom or the hallways, and impede exit routes in the case of a fire or tornado evacuation. Students may use whatever backpack they choose to transport their books and materials to and from school.

3.12 Water Bottles/Drinks/Snacks

. Water Bottle Policy

- **Container Guidelines:** Students may use any color or brand of reusable water bottle. For safety reasons, **glass water bottles or glass containers of any kind are strictly prohibited** on campus.
- **Permitted Contents:** Water is the only beverage permitted in classrooms and common areas throughout the day (with specific exceptions listed below).
- **Misuse:** Individual instances of water bottle misuse or disruption will be addressed by administration on a case-by-case basis.

2. Snacks and Classroom Exceptions

- **Post-Break Provision:** To accommodate our morning schedule, students are permitted to consume snacks and drinks in their classrooms **only during the period immediately following their designated break time** (after 1st period for Middle School; after 2nd period for High School).
- **General Rule:** Outside of this specific post-break period, food, snacks, candy, and colored beverages are not permitted in classrooms and must be consumed in the cafeteria.

3. Coffee and Energy Drinks

- **Upperclassmen Privilege:** Juniors and seniors (11th and 12th graders) are permitted to bring coffee to school.
- **Energy Drinks:** **No energy drinks of any kind** are allowed on school property or inside classrooms at any time. Juices and sports drinks are permitted for all students during break times and lunch.

4. Gum Policy

- **Classroom Restriction:** To preserve our school facilities and maintain an appropriate learning environment, **no gum is allowed in Upper School classrooms.**

5. Locker Storage

- Locker storage for food and beverages is strictly limited to holding packed lunches or snacks brought from home before they are consumed.
- Students are expected to clean out their lockers daily. Old, opened, or unsealed food and beverages may not be left in lockers overnight.

3.13 Field Trips

Field trips related to instructional objectives will be conducted throughout the year. Classes may plan periodic field trips aligned with classroom learning. Parents are welcome to participate by assisting and/or supervising students. Please note that chaperoning parents may not bring siblings or other guests. Parents are expected to dress professionally and in a manner that reflects positively on a Christian testimony, maintaining a more formal attire than the students. All field trip behavior must

adhere to the school's policies. All field trips require principal approval, and overnight trips require principal approval as well.

3.14 Tuition and Fees

Portland Christian Schools (PCS) is committed to timely payment of salaries and expenses. Parents/guardians support this commitment by paying all tuition and fees as outlined in this [Tuition and Fee Schedule](#).

3.15 Fundraising

PCS aims to minimize fundraising burdens on families, focusing fundraising efforts within the Development department. All fundraising activities require school administration approval. Additional fundraising beyond suggested activities requires principal/Head of School approval. Fundraising plans should primarily involve public, school-wide events.

3.16 Lunch Charge Procedures

These procedures apply to all PCS families and employees.

- **Prepaid Cafeteria Account:** Cafeteria accounts are prepaid through FACTS. Accounts should maintain a positive balance to cover anticipated purchases. Charges are deducted from the prepaid account after food/beverage items are received. Parents/guardians are responsible for all charges.
- **Low Balance Alert:** A weekly email alert is sent when the account balance falls below \$10, including the current balance and a link to add funds through FACTS.
- **Delinquent Debt:**
 - Once a student's or family's account is delinquent, ala carte items may not be purchased.
 - **Employee Accounts:** Employees with negative balances will be denied ala carte items and meal service.
- **Re-enrollment:** Students with outstanding cafeteria balances will not be re-enrolled.
- **Withdrawal/Transfer/Expulsion:** Parents/guardians are responsible for all cafeteria charges. PCS may withhold records until balances are paid.
- **Reduced-Price Meals:** Applications are available from the Director of Food Services and must be submitted annually. Benefits are not retroactive and begin on the date of application processing. Students must select all required meal components for free/reduced-price meals; à la carte items will be charged separately.

3.17 Information Technology Tools

Definition of Information Technology Tools. For the purposes of this policy, "Information Technology Tools" refers to all school-provided hardware, software, and resources intended for educational use. This includes, but is not limited to, all school equipment, hardware, software, databases, networks, email, files, programs, documents, data, and information. This policy also extends to school-related materials accessed from personal devices.

The use of personal earbuds or headphones is restricted to classroom settings for educational purposes only. Such use requires the explicit approval of both the school administration and the classroom teacher. When not in approved use within a classroom, earbuds and headphones must be

put away and not be visible. Any earbuds or headphones that are visible or in use outside of an authorized classroom setting will be confiscated.

All of the school's computing and communication resources are the exclusive property of the institution. They are to be used solely for the advancement of the school's spiritual, educational, service, community outreach, administrative, and business objectives. Access to these resources is provided for current faculty, staff, admitted or enrolled students, and other individuals who have been properly authorized.

Each student is charged an annual book and technology fee for the use of textbooks, educational materials, and Chromebooks. It is the student's responsibility to properly care for these items and return them in the condition they were received, accounting for normal wear and tear. In the event that books, materials, or Chromebooks are lost, defaced, or damaged, the student's account will be billed for the full replacement cost.

PRIVACY AND LIMITATIONS OF USE

All Information Technology Tools and data are school property. The school may monitor, intercept, access, retrieve, disclose, and delete any material without notice. Students have no expectation of privacy in any material stored or transmitted using school tools, including on personal devices. Encryption is permitted only with approved software, and passwords do not limit school access.

CODE OF ACCEPTABLE USE

Users must comply with this policy and terms of external providers. Tools are for educational purposes only. Misuse, theft, or abuse is prohibited. The school may monitor usage.

- **Confidentiality:** Do not transmit or post confidential information.
- **Harassment:** Do not transmit abusive, insulting, obscene, or inappropriate information, including harassment based on protected characteristics, disruptive information, defamatory statements, or anything violating school ethics.
- **Purposeful Disruptive Use:** Do not disable or overload systems or circumvent security.
- **Viruses:** Do not propagate viruses or destructive code.
- **Sexually Explicit Materials:** Do not access, retrieve, store, or transmit such materials.
- **Installing Software:** Do not install software or wireless access points without IT authorization. Do not distribute pirated software.
- **Uploading and Downloading:** Do not post confidential information or download school-owned materials without authorization.
- **Author Identification:** Do not use false identities. Identify yourself accurately. Do not represent the school without authorization.
- **Lawful Use:** Do not violate any laws or regulations.

The school may limit internet access. Report misuse to a teacher, principal, or IT.

SECURITY AND CONFIDENTIALITY ISSUES

Do not attempt to disable school security systems. Report lost devices containing school data within 48 hours.

USE OF PERSONAL DEVICES

The same policies apply to personal devices used for school business. The school may track device location, view installed applications, and require passwords/lock screens. Students are responsible for backing up personal data. Students are NOT to bring or use their personal laptops at school.

VIOLATIONS

Violations will result in disciplinary action, up to expulsion.

LOGO USE & REPRESENTATION OF PCS

The school logos and name are federally registered marks of Portland Christian Schools and may not be used or reproduced without express written authorization from the Administration. Any effort to represent the school or group, whether in name only or with accompanying logos, must be expressly authorized prior to use.

3.18 Artificial Intelligence (AI) Acceptable Use Policy

1. Biblical Rationale & Purpose

At Portland Christian School, our mission is to educate students in the truth of God's Word and equip them to serve Him with integrity. Scripture calls us to pursue honesty, excellence, and authenticity in all that we do:

"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters." — Colossians 3:23

"Provide things honest in the sight of all men." — Romans 12:17

While Artificial Intelligence (AI) is a powerful technology that can support research, brainstorming, and accessibility, it must never become a substitute for a student's own cognitive growth, critical thinking, or spiritual maturity. This policy is designed to help students use technology as a tool for stewardship and learning, rather than a shortcut that bypasses the learning process.

2. Core Principles of Academic Integrity

- **Authentic Ownership:** All work submitted by a student must be the original product of their own mind, effort, and understanding.
- **The Definition of Plagiarism:** Presenting AI-generated text, code, images, or ideas as one's own original work constitutes academic dishonesty (cheating and plagiarism). Because it involves misrepresentation, it is treated as both an academic violation and a character issue.
- **The Role of the Teacher:** The classroom teacher is the final authority on whether AI may be used for any given assignment, and to what extent. If a teacher has not explicitly permitted AI use for an assignment, the default assumption is that it is strictly prohibited.

3. The "Traffic Light" Framework for Students

To give students clear boundaries, PCS utilizes a three-tier framework for AI integration on school-owned and personal devices:

Category	Status	Allowed Actions & Examples
 RED LIGHT	Prohibited	• Asking AI to write essays, paragraphs, or answers to homework. • Using AI to complete math problems or generate coding scripts. • Using AI during quizzes, tests, or exams. • Submitting AI-generated art, speech, or multimedia as your own creation.
 YELLOW LIGHT	Conditional <i>(Requires explicit teacher approval)</i>	• Using AI to brainstorm essay topics or project ideas. • Utilizing AI as an interactive tutor to clarify a complex concept. • Using AI to help build a structural outline for a research paper. • Running a draft through an AI tool for grammar and clarity checks.

 GREEN LIGHT	Permitted	• Using school-approved adaptive learning software (e.g., IXL, Lexia). • Standard word processor features (e.g., built-in spellcheck, basic autocorrect). • Using database search filters for research.
---	-----------	---

4. Divisional Guidelines

Middle School (Grades 6–8)

- Goal: Developing foundational critical thinking and basic digital literacy.
- Rule: Middle School students may only use AI tools under the direct supervision or explicit instruction of their teacher. Independent, unguided use of generative AI for schoolwork is not permitted.
- Focus: Emphasis is placed on learning *how* to write, research, and calculate independently before relying on digital assistance.

High School (Grades 9–12)

- Goal: Equipping students for post-secondary success, ethical leadership, and digital discernment.
- Rule: High School students may use AI for "Yellow Light" activities *only* when the teacher has integrated it into the assignment.
- Disclosure: If a student uses approved AI tools to assist in the research or editing phase of an assignment, they must include a disclosure statement at the end of their work (e.g., "*AI tool ChatGPT was used to help brainstorm the outline for this paper. All writing and final analysis are my own.*").

5. Accountability, Detection, and Consequences

- Verification: To protect academic integrity, Portland Christian School reserves the right to use AI content detectors, plagiarism recognition software, and comparative analysis of a student's historical writing style.
- Demonstration of Mastery: If a teacher or administrator suspects a student has bypasses learning by using AI, the student may be required to explain their work orally, write a short response on the spot without technology, or complete an alternative assessment.
- Consequences for Violations: * First Offense: The student will receive a zero on the assignment. The teacher will log the incident, and parents will be notified. The student may be

given an opportunity to resubmit an alternative assignment for partial credit at the discretion of the administration.

- Second Offense: A zero on the assignment, parent-administrator conference, and behavioral disciplinary action (such as detention or loss of school technology privileges).
- Subsequent Offenses: May result in suspension or further disciplinary review by the school administration.

6. Data Privacy and Safety

Students must never input personal identifying information (e.g., full names, addresses, phone numbers, student IDs) into public generative AI tools. This ensures compliance with student privacy standards and protects our school community's digital footprint.

DATA PRIVACY AND SECURITY

- PCS student email accounts and Chromebook access to specific open AI software (e.g., ChatGPT) are blocked due to data and security concerns.
- Students using personal AI accounts are responsible for understanding the terms of service and data collection practices of those platforms. The school is not responsible for data shared with third-party AI providers.
- The school will implement robust measures to protect student and staff data collected through AI applications, including adhering to data privacy regulations (e.g., GDPR, FERPA), ensuring data security, and developing clear policies for data retention and deletion.

SOURCE CREDIBILITY

- AI-generated content is not a credible source and should not be used as primary evidence in academic work.
- AI can be a tool for exploring ideas and generating drafts, but all claims must be supported by verifiable sources.
- Students must be able to provide evidence to support any information derived from AI tools.
- Students should be aware of the potential for bias and misinformation in AI-generated content.

TEACHER TRAINING

Teachers will receive training on the effective and ethical use of AI tools in the classroom, including:

- Understanding AI capabilities and limitations
- Strategies for integrating AI into instruction
- Addressing ethical considerations

PARENTAL CONSENT

Parental consent will be obtained for the use of AI tools with students.

- Method for obtaining consent: [Specify method, e.g., online form, signed letter]
- If consent is not granted: [Specify what happens]

DIGITAL CITIZENSHIP

Students will receive education on digital citizenship, responsible technology use, and the ethical implications of AI.

CONSEQUENCES FOR VIOLATIONS

Violations of this policy will be subject to consequences outlined in the PCS Student Handbook, including the Academic Dishonesty Policy.

REVIEW AND UPDATES

This policy will be reviewed and updated annually, or more frequently as needed, to reflect advancements in AI technology and evolving best practices.

CONCLUSION

This policy empowers students and faculty to use AI responsibly and ethically, maximizing its potential for learning while upholding PCS values. By embracing a thoughtful and informed approach to AI, PCS can prepare students for success in a rapidly changing world.

3.19 Visitors

Parents are welcome on campus. For safety reasons, and in compliance with PCS Security procedures, all parents and guests must report to the administrative office, sign in, and wear a tag identifying them as a guest while on the campus (closed campus regulations). All guests are subject to the same rules of conduct as students during their visit. Special occasion deliveries, including flowers and balloons, are not allowed for students at any time during the year. There are no exceptions.

- Visitors (student-aged) are not permitted to attend classes with students, except when approved by administration for possible enrollment purposes.
- Classes may not be visited during semester exam and achievement test weeks, and preferably not during testing of any kind.
- Non-students are not allowed to visit during school instruction/lunch hours. This includes former students, whether they are attending another school or being homeschooled without prior written consent by the principal.
- Classrooms are not open to third party visitors. An administrative process is in place for observation requests conducted by education professionals, paraprofessionals, and teacher training candidates. Observation requests for these areas must be made directly to the program principal and processed administratively.

The following exceptions are also recognized:

- Parents and grandparents are welcome to visit the school at any time during the school year.
- Pastors and youth pastors are permitted to visit students during lunch.

Any exceptions to the policies stated above will rest solely at the discretion of the school principal.

These exceptions must be pre-approved by the administration at least 24 hours before the visit is to occur.

3.20 Pets

Pets/animals are not allowed on campus at any time with the exception of police dogs and service animals. This includes when school is in session or at any other event on campus.

3.21 Volunteers

Any person working directly with students will be required to have a background check completed. This also includes lunchroom and office volunteers.

3.22 Inclement Weather

- The responsibility for getting students safely to and from school rests on parents and their designated representatives. Parents are therefore responsible for discerning if road conditions during inclement weather or other emergencies allow for safe travel.
- In the event of inclement weather, even if school is officially open for classes, parents who do not believe road conditions in their area permit safe travel should not attempt to get their children to school. They should keep their children at home and notify the school that they are doing so. This will be counted as an excused absence.
- During times of inclement weather (or other school-closing emergencies), the school will notify parents through text message regarding school-starting delays, early dismissals, and cancellations. Parents may also monitor local television stations and our social media channels for announcements about school-starting delays, early dismissals, and cancellations.

3.23 School Closings

Weather Closings - Whenever the weather is inclement, the following procedure will be used to determine whether Portland Christian School should be closed or delayed for the day. If classes are canceled or delayed, we will make every effort to announce the information to local media before 6:00 a.m. We encourage parents to sign up with a local media channel to receive a text alert of any emergency closings or information. PCS also uses text alerts. This service sends text messages directly to phone numbers registered for emergency reasons, such as weather delay, closings, or information about happenings on campus. Parents/Guardians must register for this service. Information will be coming from your student's main office.

3.24 Non Traditional Instruction (NTI)

When PCS buildings are closed due to bad weather or other reasons, the school may move to Non-Traditional Instruction (NTI). NTI is remote learning allowing teachers and students to utilize laptops, Chromebooks, and other technology to continue teaching and learning at home. When PCS notifies families that in-person classes are canceled, it will also let families know if NTI is being employed on that day. If so, students will be expected to use their devices to connect with their teachers and continue their lessons.

3.25 Delayed Start

Portland Christian School (PCS) students reside in multiple counties, including Indiana. Occasionally, local public schools may be open while students traveling longer distances to PCS experience hazardous conditions. In such instances, PCS may implement a one- or two-hour delayed start.

When a delayed start is announced, all school activities will begin one or two hours later. For example:

- The tardy bell will ring at 9:00 a.m. (one-hour delay) or 10:00 a.m. (two-hour delay).
- Morning extended supervision will begin at 8:30 a.m. (one-hour delay) or 9:30 a.m. (two-hour delay).
- The school day will conclude at the regular dismissal time.

Please note that weather conditions can deteriorate after a delayed start is announced, potentially leading to school cancellation. Such a decision will be communicated as promptly as possible. Parents and guardians should always prioritize student safety. If, in your judgment, travel to school is unsafe due to local conditions, please keep your child home. These absences will be excused, and make-up work will be provided.

3.26 Classroom Holiday Celebrations

- The school will emphasize the scriptural and spiritual elements of holidays such as Easter (the cross and resurrection) and Christmas (the incarnation of Christ), rather than secular elements (the Easter bunny and Santa).
- Interpretation and application of these holiday observance guidelines shall be the responsibility of the administration.

3.27 Reporting Child Abuse

The Child Protective Services Program is mandated by statute, which means there are state laws that declare a child's right to be free from abuse and neglect. These laws are called the Kentucky Unified Juvenile Code and are contained in KRS Chapters 600 to 645. The code requires the reporting of neglect; physical, sexual, or emotional abuse; and dependency of children, whether it occurs in the home, the school, or other community settings. The code requires that these reports be assessed and investigated and requires that social services be provided to children found to be experiencing maltreatment. Inherent in the code are two basic principles: a child's fundamental right to be safe and to be nurtured and a child's basic right to be raised by his or her own parents, whenever possible. Also included in the body of the code are provisions for interviewing children who are the alleged victims.

4.0 UPPER SCHOOL ACADEMIC POLICIES

4.1 Grading System

In all US grades, all subjects receive letter grades as below:

Numerical Grade	Letter Grade	Standard GPA	Honors GPA	AP/DE GPA
90-100	A	4.0	4.5	5.0
80-89	B	3.0	3.5	4.0
70-79	C	2.0	2.5	3.0
60-69	D	1.0	1.5	2.0
Below 60	F	0.0	0.0	0.0

GRADUATION REQUIREMENTS

A minimum of Twenty-four (24) credits are required for graduation. Those credits include the following minimum requirements:

Subject	Standard Credits	Pre-College Credits
Bible	4	4
English	4	4
Social Studies	3	3
Mathematics	4	4
Science	3	4
Health	0.5	0.5
PE	0.5	0.5
Visual and Performing Arts	1	1
Foreign Language	0	2
Electives	4	3
Total Credits	24	26

PCS students must complete 24 credits to earn a Standard Diploma and 26 credits to earn the Pre-College diploma.

NOTE: The Class of 2028 and beyond will require 25 and 27 total credits respectively as an additional elective credit will be required.

In addition to high school graduation requirements above the state of Kentucky requires the following:

- Students must demonstrate competency in technology
- Students must demonstrate knowledge in Civics (must pass a civics test)
- Students must demonstrate financial literacy.

One credit must be earned in Bible for each year the student attends Portland Christian High School. Example: a student who entered PCS in 11th grade would be required to have two credits in Bible plus twenty-two additional appropriate credits in order to graduate. Students who fail Bible are

required to earn a passing grade in summer school Bible class in order to attend PCS the following year.

Students in 9-12th grades are required to complete a minimum of 16 hours of Christian service per high school year. The school service hours are a requirement of the school. The student is required to plan the service hours. Details and forms are located on the school's website. Questions may be directed to our Administration.

4.2 Extra-Curricular Academic Eligibility Policy

The Importance of Academic Accountability

At Portland Christian School, our primary mission is to provide an excellent, Christ-centered education that prepares students for their future academic, professional, and spiritual callings. While we highly value holistic development, academic responsibilities in the classroom must always take priority over outside activities.

Participating in extra-curricular activities—including both athletics and fine arts—is a distinct privilege, not a right. To earn the honor of representing PCS on the court, the field, the stage, or in the community, students must first demonstrate faithfulness and diligence in their course work. This policy is designed to foster strong time-management skills, instill personal responsibility, and ensure our students are keeping their academic commitments.

Alignment with State Standards

To maintain institutional integrity and ensure our student-athletes are protected under state regulations, Portland Christian School's academic eligibility standards fully align with and build upon the Kentucky High School Athletic Association (KHSAA) guidelines.

1. Weekly Eligibility Monitoring

To ensure continuous academic progress during competitive and performance seasons, the Athletic and Fine Arts departments conduct regular monitoring.

- Semester Grace Period: To allow for a fair and accurate accumulation of grades at the start of a new grading cycle, weekly grade checks will not begin until three (3) weeks into each new semester.
- The Weekly Check: Once active, grades are reviewed every Friday. If there is no school on a given Friday, the check will occur on the last instructional day of that week.
- The Eligibility Window: The status determined by Friday's grade check applies directly to the following week, running from Monday through Sunday.
- The Weekly Threshold: To remain eligible, a student must be passing 5 of 7 (study halls don't count towards graduation credits) classes on the weekly report. Any student passing fewer than five classes will immediately be ruled ineligible for the subsequent week.
- Scope of Ineligibility: Ineligible students are strictly prohibited from participating in all

extra-curricular games and/or performances during the week. The first week a student is ineligible they may participate in practice/rehearsals at the coaches/directors discretion. Ineligible students cannot travel to road games or sit on the bench at home events while ineligible. IF a students remains ineligible for a second week then they may not participate in practice and rehearsals as well.

- Regaining Weekly Eligibility: A student ruled ineligible on a weekly check can restore their status by raising their grades. If the *next* consecutive Friday grade check shows they are passing five or more classes, they will be deemed fully eligible to participate the following Monday.

2. End-of-Term Eligibility Monitoring (Quarters & Semesters)

While the weekly check handles short-term academic dips, a stricter standard is applied to final report cards to protect long-term academic standing.

- The Term Threshold: A cumulative review will take place at the end of each Quarter and Semester. To maintain eligibility for the next term, a student must be passing at least five classes on their final report card.
- The Mandatory Suspension Period: Students who do not meet the minimum requirement of passing five classes cannot regain their eligibility until the third (3rd) week of the new quarter. This provides a mandatory, focused window for the student to prioritize their studies without the distraction of extra-curricular schedules.
- The Conditional Recovery Process: * At the conclusion of the third week of the new quarter, the student's grades will be re-evaluated.
 - If the student is passing five or more classes at that time, they may be reinstated.
 - If the student is *still* passing fewer than five classes at week three, their eligibility status shifts to a strict week-by-week evaluation basis until the requirements are successfully met.

4.3 Enrichment Graduation Requirements

Portland Christian Schools provides an educational environment that enables our faculty and staff to influence the hearts and minds of our students. As we prepare our students to grow in wisdom, stature, and in favor with God and Man, we partner with our families, community, and churches to help prepare our students for success in today's world. This is accomplished through academics, teaching with a biblical worldview, integrating the scripture into each of our courses, and providing students with enrichment activities that will cultivate students' need to seek wisdom beyond scholarship, develop as servant leaders, and be responsible citizens within their communities. PCS students are required to attend all weekly chapels when present, and complete 16 hours of community service. In addition, all Upper School students are required to serve during Missions Week, globally or locally.

Graduation Requirements (Grades 9-12)

- Chapel - Weekly
- Community Service - 16 Hours per year of enrollment
- Missions Week Service

4.4 Extracurricular Activities

ATHLETICS

- Cheerleading
- Cross Country
- Golf
- Soccer
- Volleyball
- Basketball
- Baseball
- Softball
- Track
- Tennis

PERFORMING ARTS

- Worship Choir
- Theatre Productions
- Chapel Productions

ENRICHMENT TEAMS

- Robotics/STLP
- National Honor Society

SERVICE-ORIENTED HONOR SOCIETIES

- National Honor Society

4.5 Grade Reporting

There are two 18-week semesters. Each semester is divided into two 9-week quarters. Report cards will be available on the FACTS system at the end of each 9-week quarter. Grades are available at any time during the grading period via FACTS.

Teachers shall communicate regularly with parents about each student's academic performance and work habits in the classroom. Teachers are required to notify parents before the end of the grading period if a student is in danger of receiving a failing or unsatisfactory grade for the grading term. Failure of the teacher to notify parents of an unsatisfactory grade will not, however, result in the alteration of the grade. Parents are responsible to attend the parent/teacher conferences to become informed of their child's progress.

4.6 Semester Exams & Projects

Semester exams are administered in the Upper School to measure the students' retention of the material studied and to give the students experience in taking comprehensive tests. These exams are usually given on the last four days of each semester. Some courses may require students to complete a project in place of an exam. Projects carry the same weight as exams. Refer to the class syllabus for specific information. Exams/Projects are a major factor in determining semester grades. They count as 10-20% of the semester grade (depending on grade level). Exams/Projects reflect the learning over 18 weeks and should be taken seriously as they help determine grades which are placed on their permanent Upper School transcripts. Planned absences are not allowed. Students missing an exam due to illness will be required to make arrangements to take the exam during the make-up period. A student who does not show up for a scheduled exam without the administrative approval will receive a 10% reduction of their semester exam grade.

Semester exams will be figured in the semester grade according to the following graduated scale:

Class Year	Percentage of Semester Grade
Freshmen	No more than 10% of semester grade
Sophomores	No more than 15% of semester grade
Juniors	No more than 15% of semester grade
Seniors	No more than 20% of semester grade

Students should be aware that mixed grade-level classes may affect the weight of the exam. Please refer to the class syllabus for the exam weight for a particular class.

PCS observes special scheduling for exams. Uninterrupted blocks of time are scheduled for exams. Two exams are given daily.

Exams must be rescheduled through the office prior to the exam day. Students who reschedule exams for any other reason must have administrative approval.

Weighting of Grades - Each Quarter (9 Weeks)	
Summative Assessments	60%
- Should have at least 1 per three weeks (15 school days) - Exams, Projects, Papers, etc.	
Formative Assessments (Daily Assignments/Homework/Participation)	40%
- Should have 3-5 per week (5 school days) - Formative Assessments would include Exit Slips, Low-stakes quizzes and polls, dip sticks, interview assessments, etc. Please include at least 1 recorded FA per week to help inform instruction; however, FA should be occurring daily.	

Semester Grades

Senior Class Semester Grade Example	Percentage
First Quarter (9 Weeks Grade percentage x .4)	40%
Second Quarter (9 Weeks Grade percentage x .4)	40%
Final Exams (Semester Exam grade percentage x .2)	20%
Junior/Sophomore Class Semester Grade Example	Percentage
First Quarter (9 Weeks Grade percentage x .425)	42.5%
Second Quarter (9 Weeks Grade percentage x .425)	42.5%
Final Exams (Semester Exam grade percentage x .15)	15%
Freshman Class Semester Grade Example	Percentage
First Quarter (9 Weeks Grade percentage x .45)	45%
Second Quarter (9 Weeks Grade percentage x .45)	45%
Final Exams (Semester Exam grade percentage x .10)	10%

4.7 Questions about Grades

Since grades are recorded in FACTS we expect parents to routinely monitor their student's grades. Questions about a grade must be initially addressed within one week of the grade being posted or released. We won't entertain changes once grades are posted to the transcript.

4.8 Christian Service Hours

Students are required to complete a minimum of 16 Christian Service hours annually, distributed as at least four hours per quarter. The service window opens on June 1st and concludes during the second week of May. These hours are integrated into the Bible curriculum and account for 5% of the student's quarterly grade. To receive credit, students must submit the official form—found on the school website—within the same grading period the service was performed. Please note that completion of all required service hours throughout a student's tenure at PCS is a mandatory requirement for graduation.

4.9 Citizenship/Conduct Marks

Students will be given a citizenship mark on their grade reports for each class. PCS expects students to behave in a Christ-honoring way and believes this is an important part of educating students in the light of God's Word.

Citizenship marks will be determined by the following rubric:

Concept	O	S	NI	U
Respect for God, Others, & Yourself Luke 10:27, Psalm 86:12, 1 Peter 2:17, Leviticus 19:18, Psalm 8:3-5, Psalm 19:14, Proverbs 12:22, Ephesians 4:25	Always follows classroom rules. Including those related to food, drink, preparation for class, distractions and disruptions. Always works to the best of their ability.	Consistently follows classroom rules. Including those related to food, drink, preparation for class, distractions and disruptions. Consistently works to the best of their ability.	Frequently disregards classroom rules. Including those related to food, drink, preparation for class, distractions and disruptions. Frequently does not work to the best of their ability.	Consistently disregards classroom rules. Including those related to food, drink, preparation for class, distractions and disruptions. Consistently does not work to the best of their ability.
Respect God's Facility 1 Chronicles 29:11, 1 Corinthians 4:2	Always respects school buildings, grounds, desks, etc.	Consistently respects school buildings, grounds, desks, etc.	Frequently disrespects school buildings, grounds, desks, etc.	Consistently disrespects school buildings, grounds, desks, etc.
Encourage Others 1 Thessalonians 4:18 Hebrews 3:13	Always encourages others through actions and words.	Consistently encourages others through actions and words.	Frequently inconsiderate to others through actions and words.	Consistently inconsiderate to others through actions and words.
Do When Asked Philippians 2:5	Always complies with directions, requests, or correction.	Consistently complies with directions, requests, or correction.	Frequently does not comply with directions, requests, or correction.	Frequently does not comply with directions, requests, or correction.

4.10 Incompletes

Students who receive an "incomplete" in a course must complete the work within two weeks of the end of the semester. Incompletes are only to be used in rare situations where a student has suffered a significant hardship preventing him or her from submitting a portion of the required work for a class. The two-week period is a grace period to allow the student to recover from the hardship. If the student does not make up the incomplete work, then the grade will be calculated with zero credit for

the missing work.

4.11 Failures

Students who fail a required course must meet with their Academic Advisor and make immediate plans to satisfy the failed course requirement. Before enrolling in a course students must submit a course approval form. Seniors who fail a required first semester course must complete an approved equivalent course by April 30 and submit an official transcript to participate in graduation. The monitoring and completion for an outside course is the sole responsibility of the student/parent. Seniors who fail a required second semester course must complete an approved equivalent course by August 1st to receive a PCS diploma. These students will not participate in graduation ceremonies.

Add/Drop Class

Students may freely add and drop courses for the first 10 days of each semester if there is a seat available in the class and they meet course prerequisites. Students will need to complete the Add/Drop Form, which will be made available by administrative staff via email.

Students in need of academic advice regarding add/drops may be assisted by the counselor.

Withdrawing from a Class

Upper School students may, on occasion, be permitted to withdraw from a class after the drop/add policy deadline (e.g., in cases of serious illness, injury, or class overload). If this occurs before the end of the first quarter, neither the transcript nor the GPA will reflect the course. If the withdrawal occurs between the start of the second quarter and its midpoint, the transcript will note a "Withdraw Passing" or "Withdraw Failing." In either case, no grade will be recorded. However, a "Withdraw Failing" will affect a student's eligibility for National Honor Society membership. After the second quarter's midpoint, withdrawals are generally not permitted, except in rare and exceptional circumstances. Students must complete the semester in the course. At the semester's end, with approval from the parent, teacher, and principal, students may withdraw. In these cases, the transcript and GPA will reflect the course and grade. Students who withdraw passing will receive half a credit. When considering a withdrawal, students and parents should remember that students must maintain a full course load.

4.12 Exam Exemptions

Senior students are eligible for exemption from spring semester exams at the teacher's discretion in any course with a spring semester course average of ninety (90) or above, with the following exceptions:

- A student with a disciplinary referral to school administration may lose exemption status.
- Courses taught through dual enrollment or online instruction are not eligible for semester exams exemption.

AP Courses will take the AP exam in lieu of a spring semester exam.

4.13 Makeup and Late Work Policy

Student Responsibility: Students are responsible for taking the initiative to complete all missed work, including assignments and tests.

MAKEUP WORK DEADLINES

- Assignments due on the day of an absence or the day of return must be submitted upon the student's return.
- Students should be prepared to take scheduled tests upon their return.
- Work assigned before an all-day activity absence is due on the return day, unless alternative arrangements are made with the teacher.
- Online submissions are due upon return.
- Teachers will grant students the number of absence days to complete makeup work.

LATE HOMEWORK POLICY

- Students may turn in late homework assignments one class period (next day or two) after the original due date.
- Late homework assignments can receive up to 70% of the earned credit the first day, then 50% the second day.
- Missing homework assignments will be marked as a zero in the grade book after day two.
- Late homework assignments will be marked as “late” in the grade book.

COMMUNICATION AND RESOURCES (Upper School Only)

- Students are responsible for communicating with each teacher to understand their specific makeup and late work policies and deadlines.
- Students should regularly check digital platforms such as FACTS/Google Classroom for assigned work.

SPECIAL CIRCUMSTANCES

- Work completed during a suspension will receive a maximum grade of 50%. Tests and quizzes can be taken for full credit.
- Students are responsible for proactively obtaining all missed work, regardless of the reason for the absence.

4.14 Academic Assistance System

Goal: To provide timely and effective support for students experiencing academic difficulty.

STAKEHOLDER ROLES

- **Faculty Responsibility:** Teachers are the primary point of contact for students and parents regarding academic performance, specifically when grades fall below a C average. Due to their close monitoring of student progress, teachers are expected to be proactive in addressing academic concerns. If a student falls below a C average, teachers must implement the following outlined steps.
- **Parent Responsibility:** Parents are expected to actively monitor their child's academic progress through the FACTS Family Portal and communicate with teachers as needed.

- **Student Responsibility:** Students are expected to actively engage in their learning, seek help when needed, and utilize available resources, including accessing academic progress (grades) through the FACTS Family Portal.

TEACHER COMMUNICATION & INTERVENTION STEPS

- **First Contact: Teacher Email:** Teachers will initiate contact via email. The email should direct parents to FACTS or include specific details about missing assignments, deadlines, penalties, and test grades.
- **Second Contact: Teacher Phone Call:** If the email does not result in improved performance, the teacher will follow up with a phone call to the parents. This conversation and its key points should be documented.
- **Third Contact: Teacher Meeting:** If the phone call does not resolve the issue, the teacher will schedule a meeting with the student and parents. This meeting and its discussion, including agreed-upon action steps, should be documented.

GRADING PRACTICES

- **Timely and Accurate Grade Entry:** Accurate and timely gradebook entries are essential. Teachers are required to enter the previous week's grades no later than Tuesday at 8:00 a.m.
- **Incomplete Grades:** If a student is permitted to make up work after the grading period, an "I" (Incomplete) should be entered as the initial grade. The final grade should be entered promptly upon completion of the makeup work.
- **Gradebook Access:** Students and parents are advised to regularly access the gradebook to monitor academic progress.

ADMINISTRATIVE ACADEMIC ACTION PLAN

The Dean of Students and/or Counselor will meet with students who are struggling with multiple grades below a C average. These meetings will:

- **Identify Root Causes:** Determine the reasons for low grades (e.g., missing assignments, family issues, absences, comprehension problems, lack of motivation).
- **Differentiate "Can't Do" vs. "Won't Do":** Distinguish between "can't do" (comprehension issues) and "won't do" (lack of motivation/discipline) scenarios.

INTERVENTIONS

- **For Comprehension Issues ("Can't Do"):**
 - Peer tutoring with National Honor Society (NHS) students
 - Peer mentoring program
 - List of outside tutoring resources
 - Teacher extra help sessions (specify availability)
- **For Motivational Issues ("Won't Do"):**
 - Goal setting and time management strategies
 - Contract for improved performance (if appropriate)

KEY TAKEAWAYS

- **Collaborative Partnership:** This system fosters a collaborative partnership between teachers, parents, and students.
- **Multi-Tiered Intervention:** It establishes a clear, multi-tiered intervention process for addressing academic concerns.
- **Targeted Support:** It emphasizes the importance of identifying the underlying causes of academic struggles (comprehension vs. motivation) to provide targeted support.
- **Documentation and Accountability:** Documentation is required at each stage of the intervention process to track progress and ensure accountability. This documentation should be kept in a central location (e.g., student's academic file).

4.15 Academic Improvement Plan

An Academic Improvement Plan is intended to motivate our students toward doing their best academically. It also gives notice to the parents and students that a serious academic problem exists. This early notice will enable both school and home to work together toward improving the student's academic progress.

An Academic Improvement Plan will be implemented as follows:

1. If a student earns an F in a subject in any grading period, he/she will be placed on an academic improvement plan.
2. A face-to-face conference will be held with the parents, teacher(s), and student to develop a plan of action for improvement.
3. Counselor and teacher(s) will monitor the academic progress of each student during the subsequent grading period.
4. A student who improves to a C or better average in the subsequent grading period will be removed from the improvement plan.

4.16 Academic Integrity

As Christians we are called to reflect integrity in all aspects of our lives. It is critical that we hold students to a high standard of integrity in their work in the classroom. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate Portland Christian Schools standards. Whenever students have a question about this procedure or any procedure, they should ask their teachers and/or advisors. Teachers will inform students of procedures and practices relating to homework and classwork. Students should assume that all quizzes, tests, and exams should be done independently, unless they are specifically informed by their teacher.

4.17 Valedictorian and Salutatorian (Upper School Only)

To be eligible for either Valedictorian or Salutatorian, a student must be a full-time student at the school for both junior and senior years. The primary means of selection will be based on the final weighted GPA for courses listed on the transcript through the end of the student's second semester of the senior year. Advanced courses taken outside of the school will not be weighted. In the event of a tie (calculated to four decimal places) the student with the most honors, AP, and Dual Enrollment

classes will receive the award. If there is still a tie, the numerical average of courses listed on the transcript will be used as the second tiebreaker. The Valedictorian and Salutatorian will be honored at the graduation ceremony. In addition, the Valedictorian and Salutatorian will address the graduates at the ceremony. The address must be approved by the school administration team.

As representatives of one of the highest honors of Portland Christian School, students who have a documented incidence of academic dishonesty in grades 9-12 will not be eligible for Valedictorian or Salutatorian.

4.18 Awarding of High School Credit

Credit for high school courses is added to a student's transcript at the end of each semester. The student's GPA is calculated or updated at that time. The semester grade is calculated by weighted average of the two quarters and the semester exam.

In the event a student should pass one semester and fail one semester of a year-long course and the average of those two semester grades is a passing grade, that average will be entered for both semester grades. The student would then not be required to complete credit recovery over the summer.

4.19 National Honor Society (Upper School Only)

The school maintains a chapter of the National Honor Society, which was originally chartered in 1934. Induction into the Honor Society is open only to sophomores, juniors and seniors who meet the high standards of scholarship (minimum of 3.5 cumulative GPA), Christian character, leadership, and service. A faculty committee selects National Honor Society members after reviewing informational surveys completed by students who meet the scholarship standard. An induction ceremony is held in the Spring. To be eligible for National Honor Society at Portland Christian School, students must be attending full-time and have been enrolled for at least 1 year (2 semesters). Students must also complete the service requirements to remain a member of NHS from junior to senior year. Students who transfer late to the school year will be handled on a case-by-case basis.

Membership in the National Honor Society is a significant academic honor as well as a personal achievement. As a member, students are expected to attend Chapter meetings and participate in service projects throughout the school year, as well as uphold NHS pillars of character, leadership, scholarship, and service. Also, there will be dues of \$10 for each year of membership as outlined in NHS by-laws.

4.20 Controversial Subjects and Secondary Doctrine

- If in the course of teaching a class, a teacher sees that a subject has arisen which he or she has good reason to believe is controversial and discussion of that subject will not help him or her achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all.
- If a subject arises which the teacher has reason to believe is controversial and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:
 - As necessary, instruct the class of the responsibility of Christians to be

charitable in debate.

- As appropriate (i.e. pertinent to the stated good of the class), direct the students' attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as research papers, guest speakers, reading differing authors, etc. Strongly encourage the students to become knowledgeable of the most widely held views on the subject.
- Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
- The teacher is to remember that according to Scripture and the stated goals of PCS, he or she is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject; in light of this policy and sound teaching practices, he or she is to encourage a gracious and scholarly attitude in the students.
- Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents.
 - Presentation of all sides of an issue is encouraged.
 - The teacher should encourage the students to follow up on any questions they have with their parents and pastor.

4.21 Retention

A middle school student who fails two or more core academic subjects (math, science, English, history, bible) for a given year will be considered for retention at the end of that year. The decision for retention will be made by school administration based on a number of factors, including but not limited to: academic achievement, student conduct, student age, and parent request. In the event that the student is promoted to the next grade level, he or she will be required to complete academic remediation during the summer as directed by school administration.

High school students who fail a core academic subject class will be required to take credit recovery over the summer as directed by school administration. A high school student who is unable to maintain academic progress for an on-time graduation will be recommended for withdrawal from Portland Christian School.

Dismissal from School

- If the administration, in its professional judgment, concludes that the needs of a student are not being met by the academic program (determined after reviewing test scores, report cards, absences, and the student's progress), a conference will be held with the parents, classroom teacher(s), and the principal. At that time, it will be decided if it is in the best interest of the student to repeat a grade level, be retained on probation with an action plan, or be withdrawn from the school.
- At Portland Christian School, the partnership between families and the school administration is fundamental to the success of each student's educational journey.

With this shared commitment in mind, it is expected that families actively engage in their child's academic and extracurricular pursuits. In instances where this partnership is not upheld, and there is a persistent lack of cooperation or support from the family, the school administration may regrettably consider the dismissal of the student from the academy. Such decisions are made with careful consideration, aiming to ensure the best interests of all students and maintain the integrity of the school's educational mission.

4.22 Testing

PCS shall administer a nationally standardized academic achievement test (MAP Testing) three times per year to all students in the grades determined by the principal (6-11). In addition, high school students participate in CERT Testing (ACT Prep).

5.0 LOWER SCHOOL GRADING POLICIES

5.1 Grade Reports

Report cards are issued every nine weeks for grades K-5. Report Cards are emailed home each quarter. Hard copies are available upon request. Parents are encouraged to communicate frequently with teachers. They may do so through email, conference requests or by leaving a message with the school office. ***Please allow 24 hours for teachers to respond to all correspondence.***

5.2 Grading Scale

<u>Grades</u>	<u>Percentages</u>
A+	98% - 100%
A	93% - 97%
A-	90% - 92%
B+	88% - 89%
B	83% - 87%
B-	80% - 82%
C+	78% - 79%
C	73% - 77%
C-	70% - 72%
D+	68% - 69%
D	63% - 67%
D-	60% - 62%
F	59% or Below

5.3 Promotion, Retention and Re-admission policy

Students who successfully complete their core subjects and Bible are eligible for promotion to the next grade level. A student who does not receive a grade of C or above in core classes or in Bible may be required to participate in an appropriate and approved summer program to be eligible for promotion and/or readmission. PCS students who need to complete summer make-up work for promotion or re-enrollment must provide in a timely manner documentation of successful completion of the course or courses needed as determined by Administration.

Students who have been retained in a grade for the second time will not be readmitted to PCS following a second unsuccessful year (as determined by grades). PCS students that withdraw from PCS in good standing may re-apply.

GRADES K-2 promotion is primarily determined by school-related skills, including appropriate academic and social development.

GRADES 3-5 students need to have reached competency in each of their core subjects, particularly math and language arts, to be able to be successful at the next grade level. A failing grade in any of the core subjects may require remediation before the student is promoted.

5.4 Homework Guidelines

Homework is a time to practice and gain mastery of skills introduced and modeled while at school. Homework is designed to compliment classroom instruction. Students should expect to have homework regularly for spelling, memory verse memorization and reading. Students should develop the habit of regular home study, however, the majority of work should be completed at school. This includes class projects. Students may have homework to complete should they not utilize their time in class wisely thus leading to completion of work at home.

Recommended homework time frames for elementary grades are:

Kindergarten-1st grade – 15-20 minutes daily*

Second and Third grade – 20-30 minutes daily*

Fourth and Fifth grade – 45 minutes daily*

*Please note that these times will vary from student to student. Some students may require extra study time or reinforcement time to master required skills. Also, unfinished class work, procrastination on long-term assignments, and/or make-up work can contribute to more homework on a given evening. However, if you find that your child continually needs more time than the recommended time frames, please contact your child's teacher.

5.5 Make-Up Work

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

DAILY WORK

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

TESTS/QUIZZES AND PROJECTS

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

PLAGIARISM

Plagiarism is using someone else's words or ideas in your writing without proper acknowledgement and documentation. (International students will be given appropriate guidelines.) Plagiarism, which is a synonym for piracy, is cheating and a major violation of the discipline code. **Examples:**

- Copying or sharing answers on ANY assignment, test, quiz, exam, etc.;
- Having another person write a paper for you and turning it in as your work;
- Turning in or copying another student's work as your own;
- Starting with someone else's work and modifying words or phrases to avoid citation;
- Copying a paper from a source without proper acknowledgement;
- Copying materials, words, or ideas from a source, supplying the proper acknowledgement, but not using quotation marks;
- Paraphrasing materials, words, or ideas from a source without using proper documentation;
- Buying a paper from a research service or term paper mill;
- Turning in a paper from a "free" or paid term paper website.
- Inappropriate use of an online translator for foreign language classes.
- Copying or purchasing a piece of writing and running it through a program which re-words it to avoid detection.

Issues of plagiarism are taken seriously at PCS. All teachers now have the discretion to run electronically submitted assignments through a plagiarism detection tool or Google's originality reports, to scan papers against major indexes and databases of submitted works.

Any incident on any assignment, test, project, etc. will result in disciplinary action which may include the student serving an in-school suspension. Students will be allowed to resubmit the assignment (or an appropriate alternative). The teacher will grade the assignment and will give the student credit for 60% of the score. Any subsequent incident will be considered a major violation and result in out-of-school suspension. Note that both taking and giving answers is considered cheating and both will result in disciplinary action.

5.6 Academic Support

The Portland Christian Lower School Resource Department serves students K-5 who have documented learning differences. The resource team works collaboratively with students, parents, and teachers to help ensure the success of all PCS students. A plan of accommodations/modifications may be developed for students who have current educational testing.

6.0 STUDENT LIFE POLICIES

6.1 Attendance

Regular attendance is crucial for student success. Consistent participation ensures students benefit fully from classroom instruction and maximizes their learning potential. Parental Responsibility: Parents are vital partners in ensuring student attendance. We request that non-emergency appointments (doctor, dentist, etc.) be scheduled outside of school hours whenever possible.

Students Responsibility:

- Communicating with their teachers about any absences.
- Proactively making up missed work in a timely manner.

6.2 Attendance and Student Participation in Extracurricular Activities

To be eligible to participate in practices, games, or events for any extracurricular activity, students must attend at least half of the school day, which is 3 hours and 30 minutes. We understand that exceptions may arise. Prior approval from the Principal or Athletic Director is required for absences due to: Family emergencies, College recruitment trips, or School-related events, etc.

Students who are tardy (unexcused or excused) more than two times in a single season on the day after an athletic contest may face consequences.

6.3 Absence Reporting

All absences must be reported to the school by 8:00 AM on the day of the absence. A separate notification is required for each day of absence. For planned absences of two or more consecutive days (e.g., family travel, college visits), follow the "Planned Absences" protocol below.

6.4 Excused Absences

Excused absences include:

- Family emergencies.
- Illness or medical appointments (a physician's note is required for medical excuses).
- Extreme weather conditions.
- School-sponsored activities.
- Pre-approved absences by administration.

6.5 Criteria

- For the purpose of student attendance, the school will accept a signed note or email from a parent or guardian to excuse an absence.
- Each student is permitted a maximum of five (5) parent notes per semester, after which additional absences for illness will require a note from a medical professional.
- Once a student has used their allotted five parent notes, any subsequent parent-verified absence will be considered unexcused unless accompanied by official medical documentation.
- Parent notes must be submitted to the school office within three school days of the student's return to school.

6.6 Absence limits and Consequences (Upper School Only)

A maximum of 9 absences (excused or unexcused) per class per semester is allowed. Upon reaching 10 or more unexcused absences in a class, an office referral will be issued for each subsequent unexcused absence, handled according to school discipline policies. Long term medical absences will require a conference between administration, teachers, parent/guardian and student. After exceeding the allowable absences, all further absences will require health professional verification.

6.7 Types of Absences

- School Activity Absences: Absences for school activities (e.g., athletics, field trips) do not count toward the 9-absence limit. Students must attend at least half the school day to participate in extracurricular activities.
- College Visits: Juniors and seniors are allowed two excused college visit days per year, which do not count toward the 9-absence limit. Additional college visit absences will count toward the limit.
- Planned Absences: For planned absences of two or more days (e.g., family vacations), students must:
 - Obtain an approved Administrative Absence form from the principal two weeks prior to the absence.
 - Have teachers sign the form and collect missed work.
 - Submit the completed form to the front office.
 - No planned absences will be approved during final exams.
- Truancy/Unexcused Absences: Absences without valid reason or parental permission are considered truant/unexcused.
- Early Dismissal: To leave campus during the school day, a parent must call or the student must present a note to the front office. All students must sign out before leaving.

6.8 Tardy (Upper School Only)

Philosophy: For students to maximize their classroom learning and to teach self-discipline and responsibility, PCS requires students to come to class on time and fully prepared with the needed materials for class. Tardiness is defined as failing to be in class, in your seat, quiet, and ready to learn when the tardy bell rings. We are not only training our students academically, but also in the development of essential habits which will be important to their success later in life. There will be penalties for excessive tardiness.

- Students arriving at school after 8:00 a.m. must sign-in in the office immediately upon arrival at school and before attending class.
- If a student is tardy to class because of another teacher, that student should bring a pass from that teacher explaining the situation. If marked excused, it will not be recorded as a tardy.
- Students more than 10 minutes tardy to class will be considered absent unless they have a pass from a school authority. All students arriving 10 minutes late to class without a pass must be sent to the front office.
- If a student receives a pass from the front office when arriving late to school, it does not necessarily mean that it is excused, the pass will be marked excused or tardy.

- If a student's parent calls in that a student will be late this does not necessarily mean it is an excused tardy.
- Every student who leaves the classroom during instructional time is required to have entered a digital hall pass.

Students that receive more than 9 unexcused tardies per semester will receive the following discipline:

- On 10th Unexcused Tardy: 1 day of detention
- On 15th Unexcused Tardy: In-School Suspension
- On 20th Unexcused Tardy and subsequent tardies: 1 Out-of-School Suspension and meeting with Administration.

6.9 Students Without Their Chromebook in Class (Upper School Only)

TEST/QUIZ DAYS

If a student forgets their Chromebook on a day when a test or quiz is scheduled:

- The student will be required to take the test/quiz on the next school day when they have their Chromebook with a 30% penalty.
- If the teacher has a paper version of the test and grants permission, the student may take the test in the original classroom setting.

REGULAR CLASS DAYS

If it is a regular instructional day:

- The student will be expected to participate as best as possible without a Chromebook. This may include sharing with a classmate, missing a class activity (including graded activities), or completing the assignment later as homework.
- The teacher has full discretion to determine how the student will participate or make up the work.

LOANER CHROMEBOOKS

- Loaner Chromebooks are **only** available to students whose school-issued devices are under repair.
- Students who forget their Chromebook at home will **not** be issued a loaner.
- Students may call a parent/guardian to bring the Chromebook to school; however, this is entirely up to the parent/guardian's discretion.

CONSEQUENCES FOR FORGETTING A CHROMEBOOK

1st Incident:

- Recorded by classroom teacher and emailed to administration
- Informational email sent to student and parents
- Any missed work is marked as **late**

2nd Incident:

- Recorded by classroom teacher and emailed to administration
- Student counseled by administration
- Email with strategies for remembering the Chromebook sent to student and parents

3rd Incident:

- Recorded by classroom teacher and emailed to administration
- Email sent to student and parents
- Student assigned **detention**

4th Incident:

- Recorded by classroom teacher and emailed to administration
- Email sent to student, parents, and Chromebook-using teachers
- Student assigned **detention**
- Student receives **50% credit** for all work submitted that day in classes requiring a Chromebook

5th Incident:

- Recorded by classroom teacher and emailed to administration
- Email sent to student, parents, and Chromebook-using teachers
- Student assigned **detention**
- Student receives **0% credit** for all work submitted that day in classes requiring a Chromebook

6.10 Student Conduct and Discipline

Regarding the conduct and discipline of students at Portland Christian School, the foundation of what we do is found in what we believe and what we value:

We believe:

- God's word, the Bible, is the ultimate, infallible source of truth about God, his character, his creation, and his plan to redeem his people. (2 Tim 3:16)
- Every student has been created in God's image and has value and dignity because of this fact. (Gen 1:27)
- Every student sins. (Rom 3:23)
- Christ died so that we can be restored to a right relationship with God. (Rom 5:10-11)
- Those who have a relationship with Christ are in a process of being refined into his likeness. That process will only be completed upon his return. (Phil 1:6)
- Even during this process, those who are being refined will bear the fruits of his work. (Gal 5:22-23)

We value:

- Standards of conduct that God has set: obedience, integrity, and respect
- Student voice and individuality
- Community and relationships among students, parents, and faculty
- Creativity, critical thinking, communication, and collaboration as essential skills for today's leaders
- Flexibility as a necessary characteristic for members of the modern, global community
- A winsome spirit and a sense of humor
- Celebrating the successes within our school community
- Learning that is authentic and that reaches beyond the walls of our school

- The good and positive influence that students can have on their peers

Because of these things, we will:

- Cultivate an active and authentic relationship with Jesus Christ.
- Treat others with respect and love.
- Live a life of integrity.
- Maintain God's standards for morality, purity, and righteous living.
- Commit to building a Kingdom Community.

6.11 Disciplinary Procedures

The guiding principle of this or any other good system of school and classroom management is that its purpose is not to punish, but to teach and encourage students to accept responsibility for their actions and decisions, and to regard the rights of others with as much reverence as their own.

School administration reserves the right to make adjustments as needed to the discipline policy and procedures.

Students may be placed on a behavior contract at any time throughout the year.

Students, faculty, and staff are encouraged to communicate frequently. Conferences with the students, teachers, administrators, and parents will be held for students experiencing behavioral difficulties.

- First referral to an administrator, the student may be given a warning, (1) day of Lunch Detention, After-School Detention (Upper School Only), ISS, OSS or expelled. Also, the parent is contacted by conference, email, or phone call. If a conference is required, the administrator is to set it up with the parent.
- Upon the second referral to an administrator, the student may be given (1 or 2) days of Lunch Detention, After-School Detention (Upper School Only), ISS, OSS or expelled. Also, the parent is contacted by conference or a phone call. If a conference is required, the administrator should set it up with the parent. Parent in-person participation is required. Finally, students will be referred to the Principal for intervention planning.
- Upon the third referral to an administrator, the student may be given After-School Detention, ISS, OSS or expelled (depending upon the severity/nature of the offense). A parent conference is also required with the school administration, and student support team.
- Upon the fourth referral to an administrator, the student may be given multiple After-School Detentions (Upper School Only), ISS, OSS or expelled (depending upon the severity/nature of the offense). A parent conference is also required with the school administration, and student support team. Failure to attend the conference will result in the student being placed on the fifth level of the Discipline Plan.
- Upon the fifth referral to an administrator, the student may be recommended for expulsion.
- Consequences of disciplinary actions that cannot be served at the end of a school year due to time constraints will be carried over to the beginning of the next year.

6.12 Specific Discipline

ALCOHOL

Students will not possess, distribute, consume, or be under the influence of alcoholic beverages, in school buildings, school grounds, in school vehicles or buses, or at any school sponsored activity at

any time, whether on or off school grounds. Students that violate this policy will be expelled.

ASSAULT

Any assault and battery or vandalism which endangers life, health, or safety which is committed by a student on school property or at a school event will be expelled.

BULLYING

Definition of Bullying - Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious or hidden. Bullying behavior is repeated, or has the potential to be repeated, over time.

Bullying of any form or for any reason can have immediate, medium, and long-term effects on those involved, including bystanders. Single incidents and conflict or fight between equals, whether in person or online, are not defined as bullying.

What bullying is not:

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression, harassment, or intimidation
- mutual arguments or disagreements

These actions can cause great distress. However, they do not fit the definition of bullying and they are not an example of bullying unless someone is deliberately and repeatedly doing them.

HARASSMENT

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal, or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property.
- Has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits.
- Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being.
- Has the effect of substantially disrupting the orderly operation of school. Students who engage in harassment will be recommended for expulsion.

SUBSTANCE ABUSE

As a Christian school, Portland Christian School (PCS) believes that our physical bodies are temples of the Holy Spirit (I Corinthians 6:19-20). We are committed to fostering the mental, spiritual, emotional, and physical health of our students (John 10:10). The use, possession, or influence of mood or

mind-altering substances hinders a safe and healthy learning environment and impedes PCS's mission. This policy aims to promote healthy lifestyles, ensure a drug-free environment, encourage self and peer reporting, and demonstrate God's love and desire for restoration.

The purpose of this Comprehensive Drug/Substance Abuse Policy is to:

- Promote healthy lifestyles for all students, both on and off campus.
- Ensure a safe, drug-free learning environment.
- Cultivate a culture of encouraged and supported self-reporting and peer reporting.
- Express God's love, His desire for restoration, and His power to free students from harmful addictions.

Recognizing that drug/substance abuse stems from a fallen world, we believe that Godly sorrow leads to repentance and salvation (II Corinthians 7:10). Our goal is to guide students toward this repentance and restoration, understanding that God's kindness leads us to repentance (Romans 2:4).

The goal of this policy is to:

- Proactively identify student drug/substance use, both on and off campus.
- Hold students accountable for violations in a way that facilitates changed behavior (Romans 2:4).
- Partner with students and families to provide rehabilitation and restoration.
- Dismiss families who are not fully supportive and cooperative with this policy.
- Expel and legally prosecute students who distribute harmful and illegal substances.

PROHIBITED SUBSTANCES

Students shall not consume, use, possess, give, exchange, transfer, or be under the influence of any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, or intoxicant of any kind. This includes, but is not limited to, the abuse of inhalants, prescription drugs, over-the-counter drugs, and look-alike drugs. Students shall not attempt to market or distribute any substance represented as or substantially similar to a controlled substance. This policy applies to conduct on school property, at school activities (on or off campus), and in school vehicles.

Specifically prohibited substances include, but are not limited to:

- Nicotine (in any form)- Students shall not possess or use tobacco products (including e-cigarettes or vaping products) at any school event or activity, nor while being transported by school or school system-provided vehicles.
- Alcohol
- Controlled substances (scheduled drugs, prescription and non-prescription)
- Mind or mood-altering substances (including homemade substances, even if not formally classified as banned)
- Abused common household items (e.g., glue, lacquer, paint thinner)
- Medical cannabis (see specific policy below)

PRESCRIPTION MEDICATIONS

Students requiring prescribed medication must identify themselves to school officials upon arrival and have the medication retained and administered by the principal's designee. All prescriptions must include the medication name, administration directions, and issuing pharmacy name.

CONSEQUENCES (POSITIVE TESTS/USE)

Drug/substance use, including nicotine, is an expellable offense. Disciplinary contracts are an act of mercy and an attempt at restoration. Consequences for positive drug/substance tests may include temporary suspension or permanent expulsion, depending on the specific circumstances. Failure to immediately submit to a drug/substance screen or accept the results may result in immediate expulsion.

The Principal/Head of School may require a student/family contract outlining specific restorative steps, including but not limited to: Bible studies, counseling, clinical treatment, a probationary period, loss of privileges, and mandatory tuition insurance. Contract details are non-negotiable. Refusal to comply with the contract may result in expulsion.

Students are responsible for what they ingest, knowingly or unknowingly, on and off campus. Claims of unknowingly ingesting banned substances are not acceptable excuses. Students must avoid association with individuals using or abusing prohibited substances.

Use of banned substances on campus carries a greater risk of immediate expulsion and/or more restrictive contract terms. Use on campus with other students carries a significant risk of immediate expulsion.

CONSEQUENCES (DISTRIBUTION/SELLING)

Students are responsible for what they bring to campus. Claims of unknowingly possessing banned substances are not acceptable. Distributing banned substances on campus ("sharing") is subject to immediate expulsion. Distributing banned substances (on or off campus) ("selling") will result in immediate expulsion, and law enforcement will be notified.

SELF-REPORTING PROCESS

Students seeking help by confessing prior to a drug/substance screen may receive reduced disciplinary consequences, at the school's discretion. This process involves:

1. Confiding in a faculty/staff member.
2. Informing parents (with the faculty/staff member present, if desired).
3. The faculty/staff member notifying school administration.
4. Submitting to a drug/substance screen.
5. Entering into a contract as outlined above.

PEER/PARENT REPORTING PROCESS

PCS encourages peer and parent reporting of harmful student behaviors. Peer reports will remain confidential. Parents are expected to report harmful behaviors of other PCS students.

TESTING PROCESS

PCS reserves the right to require same-day testing for any prohibited substance at any time, based on random selection or reasonable suspicion. The reason for testing will not be disclosed. All students required to test must comply.

TESTING METHOD

Students will undergo same-day testing at a designated toxicology lab, including a 5-panel hair follicle test, and/or nicotine test, and/or alcohol test. Students pay for the test and are reimbursed for negative results (except for self-reports). Positive results will not be reimbursed. Failure to submit to testing may result in immediate expulsion. Students under the influence will not be allowed to drive and must be picked up by a parent/guardian.

TEST RESULTS

Results are sent to the school and shared with students/parents within one week. Challenging test results may lead to immediate expulsion. Cooperation and parental support are essential for a student to remain at PCS after a positive result. Results are part of the student's disciplinary record.

Pending test results, students may be required to learn from home, be suspended, or be prohibited from extracurricular activities, at the school's discretion. Positive results for certain substances may result in immediate dismissal. Second-hand exposure is not an acceptable excuse.

TESTING TIMELINES

Parents are not notified before a student is questioned or tested. Students called in for testing may be asked what might appear on the test. Honesty may impact disciplinary measures. After the conversation, the student will inform parents in the administrative office. Administration will not disclose the reason for the test. If a student anticipates a positive result, a deeper conversation will occur with attempts to involve parents.

NICOTINE AND ALCOHOL

Nicotine and alcohol use by minors are illegal and prohibited for PCS students, even if consumed in the presence of parents/family. This applies year-round.

MEDICAL CANNABIS

- No student may possess or use medical cannabis on school grounds or at school-sponsored events.
- School nurses, staff, and parents/guardians are prohibited from possessing or administering medical cannabis on school property, at school-sponsored events, or in their employment duties.
- Students may not be under the influence of medical cannabis on school property or at school-sponsored events.
- A student's medical cannabis cardholder status is not an excuse for policy violations.
- Cardholder status may be considered when analyzing drug test results.
- This policy does not change school policy regarding non-medical cannabis or other prohibited substances.

PERSONAL ELECTRONIC DEVICES

Students shall not make any use of a cellular/mobile phone on any school campus during the hours of the school day. Devices should be powered off when entering the building until students are dismissed (at the conclusion of carpool). This includes all forms of message modes currently available in electronic communication devices, i.e., voice communication, text messages, and transmission of visual images. ***Personal electronic devices must be completely out of sight and stored in a locker. Phones should not be kept in a pocket during the school day.*** Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action. Parents wishing to contact students should call the school office). Messages for students will be given to them promptly. Please work to take care of any family logistical details prior to your child leaving for school in the morning. At Portland Christian School any student who violates this policy shall receive the following discipline:

- **First offense:** Referral. Device confiscated until the end of the next day (to be released to student at the end of the next day).
- **Second offense:** The student will be suspended for one school day. The parent must meet with the suspending administrator when picking up the phone. Continued offenses will be considered insubordination and may result in the student being placed on disciplinary probation.
- **All subsequent offenses** will be considered insubordination and may result in the student being placed on disciplinary probation.

Note: All components of cell phones (SIM cards, etc.) will be confiscated with the cell phone. The electronic device policy includes all forms of message modes currently available in electronic communication devices, (i.e., voice communication, text messages, and transmission of visual images). Use of cameras on personal communication devices is strictly prohibited during school hours. Failure to surrender a phone or electronic communication device will result in an automatic in-school suspension or more. NOTE: With prior consent from principal and teacher, some tech/media classes may utilize device for class project purposes.

Students are not permitted to bring or use personal laptops or Chromebooks at Portland Christian School.

PUBLIC DISPLAY OF AFFECTION

No inappropriate display of affection between students is permissible. Students who violate this policy will be disciplined according to the Discipline Plan. Holding hands the maximum display of affection. Fighting

Students that are involved in a fight, defined as an exchange of physical blows will be subject to:

- **First Offense:** Five days out of school suspension, placement on a behavior contract.
- **Second Offense:** Students that are involved in a second fight in a school year shall be expelled.

THREATENING OF HARM

Students who communicate verbally or nonverbally including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee at any time will be recommended for expulsion.

WEAPONS

Students shall not possess, handle, transmit, attempt to use, or threaten to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function, or event. Dangerous weapons for the purposes of this policy shall include, but are not limited, to a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury, or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Students are further forbidden to use any substance such as chemicals or any instruments such as pencils, scissors, razors, or compasses when they are used or attempted to be used in a manner which renders the item dangerous or with the intent to do harm. Upon information that a student is suspected of violating this policy, the principal of the school will be notified immediately. The principal will notify the student's parent/guardian, and the appropriate law enforcement officials as required by law. If, after appropriate inquiry and obtaining of the facts of the accusations, the student is found to be guilty, he/she will be recommended for expulsion.

ZERO TOLERANCE POLICY

This policy outlines Portland Christian Upper School's (PCS) commitment to maintaining a safe and healthy learning environment. Violations of this policy may result in suspension, up to and including expulsion.

POSSESSION OR USE OF PROHIBITED ITEMS

Possession or use of illegal drugs, alcohol, or lethal weapons on the PCS campus, at any school-related event, or while traveling to or from such events is strictly prohibited. This includes attending any school function while under the influence of drugs or alcohol. Law enforcement will be notified when deemed necessary.

OFF-CAMPUS DRUG AND ALCOHOL USE

If a school official becomes aware of off-campus drug or alcohol use involving PCS students, this information will be shared with parents and appropriate school authorities. PCS will investigate the details, and the Zero Tolerance Policy will be enforced.

OTHER PROHIBITED CONDUCT

The following behaviors are also subject to the Zero Tolerance Policy:

- Immoral or illicit sexual behavior.
- Serious threats or intimidation. This includes, but is not limited to, intentionally making false statements about placing a weapon of mass destruction or firearm on school property (as defined in KRS [relevant Kentucky statute]).

SELF-REPORTING PROCESS

Students demonstrating high character and maturity by seeking help and confessing policy violations may receive reduced consequences, though PCS retains the right to administer discipline based on the specific circumstances. The self-reporting process includes:

- Contacting a trusted faculty or staff member.
- Informing parents of the problem (with the faculty/staff member present, if desired).
- The faculty/staff member notifying the Principal and Head of School.
- Agreeing to a collaboratively developed correction plan involving the school, student, and parents.

AUTHORITY AND DISCRETION

PCS reserves the right and authority to govern student behavior in all matters, whether explicitly listed in this policy or not. PCS also reserves the right and authority to address any matter concerning a student involved in illegal activities, regardless of whether the activity occurs on or off campus.

6.13 Consequences

DETENTION

For certain disciplinary infractions, students may be asked to spend additional time inside/outside of school. Students earn detention by failing to observe school standards concerning behavior, obedience, respect of authority, etc.

Detention will be assigned as appropriate for consequences and accountability. Students will be given specific manual work assignments under the supervision of a faculty or staff member and will be kept busy during the entire assignment.

SUSPENSION

Portland Christian School is committed to keeping students in the classroom learning environment as much as possible. However, if the administration determines that a student has engaged in behavior or activities which constitute a violation of community standards which warrant removal from the classroom, a suspension may result.

If a student is removed from school for a disciplinary reason, the suspended student is not permitted to be on school property or to participate in any school activity. Before a suspended student is permitted to return to school, the student and his/her parents must give assurance that the student is able to control his/her behavior and to follow the school's Standards of Conduct. The student will be put on behavior probation for the remainder of the school year and will be asked to reapply for the following school year.

Any student receiving a school suspension will automatically be suspended from all co-curricular activities for the length of the suspension. Club sponsors and coaches may also have a specific code of conduct for the students with which they work.

The school retains the right to amend, discontinue, or vary from these procedures without prior notice.

BEHAVIOR CONTRACT

To ensure that students who have made mistakes seek to change behavior on a long-term basis, students may be placed under direct supervision of a member of administration. A behavior contract will be used to monitor the noted behavior change(s). A student found to have a pattern of inappropriate behavior will be given guidelines of expected behavior. A meeting with the administration and parents will review the terms of the contract. Parents, students, and principal must sign the guidelines of such a contract.

EXPULSION

Expulsion is the most severe form of punishment to be exercised at Portland Christian School. It is recommended only after either all previous forms of discipline have been exercised and the problem(s) persist(s), or, when the offense is by its very nature one which even in a single act permits a situation which the school finds untenable or presents a threat to the safety of its staff or students.

Students who have been expelled from Portland Christian School may apply for readmission one calendar year after expulsion. Readmission will be determined based on clear evidence of change in the student's attitudes or patterns of behavior, along with normal admissions policies.

SEARCH OF PERSONAL PROPERTY

Any individual(s) who is reported or under suspicion of possessing a weapon, illegal drugs, tobacco, vaporizer, or stolen property will be subjected to search. The search may include but not limited to person, personal property, locker, and/or automobile.

6.14 Dress Code Standards

PCS seeks to set a standard that promotes excellence in academics, Christian character, and appearance. This is why we have a dress code policy based on biblical principles of modesty, neatness, and suitability. Our goal is to instill a desire to promote Jesus Christ and not ourselves in all we do. We feel that a school dress code helps in that regard in the following ways:

- School dress codes help create a school identity.
- School dress codes promote modesty and appropriateness.
- School dress codes help establish an atmosphere of order and respect for each other and for authority while minimizing distractions.
- School dress codes establish habits conducive to future success in life.
- School dress codes help us to avoid extreme fashions that draw negative personal attention.
- School dress codes take peer pressure and economic issues of style out of the classroom, which may serve as a distraction.

We stand together as members of the Body of Christ, distinctly different from the world. Our hope is that our outward modesty and appropriateness provide an example that brings glory to God to those around us.

The administration reserves the right to determine the appropriateness of any clothing item, hairstyle, accessory, or color.

6.15 Identification Badges (Upper School Only)

All Upper School students shall wear their PCS-issued student identification badges at all times while on school campus, and may be required to wear and/or present when attending a school-related extracurricular activity. Badges must be visible to PCS employees at all times. Badges cannot be worn underneath clothing and cannot be carried in a student's pocket, purse, etc.

6.16 General Dress Code Policy Guidelines

SHORTS, SKIRTS, OR PANTS

- Must be khaki (not cream or bone color) or black. Green plaid is acceptable for skirts.
- Must have a classic pant/shorts look (no athletic shorts, fatigues, zippered, or denim shorts).
- May not be skin tight or low-slung; baggy-style pants are not permitted.
- Joggers made as dress code pants, with a zipper and belt loops, are permissible.
- **NO DENIM of any color (Upper School Only).**
- Skirt and dress length should not be shorter than 3 inches above the top of the knee while standing.
- **Leggings (colors: gray, white, green, black) must be worn with all skirts or dresses** (Lower School students may opt for shorts in lieu of tights or leggings under a skirt or dress).
- **Portland official logo** running/warm-up pants/sweatpants, in dress code colors, in good condition, worn correctly, are allowed.

SHIRTS AND OUTERWEAR (Must be gray, white, green, or black)

- Plain polo shirts (no large logos; quarter-sized logos acceptable) (long or short sleeve).
- All students in grades K–12 wearing outerwear in the building (sweaters, sweatshirts, hoodies, jackets, etc.) must wear items that display one of the official PCS logos (Shaheen's or Spirit wear). DIY or homemade logos are not permitted.
- Button-down collared shirts.

SHOES

- Shoes must be worn at all times.
- No shoes that appear ragged or torn.
- All shoes must have closed toes and closed heels (1 inch minimum).
- No sandals, slippers, flip-flops, or shoes with retractable skates are permitted.

JEWELRY, HATS, BELTS, AND ACCESSORIES

- Jewelry and hair accessories (girls) should be kept simple and non-distracting.
- Earrings are permitted for girls only. (at school and school events)
- Headbands in school-approved colors are permitted.
- Belts are encouraged but not required. They should not have ornamentation such as studs, stones, etc., with no large or inappropriate buckles.
- No body piercing other than ears for girls is acceptable. (at school and school events)
- No tattoos, even temporary, should be visible. (at school and school events)

- No hats, scarves, bandanas, sport-type sock caps, visors, or sunglasses are allowed during school hours.

AFTER-SCHOOL APPAREL

After-school clothing and accessories should not display graphics or lettering that endorse a message contrary to the Christian mission of the school. The administration has the right to send home, request a student to change, or refuse admittance to any school day or function for those who do not comply. Again, the administration of PCS will be the final judges of dress code Policy/After-School/Event Apparel compliance and reserves the right to decide what is proper and fitting regarding attire for school and school events. For example: tight-fitting clothing (spandex), midriffs showing, short shorts, nose piercings, extreme makeup, etc.

GUIDELINES FOR FORMAL EVENTS

Objective: To provide clear and specific guidelines for student attire at formal school events, ensuring modesty, appropriateness, and a reflection of the school's Christian values.

General Principles:

- **Modesty:** Clothing should not be revealing or draw undue attention to the body. Necklines, hemlines, and overall fit should be modest and appropriate for a Christian environment.
- **Appropriateness:** Attire should be suitable for the specific event and reflect the formality of the occasion.
- **Respect:** Clothing choices should demonstrate respect for oneself, others, and the school community.

SPECIFIC GUIDELINES FOR GIRLS:

Dresses

Length: Dresses should be no shorter than 3 inches above the knee while standing naturally.

Necklines: Necklines should be modest and not reveal excessive cleavage. Low-cut dresses are not permitted.

Backs: The back of the dress should be no lower than 12 inches from the top of the shoulders. A good measuring point is the bra line mid-back. All fabric below the 12 inch mark should be solid. No cut outs, laced up or sheer fabric is acceptable.

Slits: Slits in skirts or dresses should be modest and not extend 3 inches above the knee.

Fit: Dresses should not be excessively tight or revealing.

Skirts and Tops

Skirts should follow the same length guidelines as dresses. Tops should have appropriate coverage and not expose the midriff or excessive cleavage.

Pantsuits

Pantsuits are acceptable if they are modest and well-tailored. Tops should follow the same guidelines as mentioned above.

Shoes

Dress shoes are preferred. Heels should be of a reasonable height and not pose a safety hazard.

Accessories

Jewelry and accessories should be tasteful and not distracting. Hairstyles should be neat and appropriate. No facial piercings or visible tattoos.

SPECIFIC GUIDELINES FOR BOYS

Suits or Sport Coats

A suit or sport coat with dress pants is preferred. Shirts should be collared and tucked in. Ties are encouraged but not required.

Shoes

Dress shoes are encouraged.

Accessories

Accessories should be minimal and tasteful. Hats are not permitted. Male students are prohibited from wearing piercings of any kind or displaying visible tattoos.

Additional Considerations

- **Grooming:** Students should be well-groomed and maintain a neat appearance.
- **Exceptions:** If a student has a specific need for an exception to these guidelines, they should discuss it with school administration in advance of the event.

PHYSICAL EDUCATION

To better prepare students for Physical Education class and to build a healthy state of mind for fitness and daily activities, students will be REQUIRED to change for P.E. (the semester they have P.E.); however, we do not provide a PCS P.E. dress code. Lower School students are only required to wear tennis shoes on the day they have P.E. and will not be required to change clothing.

Students will change during P.E. class in the gym locker room.

Students must be prepared to participate in clothes that adhere to the guidelines listed below:

- Loose-fitting t-shirt (no tank tops). Shirts must be free of any inappropriate wording or images. They must be God-honoring in appearance.
- Athletic shorts (shorts need to adhere to appropriate length per student handbook – no more than 2 inches above the knee).
- Sweatpants are also permitted. Yoga pants or leggings must be accompanied by approved athletic shorts.
- Sweatshirt for cold days (no heavy jackets).
- Athletic shoes (running or sport sneakers). No slip-ons, heels, Uggs, boots, slippers, Crocs, or flip-flops – shoes must surround the ankle for adequate protection.

For safety reasons, the shorts and shirt are not to have snaps, zippers, buckles, buttons, or metal studs.

HAIR STYLES

Hair for all students must be neat, clean, and well-groomed. Only natural hair colors are permitted; no exotic hair color is allowed for any student. Boys' hair is to be neat, clean, moderate, and in good taste. Hairstyle extremes are not acceptable. Boys' hair length should not extend beyond the top of the shoulder (or neatly in a bun or ponytail). Hair must not fall into the eyes. If a boy is given a referral for hair, he will have until the following Monday to have it resolved before being issued a second referral.

Additional Comments

- All clothing and shoes must be in good condition – no tears, cuts, rips, etc.
- Clothing should be replaced when faded, worn out, or outgrown.
- Tight-fitting shirts or pants are not to be worn.
- Pants, shorts, skirts, skorts, etc., are not to be sagging below the hip.

DRESS CODE CLARIFICATIONS (Upper School Only)

Harassment, Discrimination, and Hazing

6.17 Violation of dress code Policy

The dress code Policy is monitored by all faculty and staff. Students will not be allowed to return to class until the violation is appropriately addressed.

Dress code Policy violations will be addressed as follows:

- **1st offense:** Student and Parent are notified by the school. Dress code Policy violation is corrected. Any additional offense in the Lower School will be handled directly with the administration and may result in disciplinary action.
- **2nd offense:** Student and Parent are notified by the school. Dress code Policy violation is corrected. One lunch detention is served (Upper School Only).
- **3rd offense:** Student and Parent are notified by the school. Dress code Policy violation is corrected, and additional discipline will be given. After school detention will be served (Upper School Only).
- **4th offense:** Student and Parent are notified by the school. dress code Policy violation is corrected, and additional discipline will be given. In-School Suspension will be served (Upper School Only).
- **5th offense:** Student and Parent are notified by the school. dress code Policy violation is corrected, and additional discipline will be given. In-School Suspension will be served and the student will be placed on a probationary contract. Any further offense will result in a student/parent meeting with the academic review committee to determine if the student will be able to remain at PCS for the semester (Upper School Only).

6.18 Commitment to Christian Values

Portland Christian School upholds Christian values of love, respect, and dignity for all. Harassment or discrimination of any kind is unacceptable and contrary to these values.

6.19 Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

Examples include, but are not limited to:

- Unwelcome sexual flirtations or propositions.
- Verbal abuse of a sexual nature.
- Graphic verbal comments about an individual's body.
- Sexually degrading language.
- Display of sexually suggestive objects or pictures.

6.20 Harassment and Discrimination

Harassment or discrimination, including bullying, hazing, and intimidation, is prohibited. This includes verbal or physical conduct that:

- Denigrates or shows hostility or aversion toward an individual.
- Creates a hostile environment.
- Unreasonably interferes with a student's academic performance.
- Adversely affects a student's academic opportunities.

6.21 Hazing

Hazing is any conduct or initiation method that endangers the physical or mental health of any student. This includes, but is not limited to:

- Whipping, beating, branding.
- Forced calisthenics, consumption of substances, or brutal treatment.
- Extreme mental stress (sleep deprivation, extended isolation).

This policy applies to behavior on or off school property, during or outside school hours, including vacations and breaks.

REPORTING PROCEDURES

Informal Reporting

Students and staff may seek advice on hazing matters without filing a formal complaint by speaking with an administrator, teacher, coach, or advisor.

Formal Reporting

Any student who believes they have experienced harassment or discrimination should report it verbally or in writing to:

- Head of School (primary contact)
- Any PCS teacher or staff member (who will then notify the Principal or Head of School)

Parents/guardians should submit a written report to school administration for incidents reported outside of school.

Any person who believes they have been hazed or has knowledge of hazing should report it immediately to the school administrator.

INVESTIGATION PROCEDURES

For complaints where the complainant self-identifies

1. The Administrator will inform the Head of School, as appropriate.
2. The Administrator will authorize and supervise an investigation, including interviews with the complainant, accused, and any relevant witnesses.
3. The Administrator will review the investigation findings to determine if the alleged conduct constitutes harassment or discrimination.
4. The Administrator will report the investigation results and determination to appropriate parties, including the complainant and accused. Disciplinary actions will not be disclosed to the complainant.
5. PCS will take reasonable steps to protect the victim from further harassment, discrimination, and retaliation.
6. The Administrator will inform the Head of School, as appropriate.

For complaints where the complainant does not self-identify

The process is similar to the above, but the investigation may be limited due to the lack of complainant participation. The Administrator will make reasonable efforts to investigate and determine if the alleged conduct constitutes harassment or discrimination.

Disciplinary Action

Any student or employee found to have violated this policy will be subject to discipline, up to and including expulsion or termination. False complaints or retaliation against complainants will also result in disciplinary action.

Confidentiality

All matters will be handled with discretion.

Note: This policy is not exhaustive and PCS reserves the right to address any behavior it deems inappropriate.

6.22 Student and Staff Relationship

Portland Christian School is committed to fostering professional, respectful, and Christ-centered relationships between staff and students. To maintain appropriate boundaries and ensure a safe environment, the following guidelines must be observed:

PROFESSIONAL CONDUCT

- Staff members serve as role models and mentors to students (Titus 2:7-8). Relationships should be friendly and courteous, while maintaining professional distance.
- All interactions, both physical and verbal, must avoid any appearance of impropriety (1 Peter 2:12).
- Unprofessional behavior, such as flirtation, sexual innuendo, disrespect toward

authority, and excessive familiarity, will not be tolerated. Necessary precautions should be taken to prevent such behaviors.

PRIVACY AND SUPERVISION

- When a male staff member must meet with a female student or staff member alone, the meeting should occur in a publicly visible space (e.g., with an open door or in a windowed room).
- Staff members should not travel alone in a car with a single student.

COMMUNICATION

- Communication with individual students should primarily occur through recorded and easily retained formats, such as PCS email or approved school communication platforms (e.g., the Band App for athletics).

ACCOUNTABILITY AND REPORTING

- Any staff member who observes or experiences a violation of these guidelines should report it to the appropriate administrator immediately.
- Students are encouraged to report any concerns regarding staff behavior to a trusted adult, such as a parent, teacher, or administrator.

PCS is committed to providing a safe and nurturing environment where students can thrive. These guidelines are in place to protect both students and staff and ensure that all interactions are conducted with integrity and respect.

6.23 Pledge of Allegiance

At Portland Christian Schools, we recognize the Pledge of Allegiance as a symbol of the freedoms we enjoy in the United States of America. We believe that reciting the pledge demonstrates respect for the sacrifices made to protect those freedoms. Therefore, we ask that all those in attendance at events where the Pledge of Allegiance is recited stand in recognition of these freedoms. We also recognize that there are injustices in this country to which members of our community may want to draw attention. We humbly and respectfully ask that our community stand in unity in recognizing the freedoms that the pledge represents, including the freedom to peacefully protest and the freedom of speech, and that community members would exercise those freedoms after the completion of the pledge.

6.24 Student Drivers and Student Parking (Upper School Only)

- Any student of legal driving age who intends to drive to school, either on a regular basis or occasionally, must comply with the school policy and is required to complete the Parent Permission and Student Agreement Form (available from the office).
- Students are required to adhere to all road rules and drive in a safe and responsible manner. Current speed limits on all campuses of Portland Christian Schools should NOT exceed 10 m.p.h.
- All vehicles must be registered with PCS Security.
- Students are only to use their car for traveling to and from school. Students are not permitted, under any circumstances, to drive from the school grounds during the day

- Students may only park in the designated student parking area.
- Students are not permitted to carry other students as passengers, except in accordance with state law, and with the written permission of their parent/guardian and the passenger's parent/guardian.
- Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger must sign the Parent Permission and Student Agreement Form.
- Students who fail to meet these obligations will have their driving privileges revoked. Any unsafe driving behavior or breaches of road rules will be reported to the parents and, if required by law, the police.
- Students under age 18 who have 10 unexcused absences or fail 2 classes in a semester cannot obtain a drivers' permit or a drivers' license. Those who already have them must forfeit them.

6.25 Who Do I Talk To?

Need to know who to call? Check the updated [2026 - 2027 Who Do I Talk to Resource Guide](#) guide. It has the contact person for your question or concern.