

**Phoenix Christian Unified Schools  
Jr/Sr High School  
Student/Parent Handbook  
2008 – 2009**



*Go Cougars!*

**PHOENIX CHRISTIAN UNIFIED SCHOOLS**  
1751 W Indian School Road  
Phoenix, AZ 85015

Administration Office: 602-265-4707  
Attendance Line: 602-265-4707, Option 1

Superintendent: Mr. Jim Koan  
JH/SH Principal: Dr. Phil Adams

***www.phoenixchristian.org***

***This Student Planner Belongs To:***

Name \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

## 2008-2009 SCHOOL CALENDAR

### AUGUST 2008 – 1<sup>ST</sup> SEMESTER

11 First Day of School  
 18 Back to School Night – JH/SH  
 20 Noon Dismissal for SH – Leave for Retreat  
 21-22 SH Retreat

#### September

1 Labor Day – No School  
 12 Noon Dismissal – Teacher In-Service

#### October

10 Noon Dismissal – Teacher In-Service  
 23 Parent/Teacher Conferences – 5:30 – 8 pm  
 24 No School for All Grades – P/T Conf – 8 am – 12 noon  
 31 Homecoming Day – Noon Dismissal

#### November

6-7 ACSI Convention – No School  
 11 Veteran's Day – No School  
 26 JH Grandfriends Day  
 Thanksgiving Break Begins – Noon Dismissal  
 27-28 Thanksgiving Break – No School

#### December

17,18,19 1<sup>st</sup> Semester Finals – Noon Dismissal for JH/SH Only  
 19 Noon Dismissal – All Grades  
 End of 1<sup>st</sup> Semester (88 days)  
 22 - Jan 2 Christmas Break – No School

### JANUARY 2009 – 2<sup>ND</sup> SEMESTER

5 Classes Resume – Beginning of 2<sup>nd</sup> Semester  
 19 Martin Luther King Day – No School

#### February

13 Noon Dismissal for all Grades – P/T Conf – 1-3 pm  
 16 Presidents' Day – No School

#### March

16-20 JH / SH Interim (Special Classes) – (5 days)  
 23-27 Spring Break – No School

#### April

10 Good Friday – No School

#### May

19 JH Graduation – 6:30 pm  
 20,21,22 2<sup>nd</sup> Semester Finals for SH – Noon Dismissal  
 22 Noon Dismissal and Last Day for All Schools  
 End of 2<sup>nd</sup> Semester - (92 days)  
 22 SH Graduation – 7:00 pm **(180 School Days)**

## School Policy and Regulation Acknowledgement Form – 2008 – 2009

Name \_\_\_\_\_ Grade \_\_\_\_\_  
*(please print)*

### STUDENT STATEMENT

By signing this statement, I am indicating that I fully understand the rules of behavior as outlined in the "Student/Parent Handbook" (located online at [www.phoenixchristian.org](http://www.phoenixchristian.org)) and that these rules apply for the entire year, on and off the Phoenix Christian campuses. I further understand that the rules and regulations are subject to revision by the school at any time, and that each student/family is expected to be familiar with current school rules. I agree to abide by the rules and regulations of the school. I also realize that if I break the rules, my continued enrollment will be subject to immediate review.

**STUDENT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

### PARENT (GUARDIAN) STATEMENT

I/We understand and agree that Phoenix Christian Unified Schools are private evangelical Christian schools, where enrollment is a privilege and not a right. I/We certify by signature below that I/we understand the general rules and regulations that are published in the "Student/Parent Handbook" (located online at [www.phoenixchristina.org](http://www.phoenixchristina.org)). I/We further understand that the rules and regulations are subject to revision by the school at any time, and that each student/family is expected to be familiar with current school rules. I/We agree to abide by the rules and regulations of the school. In the role as parent and/or guardian, I/we promise to enforce these rules.

**PARENT (GUARDIAN) SIGNATURE** \_\_\_\_\_

**PARENT (GUARDIAN) SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Please sign this form and return it to the school.**



August 2008



Dear Parents,

It is our privilege to partner with you in the nurture, education and discipline of your sons and daughters. Thank you for entrusting these precious ones to us for this new school year.

Whether you are a long time veteran of Christian education or you are new to Phoenix Christian, as my family and I are, I encourage you to read fully and carefully the following pages. This handbook contains important information which will help make this coming school year perhaps the best year yet for you and your child.

The most important ingredient for success in this mutual endeavor of Christian education is communication. Please note the particular information in this handbook and avail yourself of all PC literature (both paper and electronic) including our wonderful new website: [www.PhoenixChristian.org](http://www.PhoenixChristian.org). Especially helpful to our parents is our online grade book available to students/parents called PowerSchool, <http://phoenixchristian.powerschool.com/public>. There is also a link on the Phoenix Christian website for PowerSchool and our staff emails (first initial and last name@phoenixchristian.org). We want you to know what is going well with your son or daughter and how we can work together to improve any problem areas. I look forward to getting to know as many parents as I can in this coming school year. Watch for formal and informal opportunities for us to meet together to pray for our school and to discuss what is on your mind.

Thank you in advance for keeping in close contact with us and thank you for your continued prayers.

God's richest blessings!

Jim Koan, II  
Superintendent

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### **PLEDGE TO THE CHRISTIAN FLAG**

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

### **PLEDGE TO THE AMERICAN FLAG**

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

### **SCHOOL COLORS**

Green and Gray

### **SCHOOL MASCOT**

Cougar

### **SCHOOL SONG**

Phoenix Christian High School—  
What a happy crowd are we!  
Cougars brave, undaunted,  
Marching on to victory.  
Rah! Rah! Rah!

Serving Christ our Leader,  
This our song of happiness.  
P-C-H-S Cougars,  
C-O-U-G-A-R-S!

### **MISSION STATEMENT**

Phoenix Christian Unified Schools, in partnership with the family, equips students to discover and develop their talents and spiritual gifts in order to live a life of service, impacting the world for Christ.

### **PHILOSOPHY**

The Board of Directors, Administration, and faculty of Phoenix Christian Unified Schools believe the school must be in cooperation with the home and the church for the purpose of serving Christian families who have a desire to see their students educated in a Christian-oriented atmosphere. Phoenix Christian Unified Schools' view of life is based upon the Bible as God's only infallible, written revelation to man.

Education is directed toward an understanding of God, man, and the universe and their interrelated natures. Therefore, the relationship of the Bible to the humanities and science is emphasized.

Students are taught to live a disciplined life under the lordship of Jesus Christ. Discipline based on God's Word is administered firmly in Christian love.

Non-Christian viewpoints are presented to enable students to evaluate all knowledge

critically and develop their ability to discern right from wrong. Students are challenged to develop their talents for the honor of God and the service of others in all areas of life. Therefore, the Christian school broadens its influence within the communities in which the students live.

### **STATEMENT OF FAITH**

We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God.

We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.

We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life and the lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

### **ACADEMIC HONESTY**

Students at Phoenix Christian Unified Schools (PCUS) are expected to work independently on tests, homework, and all other assignments unless otherwise specified by the teacher. Any cheating, sharing of answers, informing about the content or nature of a quiz or test, or copying will not be tolerated and may result in a grade of zero for the assignment or test, and the student may be referred to the Administration for discipline action.

### **ACADEMIC PROBATION**

Probation is defined as a specific length of time during which a student is expected to demonstrate his/her ability to perform satisfactorily. A probated student will be given a specified time period in which to improve his/her record to the extent necessary to satisfy the faculty and Administration that he/she would profit from continued enrollment at Phoenix Christian Unified Schools. If such improvement does not occur, the student may be asked to transfer.

### **ACCREDITATION**

Phoenix Christian (PC) is accredited K—12 with the Association of Christian Schools International (ACSI) and 9—12 with the North Central Association (NCA).

## ADMISSIONS POLICY

Phoenix Christian Unified Schools reserves the right to refuse admission to an applicant or to discontinue the enrollment of a student if the conduct within the home or the conduct of the student is in opposition to the biblical lifestyle taught by the school. This includes sexual immorality, homosexual orientation, or inability to support the moral principles of the school. These conduct issues may come to the attention of the school by various means including but not limited to direct observation, witness reporting, internet bulletin boards, web pages or social networking sites, and electronic or digital devices.

## ATHLETIC FEES

A minimum \$75 athletic fee is assessed for each senior high sport and a minimum \$50 fee for each junior high sport (football fee \$100 high school, \$75 junior high). The fee is non-refundable after a student accepts his/her place on the team. The fee defrays the cost of transportation, officials, and association dues. See athletic department or coaches for details.



All school issued athletic uniforms and equipment must be returned at the conclusion of each season for participation in the next sport. Failure to return uniforms and/or equipment will place that student on the ineligible list.

## ATTENDANCE POLICY

The right and privilege of attending Phoenix Christian Unified Schools carries with it the responsibility of both parents and students to recognize the direct relationship between academic success and regular school attendance. Attendance is important for the following reasons:

- No student can achieve his/her full potential if parts of assignments and/or class discussions are missed.
- Good work and attendance habits developed at school benefit students whether college or work-world bound.
- Attendance is part of a student's permanent school record. College admissions officers and future employers consider attendance important and inquire about attendance patterns.
- Class attendance demonstrates respect for our teachers and recognizes the important work they do on a daily basis.

Parents are discouraged from taking students out of school for any reason other than family emergencies. The Attendance Office and/or Administration have the final authority on all attendance matters.

### A. TYPES OF ABSENCES

#### 1. Excused Absences

Ten (10) excused absences will be allowed per semester for the following:

- Personal illness
- Extended illness - reviewed by the Administration on an individual basis
- Arriving to first class of day more than 10 minutes late with a pass
- Doctor, dental or professional appointments which cannot be made outside of school hours. *(Every effort should be made to schedule appointments outside of school hours. Students who have*



*appointments on a regular basis should stagger the time so they do not miss the same class each time.)*

**NOTE:** The Attendance Office may require verification of appointments that necessitate a student missing classes.

- Family emergencies (catastrophic events, etc.)
- Special consideration for excused absences for reasons not outlined above may be given upon request at the discretion of the Administration. The Attendance Office must receive the request by 9 A.M. the day of the absence.
- Written requests must be given to the Attendance Office before school, or a message may be left on voice mail (602-265-4707, option 1).

## 2. Unexcused Absences

- Truancy (class or classes missed without authorization by the school or parent/s)
- Arriving to a class more than 10 minutes late period 1 or 5 minutes late periods 2-8, without a pass
- Absence where parent/guardian failed to give notification (see above)
- Three (3) unexcused tardies equal one (1) unexcused absence
- Unapproved family occasions

## 3. Excessive Absences

Once a student reaches a total of 10 absences in any class each semester, each additional absence above the 10 absence limit will result in a 2% reduction of the semester grade. Under exceptional circumstances the administration can waive the grade reduction penalty.

Administration is authorized to excuse additional absences for extended illness, injury, or extenuating circumstances upon satisfactory verification.



## B. ABSENCE REPORTING

The Attendance Office has a **24-hour number:** (602-265-4707, option 1).

- The parent/guardian is expected to notify the Attendance Office by telephone the morning the student is absent (no later than 9:00 A.M.). **Students are not permitted to call!**
- If we do not receive a call by 9:00 A.M., the student will be issued a detention.
- Call ***each day*** a student is absent.

## C. HOMEWORK REQUESTS

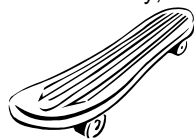
Parents may request their student's homework on the second day of an absence. Assignments may be picked up in the Attendance Office after 3:00 P.M.

**Assignments cannot be mailed or faxed.**

As a general rule, a student has two (2) days to make up missed work. Normally, makeup privileges shall not exceed one (1) week.

## **BICYCLES/SKATEBOARDS**

Due to liability, skateboards are not to be used at school. Bicycles can be used for transportation to and from school but are not to be ridden on school grounds. The school is not responsible for any harm or injury to a student as the result of using a bicycle or skateboard off campus.



## **CAFETERIA**

Students may purchase hot lunches as well as snacks and other miscellaneous items in the school cafeteria. The cafeteria is open before school and during lunch hours.

Menus and other information are furnished monthly during the school year.

## **CARPPOOLING**

Carpooling is encouraged as parking is limited. A map indicating the location of current families is available in the Administration Office for carpooling purposes.

Bus service is offered to the main campus from the West Valley campus (at 14900 W Van Buren in Goodyear) in the morning and returning to the West Valley campus in the afternoon. A monthly fee will be charged for this service. Students may sign up for the bus in the main campus school office.

## **CELL PHONES**

Cell phones/pagers are allowed but **MUST BE TURNED OFF** during class, chapel, and all school functions. Students with cell phones must limit their use to before/after school & during lunch. ***Students will not be permitted to leave class to use phones.*** Use of cell phones at times other than approved times will result in confiscation.

Parents are requested to call the office to leave messages for students rather than calling cell phones directly.

## **CHAPEL / ASSEMBLIES / SMALL GROUPS**

### ***Chapel***

Chapels are held every other week and are scheduled to encourage spiritual development. Also, a Spiritual Emphasis Week is held each semester. Careful attention and respect should be given to those who are leading in chapel. Attendance is mandatory and roll is taken. Students must be in their assigned seats at all chapel services and special assemblies.

### ***Assemblies***

Assembly schedule is followed most every Friday. When there is not an assembly at the end of the day, students are dismissed after 7th period or approximately 2:00 P.M.

### ***Small Groups***

Each student in the high school is placed in a small group which functions together during the school retreat and two times a month in place of chapel. The purpose is to encourage student interaction in small groups and to have a place where students can help one another through their difficult times.

“He appointed twelve—designating them to be apostles that they might be with Him.”  
Mark 3:14

## CLASS SCHEDULES

### REGULAR SCHEDULE - Monday, Tuesday, Thursday

JUNIOR HIGH		SENIOR HIGH	
7:00-7:47	0 Period	7:00-7:47	0 Period
8:05-8:55	1 <sup>st</sup> Period	8:05-8:55	1 <sup>st</sup> Period
9:00-9:48	2 <sup>nd</sup> Period	9:00-9:48	2 <sup>nd</sup> Period
9:53-10:41	3 <sup>rd</sup> Period	9:53-10:41	3 <sup>rd</sup> Period
10:41-11:11	4 <sup>th</sup> Period/Lunch	10:46-11:34	4 <sup>th</sup> Period
11:16-12:04	5 <sup>th</sup> Period	11:39-12:26	5 <sup>th</sup> Period
12:09-12:56	6 <sup>th</sup> Period	11:34-12:04	1 <sup>st</sup> Lunch
1:01-1:48	7 <sup>th</sup> Period	12:09-12:56	6 <sup>th</sup> Period
1:53-2:40	8 <sup>th</sup> Period	12:26-12:56	2 <sup>nd</sup> Lunch
		1:01-1:48	7 <sup>th</sup> Period
		1:53-2:40	8 <sup>th</sup> Period

### CHAPEL SCHEDULE – Wednesday

JUNIOR HIGH		SENIOR HIGH	
7:00-7:47	0 Period	7:00-7:47	0 Period
8:05-8:50	1 <sup>st</sup> Period	8:05-8:50	1 <sup>st</sup> Period
8:55-9:30	Chapel	8:55-9:36	2 <sup>nd</sup> Period
9:35-10:16	2 <sup>nd</sup> Period	9:41-10:16	Chapel
10:21-11:02	3 <sup>rd</sup> Period	10:21-11:02	3 <sup>rd</sup> Period
11:02-11:32	4 <sup>th</sup> Period/Lunch	11:07-11:49	4 <sup>th</sup> Period
11:37-12:19	5 <sup>th</sup> Period	11:54-12:36	5 <sup>th</sup> Period
12:24-1:06	6 <sup>th</sup> Period	11:49-12:19	1 <sup>st</sup> Lunch
1:11-1:53	7 <sup>th</sup> Period	12:24-1:06	6 <sup>th</sup> Period
1:58-2:40	8 <sup>th</sup> Period	12:36-1:06	2 <sup>nd</sup> Lunch
		1:11-1:53	7 <sup>th</sup> Period
		1:58-2:40	8 <sup>th</sup> Period

### ASSEMBLY SCHEDULE – Friday

JUNIOR HIGH		SENIOR HIGH	
7:00-7:47	0 Period	7:00-7:47	0 Period
8:05-8:48	8 <sup>th</sup> Period	8:05-8:48	8 <sup>th</sup> Period
8:53-9:34	1 <sup>st</sup> Period	8:53-9:34	1 <sup>st</sup> Period
9:39-10:20	2 <sup>nd</sup> Period	9:39-10:20	2 <sup>nd</sup> Period
10:25-11:06	3 <sup>rd</sup> Period	10:25-11:06	3 <sup>rd</sup> Period
11:06-11:36	4 <sup>th</sup> Period/Lunch	11:11-11:53	4 <sup>th</sup> Period
11:41-12:23	5 <sup>th</sup> Period	11:58-12:40	5 <sup>th</sup> Period
12:28-1:10	6 <sup>th</sup> Period	11:53-12:23	1 <sup>st</sup> Lunch
1:15-1:57	7 <sup>th</sup> Period	12:28-1:10	6 <sup>th</sup> Period
2:02-2:30	Assembly or Early Dismissal	12:40-1:10	2 <sup>nd</sup> Lunch
		1:15-1:57	7 <sup>th</sup> Period
		2:02-2:30	Assembly or Early Dismissal

*Daily schedules are subject to change.*

## CHILD ABUSE// NEGLECT

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not notify parents. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will

make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **CLOSED CAMPUS**

Students are to remain on campus from the time they arrive in the morning until after the last class of the day. Students arriving after 8:05 A.M. or leaving before the end of the last period must report to the school office. The parking lot gate will usually be closed from 8:15 A.M. to 2:15 P.M. each school day. If a student is off campus without permission, he/she will be considered truant.

### **COLLEGE VISITS**

Students wishing to visit a college may request permission for an excused absence from the SH Principal. Juniors are allowed one visit, and seniors may have two days for college visits. Arrangements with the college are the responsibility of the student and his/her parent/guardian; however, the counselors will be happy to provide information and assistance.

### **COMMUNICATION**

Open communication between your home and our campuses and district office is very important to us. In a continual effort to improve our service to our families we have developed a variety of communication vehicles that we utilize to keep the community, our parents and students informed with the most accurate and timely information available.

We have learned that the most efficient manner possible to communicate with our PC family is to utilize email and the PC Intranet (password protected) to accomplish many of our communication goals. Consequently, it is important that we have your correct email address at all times. If you need to update your email address, please contact [CougarNews@phoenixchristian.org](mailto:CougarNews@phoenixchristian.org) with the new information. Be sure to mention the student's name, grade, and campus when updating this information.



There are several ways we will be communicating with your family. These include:

- **PowerSchool Web site**
  - This is our student information database which allows our parents to access grades, homework, attendance and other pertinent information 24 hours a day, 7 days a week. Internet required.
- **News from the Superintendent**
  - These publications are generated from the Desk of the Superintendent and are distributed via postal mail and email.
- **Parent Communicator**
  - Monthly PCUS District-wide Newsletter distributed via email.
- **Regular Campus Newsletters**
  - These publications are generated from the campus principals and pertain to upcoming news and events on each campus. These newsletters are distributed via email.
- **CougarNews Notices**

- These publications include event reminders and relevant up to date news.
- **PCUS Web Site**
  - [www.phoenixchristian.org](http://www.phoenixchristian.org)

### **COMMUNITY SERVICE**

**Purpose:** Community service experience provides an opportunity for students to explore on their own the service opportunities in their church and broader community. It encourages them to analyze and make decisions in terms of when, who, and how they will serve. Among other things, it is our hope that this experience will influence their perspective regarding the importance of Christian service as a way of life.

**Requirements:** All students are required to complete ten (10) hours of community service each semester for no pay in order to receive full credit in their Bible course. To report hours served, the student must submit a completed Community Service form by November 30 for the first semester and April 27 for the second semester. Community service hours must be verified by an adult.

**Approved Service Ministry:** If a ministry opportunity is not listed below, the student must contact his/her Bible teacher for approval:

- |                            |  |
|----------------------------|--|
| Sunday School teacher/aide | Playing an instrument at church<br>or in community concert |
| Special church project     | Church/School custodial work                               |
| Mission Trips              | Church drama   |
| Habitat for Humanity       | Tutoring   |
| Hospital volunteer         | Operate church sound system                                |
| Nursing home               | Camp staff   |
| Vacation Bible School      | Helping senior citizens                                    |
| Crisis Pregnancy Centers   | Teacher aide (outside school hrs)                          |
| Leadership                 | Neighborhood clean-up                                      |
| Youth group leadership     |  |
| Coaching youth sports      |  |

### **COMPLAINTS**

In accordance with Matthew 18:15-17, parents and/or students who have a complaint with a staff member or program/activity under the supervision of a staff member, should bring the problem in private to the person involved. If the problem is not resolved, the student or the student's parents should bring it to the Administration. After these avenues have been thoroughly exhausted, parents can request a meeting with the Board of Directors at their monthly meeting provided written request is given to the Superintendent or Chairman of the Board within two (2) weeks of the action by the Administration.

For a grievance to be considered relating to grades or attendance, a letter of appeal must be written to the Administration within one month of the semester in question.

### **COUNSELING**

Guidance and counseling involves a trained, professional counseling staff assisting students in course selection, standardized test interpretation, college and career planning, financial aid for college, and scholarship searches. Counselors meet with students systematically throughout the year for a variety of reasons and are also

available on a “walk-in” basis. A college room contains materials on most colleges and universities.

The counseling staff also helps students with their personal, social, and spiritual needs.

### **COURSE REQUIREMENTS**

Students enrolled in Foreign Language and Math classes must show a strong aptitude (73% or higher) in order to matriculate to the next level. Should grades received not meet the above standards, students must repeat the math or foreign language course before progressing to the next course.

### **DEBTS AND FINES**

Students may be fined for damage to, or loss of, school property and/or violations of library regulations. All financial obligations need to be paid before transcripts are released.

### **DISCIPLINE**

Attending PC is a privilege granted to those who model a Christ-like lifestyle on and off campus. Students who reach the age of 18 while attending PCUS will continue to be subject to all rules that apply to all senior high students. The primary goal of all discipline is to change attitude and behavior. It is the desire of the school to demonstrate compassion for the student with reconciliation as the goal. If a student takes the initiative to come forward privately, with a sincere and repentant heart, the school may have more latitude to redeem the situation. Restoration to all that God wants us to be is the goal. However, the school also has an obligation to protect the integrity of its student body as a whole. When deemed appropriate, the school may notify the student’s pastor for additional counsel. Expulsion will result from parental unwillingness to cooperate with the school in the discipline of their children.

There are three levels of offenses in the discipline system. Inappropriate conduct may include, but is not limited to, posting of inappropriate material on internet bulletin boards, web pages or social networking sites, or inappropriate use of any electronic or digital device. These conduct issues may come to the attention of the school by various means including but not limited to direct observation, witness reporting, internet bulletin boards, web pages or social networking sites, and electronic or digital devices. In areas not specifically addressed by the handbook, administrators will exercise discretion.

**Level 1:** Areas usually addressed by the teacher in the classroom, cafeteria, campus or study hall.

**Offenses:**

- Excessive noise
- Gum chewing
- Food or drink in the classrooms
- Minor classroom disruption
- Misbehavior in chapel
- Writing on desk or textbook (restitution may be required)
- Late to class
- Out of class without a pass
- Public display of affection (PDA) of minor nature

- Materials lacking
- Parent signature not returned
- Other such offenses

**Consequences:** At teacher's discretion (e.g. clean boards/classroom, classroom detention, etc.)

**Level II:** Administration is involved, and the incident is entered into the student's discipline record.

**Offenses:**

- Repeated Level I offenses
- Dress code violation
- Major classroom disruption
- Disrespect toward staff or teacher
- Ongoing negative/uncooperative attitude
- Profanity of any kind
- Unsafe driving practices on or around school grounds
- Skipping classes
- Misuse or abuse of school property (restitution may be required)
- Slander or gossip
- Academic dishonesty (cheating, plagiarism, copying/stealing homework)

**Consequences:**

- Class removal
- After-school detention
- Disciplinary probation
- Conference with parent, by phone or in person
- Suspension, in which case the student will not be allowed to participate in any extracurricular activities
- In the case of academic dishonesty, a grade of "0" plus probable other consequences

**Level III:** Warrants disciplinary probation, suspension, or expulsion.

**Offenses:**

- Repeated Level II offenses
  - Severe and blatant disrespect
  - Theft
  - Vandalism
  - Harassment—physical, verbal, sexual, racial
  - Deceit /slander toward school employee
  - Any use, possession, or distribution of alcohol or tobacco year-round (on or off campus) The school reserves the right to conduct on-campus testing for alcohol or tobacco on a random or reasonable suspicion basis.
  - False alarms being called in or set off
  - Fighting
  - Possession of weapons or hazardous items
  - Sexual immorality
  - Pornography
  - Any criminal offense, not including traffic violation
- Positive drug test or possession or distribution of drugs: Any positive drug test or possession or distribution of drugs (year-round, on or off campus) will result in automatic expulsion in accordance with the Drug Screening Policy on pages 20 & 21.

**Consequences:**

- Conference with parent
- Administration may place the student on probation, suspend the student, refer the student to the Student Affairs Committee or seek expulsion. If referred to the Student Affairs Committee, the committee will then make a disciplinary determination on Level III offenses. If the determination is to expel the student, his/her parent may appeal to the school Board. The student will be suspended until the Board makes a decision. All other privileges, including the privilege to be represented by counsel and to cross-examine witnesses, are reserved by the Board. There is no further appeal to the Board's decision to dismiss a student.

*Any Level II or Level III offenses conducted through the use of internet bulletin boards, web pages, social networking sites, or any electronic or digital devices, are considered violations of the conduct expected of PCUS students and are subject to the Discipline policy.*

**DISCIPLINARY OPTIONS**

1. **Work Assignments:** supervised activities related to the upkeep and maintenance of school facilities.
2. **Written Assignments:** topic, length, and deadline shall be at the discretion of the Administration.
3. **After-School Detention:** work (academic or otherwise) under supervision of the Administration for up to one hour after school. Detention is not for the convenience of the student or parent; therefore, students who are assigned detention must serve it on the scheduled day, or it will result in further penalties. Students are responsible for notifying their parents.
4. **In-School Suspension (ISS):** separation from all school activities where interaction with other students occurs. Suspended student may not participate in any extracurricular activities on the day of suspension.

Suspension will take place on campus during school hours. Students serving ISS will be responsible for all assignments due at the time of the suspension plus any missed assignments made by teachers during the suspension.

ISS will result in a 2% grade reduction per suspension per semester. ISS counts as an absence.

5. **Out-of-School Suspension (OSS):** The student may be suspended by the Administration for not more than ten (10) days. Suspended student may not attend classes or participate in any extracurricular activity on the day of suspension. OSS will result in a 2% grade reduction per suspension per semester. OSS counts as an absence.
6. **Disciplinary Probation:** Due to misconduct, students may be placed on disciplinary probation, a definite period of time during which the student is under increased scrutiny. In addition, both parent and student will be required to sign a behavioral improvement plan outlining the terms of the probation. Violation of the behavioral improvement plan is extremely serious and may result in expulsion.
7. **Expulsion:** More drastic measures may be required when certain behavior goes beyond the scope of the discipline system. The school therefore, reserves the right to remove a student at any time that through actions, attitudes, or beliefs undermines the Christian character of the school.

### DISCLAIMER OF LIABILITY

Neither the teachers, staff, employees, nor governing Board of Phoenix Christian Unified Schools will be liable or responsible for personal injury which occurs as the result of any student attending the school. Parents or guardians are responsible for obtaining proper insurance to adequately cover personal loss or injury to a student.

Additionally, neither the teachers, staff, employees, nor governing Board of Phoenix Christian Unified Schools shall be liable for loss of any personal property owned by any student, parent, or guardian as a result of the student attending school. The student, parent, or guardian shall purchase and maintain in force, sufficient insurance to guard against loss of personal property.

### DISCRIMINATORY STATEMENT

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

### DRESS CODE

PC endeavors to promote excellence in all areas of education—including dress. Students are expected to live and conduct themselves in a manner that is pleasing to God and glorifying to the name of Jesus Christ (II Thess. 1:11-12). Careful consideration has been given to factors such as comfort, safety, modesty, appropriateness, and ease of enforcement.



While on campus during school hours, students must be in dress code. Students out of dress code may be excluded from classes until they are within code. Parents may be called to bring appropriate attire to school. If such a step is imposed, the missed classes will be counted as unexcused absences. After school hours, any student dressed in immodest or inappropriate attire will be required to leave campus.

The Administration will enforce the dress code; however, it is NOT the sole responsibility of the school. ***Parents are expected to cooperate with the school in monitoring their student's daily attire to assure compliance with the dress code.***

The Administration reserves the right to further define or clarify the school dress code.

**Shorts:** Shorts will be allowed throughout the school year. They must be walking/bermuda style shorts. Shorts may be no shorter than 3" above the kneecap. Shorts may not be frayed or torn. Cut-offs are unacceptable. Athletic type shorts are accepted in P.E. classes and team practice/events only.

**Jeans/Pants/Slacks/Capris:** Must be worn at the waist or hips. Clothing that exposes midriffs or underwear is unacceptable. May not be frayed or torn. **Items not allowed include, but are not limited to, over-sized baggy pants, pajamas, scrubs, bib-overalls, and athletic attire such as warm-ups and sweats.**

**Skirts/Dresses:** Skirts and dresses, including slits, may be no shorter than three (3) inches above the kneecap. Dresses with plunging necklines (front or back) will not be permitted at any school-sponsored event such as Homecoming, Jr/Sr Banquet, Sadie Hawkins, etc. There will be a dress code and it will be enforced.

**Footwear:** Tennis shoes, dress shoes, and sandals. Laces must be tied or tucked in. No slippers.

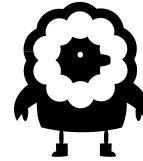
**Hats/Caps/Beanies:** May not be worn on campus during regular school hours.

**Shirts:** Students are required to wear official Phoenix Christian polo shirts while on campus and during school hours. Shirts may not be altered in any way. Any shirt that exposes the midriff in normal wear is not permitted. Sports teams may wear approved team apparel on days designated by the Administration. Shirts are to be ordered on-line by going to the PC website under "Uniforms". If you do not have access to a computer, you may use one in the school office.

**Hair:** Hair should look neat, natural and conservatively styled, with an emphasis on cleanliness. Boys' hair must be **above** the middle of the ear, the eyebrows and the collar. Sideburns may not extend below the bottom of the ear. Male students must be **clean-shaven**; beards, mustaches and goatees are not permitted.

**Jewelry/Tattoos:** The only body piercing allowed is earrings for girls. Jewelry with occult or objectionable symbolism is not allowed. Pocket chains are not permissible. Tattoos must be covered at all times.

**Outerwear (jackets, sweatshirts):** Students are required to wear official Phoenix Christian outerwear while on campus. You may access the various styles, colors, and logos on the school website under "Uniforms". Phoenix Christian letter jackets are permissible. Visible shirts must be school-approved polo shirts.



**PE/Weights Classes:** Sneakers. Loose fitting, knee length athletic shorts (no spandex) and shirt of school colors (green, black, white or gray) are required. School logo or team name on shirts is preferred. If you choose, PE uniforms are available for purchase through our website, [www.phoenixchristian.org](http://www.phoenixchristian.org) under the "Uniforms" tab.

**Extracurricular Activities:** The dress code applies to all events which students are required to attend unless otherwise specified. At all other school-sponsored functions (on and off campus), students will be expected to dress appropriately and modestly. Students who dress otherwise will be refused admittance.

**"Dress Down" Days:** Dress down days will be determined by the Administration.

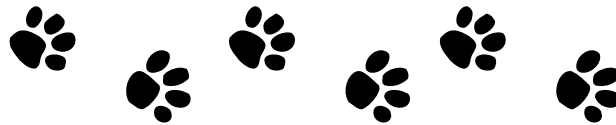
**Other:** Book bags, hats, notebooks, or other paraphernalia with inappropriate messages or pictures are not allowed.

## DRIVING / PARKING

Driving is a **privilege** granted to those who have completed the requirements to obtain a State-issued driver's license. Student drivers are reminded that they are responsible not only for their personal safety, but for those riding with them, pedestrians, and those in

other vehicles around them.

1. Student parking is assigned to the lot located at 18th Avenue & Fairmount. All vehicles that will be driven by a student must be registered with the SH Principal. Parking is at your own risk. The parking lots are not patrolled or monitored while school or events are in session and the school is not responsible for loss or damage to vehicles parked in school lots at any time.
2. All accidents occurring on school property must be reported to the school office on the day of the accident.
3. The speed limit is five (5) mph on school property.
4. Vehicles should be locked at all times.
5. There should be no loitering in the parking lot. Students may not go to the parking lot during the school day unless accompanied by an administrator, faculty, or staff member.
6. While in the parking lot, car stereos may not be played for public hearing.
7. Failure to comply with school driving and parking regulations on campus, and/or rules of the road in the surrounding neighborhood, may result in the revocation of on-campus driving and parking privileges.
8. All students riding in a school van must wear their assigned seat belts at all times.



### **DROPPING OR ADDING A CLASS**

A student may drop or add a course during the first two weeks of a semester without losing credit provided there is an opening in the class the student wishes to enter.

The student must obtain the necessary signatures on the Schedule Change Request form, which is available in the Counseling Office. This form must be submitted to the Counseling Office for approval and processing before the student may attend the new class.

If a student's cumulative semester grade is below 60% at the time of withdrawal and after the two-week grace period, he/she will automatically receive a "WF" (withdrawal/failure) on his/her transcript.

### **DRUG / ALCOHOL / TOBACCO FREE ENVIRONMENT**

The buildings and grounds on all PCUS campuses will be drug, alcohol and tobacco free. Parents and visitors must refrain from these activities on all PCUS properties and at all school-sponsored events on or off campus.



### **DRUG SCREENING POLICY**

#### ***WHO IS SCREENED***

1. The school reserves the right to conduct random on-campus drug testing. Students will be selected on a random basis from grades 7-12 throughout the school year. Testing will be conducted by a variety of methods including urine

and/or saliva. If saliva tests are used, positive tests will be immediately confirmed with a urine sample and sent to a certified lab for verification. A certified lab will test all urine samples.

2. In addition, students will be screened if there is "reasonable suspicion" of drug use. Such reasons would include, but not be limited to, physical and/or behavioral signs and/or symptoms, persistently poor work or discipline problems, a marked change in attitude toward school life, parental concern, or anything else deemed by the administration to be sufficient reason to believe the student in question may be using or abusing drugs.

*There is no limit to the number of times a student can be tested, either randomly or based on reasonable suspicion.*

### **RESULTS AND CONSEQUENCES OF DRUG SCREENING**

1. All results will be communicated in writing to parents.
2. Refusal to submit to screening as outlined will be treated as though a test had been performed with positive results.
3. If the urine test is positive, the administration will meet with the family. The family may be able to provide a reasonable explanation as to why the student tested positive, depending on what substance was found to be in the student's system. However, if there is no reasonable explanation, it would be understood that the student is expelled. At this point:
  - The parents could choose to withdraw their student.
  - The parents could choose to retest the urine sample at their own expense at another lab.
  - The parents could request to appeal to the Student Affairs Committee who would hear their appeal and then the Committee will make a recommendation to the full Board.
  - If the parents are not satisfied with the outcome of the meeting with the Student Affairs Committee, they may still request to appeal to the entire Board of Directors. This appeal would be granted.
4. The Board of Director's determination on all issues is final and binding. PC reserves the right to notify law enforcement agencies.
5. Full and timely compliance with this policy and PC's implementation procedures is a condition precedent to a student's privilege of attending Phoenix Christian Unified Schools.

*This policy is subject to review and/or revision at any time without notification.*

### **ELECTRONIC / BATTERY-OPERATED DEVICES**

Electronic devices are disruptive in class and are subject to theft and loss. Therefore, they are to be used only before and after school. The school is not responsible for lost or stolen items.

### **ELIGIBILITY**

Academic requirements for extracurricular activities are the same as for athletic eligibility. In order to be eligible, a student must receive passing grades in all subjects. An ineligible student may be referred for tutoring at the teacher's discretion. Ineligible students may not miss class time or travel with the team to games. If declared ineligible, a student will

not practice, play or participate in any activity until his/her name is officially removed from the ineligibility list. The ineligibility list will be revised only once per day.

Regaining eligibility will not be based on a certain length of time, but on academic improvement. As soon as a student has raised his/her grade to a satisfactory level, the teacher can clear the student to rejoin the team/activity. Such determinations will be made by the referring teacher and based objectively upon student scores in the grade book. Teachers are under no obligation to allow students to make up work/tests not completed on time or to provide extra credit opportunities.

This will motivate a student to make academic progress in short order, especially in situations where the conclusion of a season is at hand.

In order for a student to be eligible for interscholastic athletic participation, the student must:

- not have an “I” (Incomplete) at the Quarter or Progress Report. Students will remain ineligible until the “I” is completed and the corrected grade is recorded in the Registrar’s Office.
- have a current physical examination, completed by his/her personal physician and at his/her own expense. A physical exam is current if completed after March 1 of the previous school year.
- carry insurance as recommended by the Administration or provide a satisfactory substitute policy. In addition, parents/guardians must sign the waiver on the Emergency Card before the first practice session.
- complete and return Participation Release form to the Administration Office before the first practice session.
- attend class periods 2nd—8th on the day of practice, activity, or contest in order to participate unless absence is due to a confirmed medical appointment.
- not reach age 19 on or before September 1 of the school year in which competition occurs.
- adhere to the eligibility rules established by the AIA.

Students who are ineligible may not miss scheduled classes for any school-sponsored extracurricular activity. Ineligible students may not practice and may not miss class time or travel with the team to games.

### **FIELD TRIPS**

Teachers will notify parents of field trips in advance. All school conduct and dress standards are in effect on field trips except where a specific exception has been made by the instructor. Field trips are part of required course participation and are not optional.

### **FINANCIAL AID**

A limited amount of student financial aid is available. Eligibility is based on the financial need of the family as well as the academic, citizenship, and positive spiritual impact of the student.

Additional information and a financial aid packet are available in the Administration Office. Financial aid is processed through a company called Family Financial Needs Assessment

(FFNA) and must be postmarked by April 30 for consideration for the next school year. Financial assistance is reviewed every year and is not automatically renewed.

Parents are also encouraged to participate in the Tuition Reduction Incentive Program (TRIP), offering parents an opportunity to earn tuition credit through their regular purchases at a wide variety of Valley stores and restaurants. Enrollment and order forms are available in the school office.

Families may also apply to the Arizona Christian School Tuition Organization (ACSTO) which is available to all who pay Arizona state income tax and the Arizona School Choice Trust (private school tax credit assistance based on financial need). Information on these programs is available in the Administration Office.

### **FIRE DRILLS AND LOCKDOWNS**

Procedures are in place in the event of an emergency involving a fire or the need to secure the campus.

### **FUNDRAISING**

PCUS is a nonprofit organization and is eligible to receive tax deductible contributions. All fundraising requests must be submitted in writing and approved by the Development Office. Requests for fundraising activities for sports teams must be submitted to the Athletic Director, who will coordinate approval by the Development Office.

### **GRADE REPORTING**

Student grades are made available every 4 1/2 weeks, 9 weeks, and semester. Grades are computed on a semester-cumulative basis. Our teachers will be happy to discuss a student's current grade with the parents.



### **GRADING**

A unit is defined as a year's work in a class meeting five (5) times a week.

**Grade of A** (Exceptional): highest grade given for work; merits special recognition.  
Numerical equivalent: 90-100%

**Grade of B** (Above Average): given for work above the average of the class. Numerical equivalent: 80-89%

**Grade of C** (Average): lowest recommended grade for employment or college entrance. Numerical equivalent: 70-79%

**Grade of D** (Below Average): given for accomplishing the minimum course requirements. Numerical equivalent: 60-69%

**Grade of F** (Failure): given for not completing the minimum course requirements. Students must repeat the course to receive credit.

**Grade of I** (Incomplete): given for failing to complete the minimum course requirements.

The incomplete work becomes an “F” one (1) week after the end of the grading period unless the student completes the required missing assignments and/or approval from the teacher or administration. Removal of the “I” is the responsibility of the student.

### GRADING SCALES

4.0 SCALE			5.0 SCALE		
A+	4.33	98-100	A	5.00	93-100
A	4.00	93-97	A-	4.67	90-92
A-	3.67	90-92	B+	4.33	87-89
B+	3.33	87-89	B	4.00	83-86
B	3.00	83-86	B-	3.67	80-82
B-	2.67	80-82	C+	3.33	77-79
C+	2.33	77-79	C	3.00	73-76
C	2.00	73-76	C-	2.67	70-72
C-	1.67	70-72	D+	1.33	67-69
D+	1.33	67-69	D	1.00	63-66
D	1.00	63-66	D-	0.67	60-62
D-	0.67	60-62	F	0.00	59-
F	0.00	59-			

Several junior/senior level advanced courses (*AP European History, AP US History, AP Government, AP Literature, AP Language and Composition, Spanish III & AP Spanish IV, Pre-Calculus, Calculus, AP Computer Science, Honors Computer Tech, Anatomy/Physiology, Physics*) are designed as 5-point GPA courses and enable students to receive cumulative GPA's above 4.0. Therefore, the 5-point grading scale serves to encourage qualified students to register for these courses.

All class rankings will be by numeric GPA, including the 5-point grading scale for advanced courses. To qualify for valedictorian or salutatorian, a student must be enrolled at PC for three (3) years of high school and must earn letter grades (not pass/fail) in all major subjects.

Major credit transfer grades will be included in the cumulative GPA for transfer students.

### GRADUATION REQUIREMENTS

SR. HIGH: PC offers 3 diploma programs. Feel free to contact your guidance counselor with further questions.

**GENERAL EDUCATION:**

- English—4 units
- Speech – ½ unit
- Bible—4 units
- Math—2 units; 3 units\*
- Science—2 units
- Social Studies—3 units
- World Language—N/A
- Fine Arts—1 unit
- Technology – 1.5 units \*\*

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Career Education – ½ unit  
Other—5.5 units; 6.5 units\* (2 Vocational/Fine Arts, 3.5 or 4.5\* Other)  
**Minimum Units Required—24; 26\***  
**An additional 1/2 Spring Term credit required for each year of attendance at PC.**

**COLLEGE PREP:**

English—4 units  
Speech – ½ unit  
Bible—4 units  
Math—3 units; 4 units\*  
Science—3 units  
Social Studies—3 units  
World Language—2 units (Spanish)  
Fine Arts—1 unit  
Technology—1.5 units \*\*  
Career Education – ½ unit  
Other—1.5 units; 2.5 units\*  
**Minimum Units Required—24; 26\***  
**An additional 1/2 Spring Term credit required for each year of attendance at PC.**

**HONORS:**

English—4 units with minimum 1 Honors, 1 AP  
Speech – ½ unit  
Bible—4 units  
Math—4 units (Algebra I, Geometry, Adv Algebra, Honors Pre-Calculus, AP Calculus)  
Science—3 units (Biology, Chemistry, and Anatomy and/or Physics)  
Social Studies—3 units (World History/Geography, AP US History or Gov't/Free Enterprise)  
World Language—2 units (Spanish)  
Fine Arts—1 unit  
Technology—1.5 units\*\*  
Career Education – ½ unit  
Other—1 unit; 3 units\* (1 unit must be Anatomy, Physics, Spanish III, AP Spanish, or Psychology/Sociology)  
**Minimum Units Required—24.5; 26.5\***  
**An additional 1/2 Spring Term credit required for each year of attendance at PC.**

**Note:**

\*\* *Beginning with class of 2010.*

\**Beginning with class of 2012.*

**JR. HIGH:** Students who fail two or more academic courses may not graduate.

**SR. HIGH:** Participation in graduation exercises is not allowed if a student is lacking more than one credit of graduation requirements.

**GUESTS / VISITORS / STUDENT SHADOWS**

Student shadowing for prospective students must be pre-approved and scheduled through the Enrollment Office, 602-265-4707, ext. 270.

Visitors, including former PCUS students, are welcome on the campus at public events

but may only visit the campus at other times with permission from the Administration. All visitors must register in the school office. Parents are welcome any time.

Should a student desire to invite a visitor to school, they must obtain a Visitor Request form from the Attendance Office and submit it to the SH Principal/JH Principal for approval at least one day in advance of the planned visit.

On the day of the approved visit, the guest must be brought to the school office to receive a VISITOR badge which must be worn at all times while on campus. The guest will be required to adhere to all PCUS guidelines and policies.

Students who have been dismissed or expelled from Phoenix Christian may NOT visit the campus.

### HAZARDOUS ITEMS

Matches, lighters, fireworks, firearms, ammunition, knives, laser pointers, air guns, paint guns, and other such items which expose students, school personnel, and/or property to danger are forbidden. Anyone possessing or using such items in school, on campus, or at school-sponsored activities is subject to suspension or expulsion, depending on the circumstances and materials involved.

### HEALTH SERVICES

1. The school reserves the right to require the parents to procure medical help through a licensed physician when classroom behavior and academic performance demonstrate a need.



2. The school requires parents/guardians to sign a notarized *Consent For Medical Treatment* form in order that emergency treatment may be obtained from the paramedics/hospital. When a student is sick or hurt, parents/guardians will be notified as soon as possible.
3. Parents/guardians must complete a written authorization form provided by the school for medications that will be taken at school. **All medications must be turned in to the school nurse in the container dispensed by the pharmacy.**
4. Students are not allowed to carry prescription medication on their person, with the exception of inhalers for asthma.
5. Students becoming ill should report directly to the School Nurse via a pass from a teacher.
6. If a student is absent from class for more than ten (10) minutes, the absence will be considered excused for a particular class period.
7. The parent or student must sign out in the Attendance Office before leaving campus.
8. Students are responsible to deliver Health Service Notifications to parents after being seen by the school nurse.

## HOME-SCHOOL CREDIT

Home-school courses verified by a transcript from an NCA or ACSI accredited institution will be transferred as letter grades. Home-school courses verified by a transcript from a non-accredited educational organization will be given Pass/Fail credit. If a transcript is not available, the student can try to "test out" of some courses; if the student is successful, the Pass/Fail credit will be given. Due to the necessity for lab facilities, lab science credit must be earned at an accredited institution with verification by an official transcript. A student must be enrolled at Phoenix Christian High School for two (2) semesters before any Pass/Fail credits will be placed on his/her transcript.

## HONORS PROGRAM

In an attempt to better prepare our students for the rigors of post-secondary education, Phoenix Christian offers Advanced Placement (AP) and Honors Programs. Students have the opportunity to take Honors/AP classes as long as they have satisfactorily completed the necessary prerequisite classes. The following 5.0 classes are offered:

AP Language and Composition	Honors Spanish III
AP Literature	Honors Computer Tech
AP U.S. History	Honors Anatomy
AP Government	Honors Physics
AP Calculus AB	Honors Pre-Calculus
AP Calculus BC	Honors English I *
AP Spanish	Honors English II *
AP Computer Science	
AP European History	

*\* Not weighted by the 5.0 scale*

### ***The following rules apply to the AP/Honors classes:***

1. Students will maintain a "C" or better throughout the year. If students conclude first semester below a "C-", they will move to the non-honors equivalent course or drop the course if the non-honors course is not available. As a senior, if the course is required for graduation, the student must take the course elsewhere (correspondence or community college).
2. All AP students are encouraged to take the AP Exams in May. \*If students choose not to take the exam for an AP course, their course will NOT be tagged as Advanced Placement on their transcript but will be listed as Honors. Students will still receive a 5.0 weight for the class. The business office will collect the exam fees in January.
3. Students may decide to drop an AP/Honors class within the first 4 ½ weeks of the beginning of each semester and enroll in an equivalent non-honors course (if there is availability). After the first 4 ½ weeks, a student will receive a WF (withdrawal failing) if the student is failing the class. Also, students who drop after the first 4 ½ weeks will only be able to add a Study Hall or a T.A./O.A. As a senior, if a course is required for graduation, the student will need to take it elsewhere (correspondence or community college).
4. AP/Honors teachers may assign a summer assignment to be completed and submitted the first day of the school year. If a student does not submit the assignment the first day of class, the student will transfer to the non-honors/AP course.

Students who sign up for an AP/Honors class will be issued a contract. This must be signed by both student and parent and submitted to the Counseling Office on or before the designated date.

\*Students enrolled in dual enrollment courses will not lose the AP tag if they choose not to take the AP Exam.

### **HONOR ROLL**

To qualify for the Honor Roll, students must be registered in four (4) major subjects, earn a grade point average of 3.0 or higher in major subjects, and have no grade below "C", an "Incomplete", or "Pass/Fail" credit in a core subject.

For the high school, Honor Roll reflects GPA based on the current semester only. Only major credit courses will be considered for grade-point average and class rank.

The *Principal's List* is comprised of students with a 3.50 or higher GPA.

### **INSURANCE**

All students are required to have medical insurance. If you do not have insurance, you will be required to purchase student insurance through the office. If you do have other insurance, this student accident plan can help fill those expensive "gaps" caused by deductibles and co-pays. Information concerning the various types of coverage will be provided to parents and students at the beginning of the school year.

### **JUNIOR HIGH SOCIAL EVENTS**



The Junior High sponsors a social event each month. Parents will be notified in advance of the event and required to sign and return a permission form prior to the student attending the social.

Junior high students may not leave a school-sponsored social event with anyone other than a parent or guardian unless a written note is submitted prior to leaving the activity.

### **LOCKERS**

Lockers are assigned for the convenience of the students. Students must use the locker and lock assigned to them by the school. Care should be taken in protecting the combination of the lock. Students may exchange their lock in the school office if they feel another student has gained access to their combination. Students are discouraged from bringing valuable items or cash to school. Students are responsible to close and lock their lockers during and after school.

All books, lunches, and other personal items are to be kept in the student's locker. Items left elsewhere will be confiscated. The school is not responsible for lost or missing items. Students and parents must understand that student lockers are not private spaces. There is no expectation of privacy by a student in regard to the use of lockers.

The Administration reserves the right to search school lockers and their contents without notice and to require a student to physically reveal the contents of any personal property brought on school grounds.

The school also reserves the right to permanently seize any personal property brought on

school grounds or in school vehicles that is illegal or considered spiritually or morally offensive.

### **LOST AND FOUND**

Students should indicate their names on books and other possessions for identification purposes. Items found on school property will be placed in Lost and Found. Students will be charged a fee of 50 cents each for books & items found on campus and turned into the school office. Unclaimed items will be donated to charity after several weeks.

### **MEDIA CENTER**

1. Standard length of checkout for books for circulation is two (2) weeks.
2. Books may be renewed for two (2) weeks unless in demand or on hold.
3. Reference books may not be checked out.
4. A fine of 25 cents per school day is charged for overdue books. No fine is charged for weekends or holidays.

### **MESSAGES / DELIVERIES FOR STUDENTS**

Because messages are disruptive during the school day, parents are encouraged to leave only messages of an *urgent* nature. The Attendance Office will contact the student at a convenient time. Once a student has been notified, it will be the student's responsibility to check with the Attendance Office for the message.



Deliveries are also disruptive. If brought to the school, items such as take-out food, balloons, candy, stuffed animals, flowers, etc. will normally be given to students at lunch or after school.



### **NATIONAL HONOR SOCIETY**

Students must meet the following criteria to be considered for induction into the National Honor Society:

1. Maintain a 3.2 cumulative grade point average for grades 7-8, and a 3.2 grade point average for students in grades 9-12.
2. Be an active member in the school community and participate in extracurricular and service activities.
3. Display an attitude of leadership in his/her class and school events.
4. Demonstrate positive Christian characteristics in the classroom, extracurricular and social activities.

5. Submit a completed application for membership.

### **NEWSLETTER**

The *Parent Communicator* is emailed to parents each month with information for the upcoming month. This newsletter is a vital method of communication between school and home.

### **ONLINE BOOKSTORE**

Textbooks and workbooks are the responsibility of the student. Textbooks and workbooks may be ordered online at <http://phoenixchristianbooks.com>. Educational Sales Company (ESCO) will fulfill orders and will ship books directly to the home. At the end of the school year, ESCO will buy back any textbooks that can be resold. Because repurchased books may still be used by the school for the following year, books must be in re-sellable condition to be repurchased by ESCO. Contact ESCO with any questions concerning textbooks at 1-888-228-6292.

Lost textbooks are taken to the school office. If a student has placed a name in the books, a note will be sent to the student. Students will be required to pay a fine for textbooks left out on campus and turned in to the school office.

### **PARENT INVOLVEMENT**

At Phoenix Christian parent involvement is an integral part of the school. Various volunteer opportunities are provided to build relationships with other parents. These include Parent in Encouragement (PIE), Parents at Work for the School (PAWS), Friends Actively Nurturing Students (FANS), and Band Boosters. Cougar Pride is the Junior High parent support group. Each of these organizations will solicit parental involvement for their unique emphasis. (See *Student Directory* for a listing of officers.)



### **PARENT-TEACHER CONFERENCES**

Conferences are scheduled twice a year, mid-way during each semester. Parents are encouraged to communicate with their student's teachers via e-mail and voice mail (see *Student Directory*).

### **PASSES**

#### **CAMPUS PASS**

Any student not in class during assigned class periods must have a Campus Pass. *A student out of class during an assigned class period without a Campus Pass is subject to disciplinary action.*

#### **OFF-CAMPUS PASS**

Students may not leave the campus during the school day without receiving an Off-Campus Pass. Written requests for a pass must be given to the Attendance Office before school, or a message may be left on the attendance line voice mail (602/265-4707, option 1). Messages on the attendance line are checked several times each hour throughout the day.

When a student with an Off-Campus Pass returns to the campus on the same day, he/she must sign-in at the Attendance Office before returning to classes.

### **OUTS**

OUTS are designed for seniors who are preapproved for a work release or are taking classes at a college. Students with OUTS are responsible for:

- knowing the next school day schedule
- leaving campus immediately following their last class
- reporting to the Attendance Office for a pass to study hall or library if remaining on campus
- park in the Indian School parking lot

All other instances, students with an OUT must leave campus at the end of their last period or be subject to disciplinary action.

### **PEER TUTORING**

Supervised peer tutoring is available in most subjects Monday through Thursday, 2:45—3:30 pm.

### **PICTURES**

Many pictures are taken at PCUS during the year for use on our website and in various promotional materials. By enrolling your student at PCUS you give the school permission to use pictures of your student. If you do not wish to have your student's picture used, you must notify the school office in writing.



### **PREGNANCY**

In the event of a pregnancy, the students involved will ordinarily not be allowed to continue their education at Phoenix Christian Unified Schools. This policy applies equally to either a boy or a girl involved in a pregnancy, whether or not the partner in the pregnancy is a PCUS student.

### **SPORTS OPPORTUNITIES**

Phoenix Christian is proud of our students and their athletic accomplishments. PC athletics enjoy a positive reputation throughout the state of Arizona. The way our coaches, athletes, and fans represent themselves to the community and state is of utmost importance.

Phoenix Christian Jr/Sr High School is a member of the Valley Christian School League (VCSL) and Junior Metro (JM) for Grades 7-8 and the Arizona Interscholastic Association (AIA) for Grades 9-12 in the 2-A Metro Region.

**Boys' Sports:** Baseball, Basketball, Cross Country, Football, Golf, Soccer, Swimming, Tennis, Track and Field, Wrestling

**Girls' Sports:** Basketball, Cheerleading, Cross Country, Golf, Soccer, Softball, Swimming, Tennis, Track and Field, Volleyball

## **SPRING TERM**

Spring Term occurs in the Senior High during second semester. All high school students will have opportunities to travel, explore career options, and take new courses as they discover how God has gifted them. Juniors and Seniors will also have the opportunity to participate in Work Internships in the community. Spring Term is required and most students will receive one-half of an academic credit per year.

## **STUDENT ASSISTANTS**

Juniors and Seniors may serve as teacher or office assistants during a free hour with the approval of the teacher, school counselor and administrator. A grade of Pass or Fail will be given per semester of service and included on the student's transcript.

## **STUDENT DIRECTORIES**

Each student will receive a free copy of the *Student Directory* at the beginning of each school year for use in connection with the work and activities of the school. Federal and State laws prohibit supplying the information in this directory to any individual organization for the purposes of solicitation. Additional copies will be available for a nominal fee in the school office.

If you do not want your student(s) name, address, and phone number in the directory, you must contact the school in writing by September 1<sup>st</sup> of each school year.

## **STUDENT GOVERNMENT**

In an effort to create student participation in the functioning of the school and to foster communication between students and administration, a Student Council is elected annually. The Council is composed of the elected student body officers and class representatives. The Council meets as scheduled with its faculty advisor and addresses spiritual concerns, school activities, school spirit, and student conduct.



Students desiring to run for office must submit application and meet the requirements and if elected, maintain GPA, code of conduct, and spiritual requirements set forth by the Student Council.

## **STUDENT I.D. CARDS**

Students will receive a Student Identification Card at the beginning of the school year. Lost or additional cards can be replaced at the school photographer's studio. A nominal fee may be required to replace a lost card.

## **STUDY HALL**

Study hall is provided to give students an opportunity to complete class assignments. Students are expected to work silently and independently. Students will be allowed to visit the library during the study hall period to access needed materials. However, students will not be allowed to go to the library to study.

## TARDY POLICIES

Tardies are viewed as a disruption to the classroom environment. Students who are tardy not only miss class time but also disrupt the education of other students. To assure arriving on time, students should plan sufficient travel time to allow for unusual traffic circumstances. After three (3) unexcused tardies, a student will be given an unexcused absence for that class resulting in an automatic detention .

**1st Period Tardy:** Students arriving at school from 8:05 to 8:15 A.M. are considered tardy and should report directly to class. The teacher will determine if the tardy is excused or unexcused.



Students arriving after 8:15 A.M. are considered absent and are required to check in through the school office before going to class. Failure to do so may result in the student being counted absent in error for the entire day. Students receiving a pass to class from the Attendance Office are allowed five (5) minutes to arrive to class without further consequence. Parents are to call the attendance line before 9:00 A.M. and report why the student was late getting to school.

**2nd—8th Period Tardies:** Students arriving more than 5 minutes late to a class with a pass will be marked absent. Students arriving more than 5 minutes late to class without a pass will receive an unexcused absence.

## TECHNOLOGY RESPONSIBLE USE POLICY

RE: Phoenix Christian computers and their respective hardware, software, devices and connections.

- ✚ Use of the Phoenix Christian computers and their respective hardware, software, devices and connections is a privilege, not a right, and therefore each authorized user accepts the responsibility for the appropriate use of said equipment leaving each without damage of any sort.
- ✚ Authorized users may make use of the Phoenix Christian computers and their respective hardware, software, devices and connections for the sole purpose of school related research, study, or application.
- ✚ Authorized users may not share passwords with non-authorized individuals for the purpose of accessing Phoenix Christian computers and their respective hardware, software, devices and connections.
- ✚ Authorized users may not make changes of any type to any of the Phoenix Christian computers and their respective hardware, software, devices and connections.
- ✚ Authorized users may NOT use any personally owned computer hardware, software, devices, or connections with 2 exceptions:
  - Authorized users may use these aforementioned items separate from the Phoenix Christian computers and their respective hardware, software, devices and connections.
  - Authorized users may use a storage device in conjunction with the Phoenix Christian computers and their respective hardware, software, devices and connections to save one's own, personally generated documentation, e.g. floppy, CD, or USB.
- ✚ No food or drinks are allowed in any of the computer labs.
- ✚ E-mail shall be used only to send or receive school assignments.

- ✚ Internet usage shall be granted for original research directly related to school assignments. This research excludes all social networking websites and any type of chat room.
- ✚ All inappropriate usage of computers whether intentional or not should be immediately reported.
  - Inappropriate use can include Internet posting of material as addressed by the Admissions Policy with regard to conduct and elsewhere by the *PCUS Student/Parent Handbook* as applicable to discipline.

**Disciplinary Action for non-compliant usage by authorized student users:**

Disciplinary action for violation of any portion of the Responsible Use Policy will be performed as stipulated.

- ✚ Intentional violation of any portion of the Responsible Use Policy will result in total, permanent loss of access to the Phoenix Christian computers and their respective hardware, software, devices and connections.
- ✚ First time, unintentional violators of the Responsible Use Policy, withholding damage, will result in temporary loss of all privileged use of the Phoenix Christian computers and their respective hardware, software, devices and connections.
- ✚ First time, unintentional violators of the Responsible Use Policy, specifically regarding damage, will result in temporary loss of all privileged use of the Phoenix Christian computers and their respective hardware, software, devices and connections, and will result in full financial restitution being made.
- ✚ Repeat violators of any portion of the Responsible Use Policy will result in total, permanent loss of access to the Phoenix Christian computers and their respective hardware, software, devices and connections and will additionally be subject to disciplinary action as stated in the *PCUS Student/Parent Handbook*.

By signing the Student Enrollment Application and/or page 3 of the *Parent Student Handbook*, you state that you understand and will comply with the technology policy as stated above.

## TELEPHONES

Office telephones are available for student use on a limited basis, by permission only.

## TESTING

For grades K-9, standardized testing is used primarily to measure student progress from year to year and to diagnose individual and class-wide academic needs to be addressed during the year. For grades 10-12, standardized tests are used as preparation for college entrance tests (ACT and SAT), scholarship competition, and career aptitude information. Testing will take place in the fall. ACT and SAT college entrance test registration packets are available in the Counseling Office.

Grade 7-9	Stanford 10
Grade 10-11	PSAT (Preliminary Scholastic Aptitude Test) ( <i>This is also the National Merit Scholarship qualifying test.</i> )
Grades 11-12	ASVAB (Armed Services Vocational Aptitude Battery) - optional

## **TRANSCRIPTS**

Transcript requests must be submitted to the Registrar's Office. Standardized test scores will accompany transcripts if available.

All financial obligations need to be paid before transcripts are released.

*All rules and policies are subject to review and/or revision at any time without notification. Rev. 5/08*