

**Phoenix Christian Preparatory School
6th - 12th Grade**

**Student/Parent Handbook
2018 – 2019**



**PHOENIX CHRISTIAN
PREPARATORY SCHOOL**
1751 W Indian School Road
Phoenix, AZ 85015

Administration Office:
Attendance Line:

602-265-4707
602-265-4707, Option 1

Superintendent:
Principal:
Assistant Principal:

Mr. Jeff Blake
Ms. Jeannine Graden
Mr. Mykael C. Wright

www.phoenixchristian.org

**SCHOOL POLICY AND REGULATION
ACKNOWLEDGEMENT FORM
2018 – 2019**

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) and that these rules apply for the entire year, on and off the Phoenix Christian Preparatory School campus. I further understand that the rules and regulations are subject to revision by the school at any time, and that each student/parent/guardian 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 Preparatory School is a private evangelical Christian school, 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.phoenixchristian.org). I/We further understand that the rules and regulations are subject to revision by the school at any time, and that each student/parent/guardian 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 by
Wednesday, August 22nd, 2018***

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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

Black, 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!

VISION STATEMENT

Educating the minds, forming the hearts, and equipping the hands of students in a Christ centered environment.

ANTICIPATED STUDENT OUTCOMES

Personal Character, Values, and Spiritual Formation

- Phoenix Christian students will understand and commit to a personal relationship with Jesus Christ, actively participate in a local church, and know, understand, and apply God's truth in their lives.
- Phoenix Christian students will personally communicate their faith locally and/or around the world.
- Phoenix Christian students will understand the value of healthy, moral, and biblical family living.

Biblical Worldview Grounding

- Phoenix Christian students will understand that the entire world, including all academic content, and each of their experiences can only be thoroughly understood and fully appreciated through the lens of God's Word. As biblical thinkers, they will be able to critically evaluate competing world views.
- Phoenix Christian students will understand that there is design, dignity, and honor in God's highest creation, the individual and eternal human soul, created in His image.

Skills For Life and Living

- Phoenix Christian students will develop and exercise their unique talents and spiritual gifts under the leadership of the Holy Spirit to better themselves, their home, their local church, and society, and so that their life plans may be fully explored and realized.
- Phoenix Christian students will understand and experience healthy physical, mental, social, and spiritual living.

Academic Ideas and Thinking

- Phoenix Christian students will be well prepared in all academic disciplines, reading, writing, speaking, listening, and thinking, and appreciation of beauty as observed in nature and human creativity.
- Phoenix Christian students will become life-long learners who know how to utilize resources to find, analyze, and evaluate information.

These are spirit driven goals. We trust in a big God who desires to build into our students the abundant life through an encounter with His truth.

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 INTEGRITY

Academic honesty is foundational to education. Student performance, unaltered by cheating, is vital to protect an accurate measurement and instructional response to student learning. The student, parent, and teacher each share a responsibility to protect an academic way of life that promotes individual growth.

Scriptural Foundations:

2 Corinthians 8:21, "For we aim for what is honorable not only in the Lord's sight but also in the sight of man."

Proverbs 11:3, "The integrity of the upright guides them, but the crookedness of the treacherous destroys them."

Proverbs 28:6, "Better is the poor man who walks in his integrity than a rich man who is crooked in his ways."

Proverbs 20:7, "The righteous who walks in his integrity—blessed are his children after him."

Proverbs 12:22, "Lying lips are an abomination to the Lord, but those who act faithful are his delight."

Colossians 3:23, "Whatever you do, work heartily, as for the Lord and not for men."

Luke 16:10, "One who is faithful in very little is also faithful in much, and one who is dishonest in a very little is also dishonest in much."

Honor Code:

On all coursework (assignments, tests, projects), students of Phoenix Christian Preparatory School are expected to honor the following commitment:

On my honor, as a Phoenix Christian Preparatory School student, I will not cheat, aid in cheating, nor plagiarize on any coursework.

Shared Responsibilities:

Academic honesty is foundational to a student's education which requires all stakeholders to share responsibility.

- *Student responsibility:*

To not take part, either directly or indirectly, in cheating or plagiarism; to actively discourage cheating or plagiarism by others.

To quickly report violations to your teacher.

-*What happened? When did it happen? Where did it happen?*

-*Who was academically dishonest?*

- *Parent/Guardian responsibility:*

To actively support the Phoenix Christian Preparatory School honor code.

- *Staff responsibility:*

To promote the Phoenix Christian Preparatory School honor code in course procedures; to establish biblical expectations regarding academic integrity and honesty; to review Honor Code with students in Student Advisory Groups and maintain documentation of its review; and to be prepared to address violations of the honor code when it occurs. Phoenix Christian teachers are strongly encouraged to weight in class assessment more heavily than out of class homework and embrace preventative technologies such as turnitin.com and effective classroom management strategies.

Definition of Cheating:

Cheating is misleading a teacher to get or attempt to get credit for work not completed by the student or work supported with unapproved help. For example:

- Copying another student's test or homework
- Sharing questions or answers to homework or test
- Allowing another student to copy your work
- Using unapproved "cheat sheets," notes on desk, clothing, self, or technology devices
- Giving or receiving copies of tests or information on tests
- Using technology inappropriately to complete coursework or examinations
- Turning in substantially the same work that was produced for another assignment or class.

Definition of Plagiarism:

Plagiarism is the use of passages, words or ideas that come from someone or something else, without properly recognizing the source. For example:

- Copying someone's assignment
- Copying text or other materials from the Internet or other source without citing them
- Paraphrasing items from a book or article without citing them;
- Using translation software without the teacher's permission to translate sentences or passages
- Using the same sentence structure or thesis as another source without citing it.

Response Plan:

Evidence of a violation of the honor code will result in a confidential investigation. Academic dishonesty is considered a Level II offense.

Teachers may use discretion to administer reasonable discipline for academic dishonesty. Consequences may include, but are not limited to:

- Zero for the assignment/test
- Letter of apology
- Student explains offense to parent
- Teacher contacts parent
- Referral to Administration for further consequence
- Removal from course with an F
- Loss of National Honor Society membership or other positions of leadership
- Revocation or refusal of teacher college recommendations
- Any combination of above

How do I, as a Phoenix Christian Preparatory School student, avoid academic dishonesty?

1. Always do your own work!
2. Never let another copy any of your work from a test or assignment.
3. Never share information about a test, afterwards!
4. Never "work together" on an assignment, project, or exam unless the teacher has given permission for collaboration.
5. Use the power of technology responsibly.

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 Preparatory School. If such improvement does not occur, the student may be required to transfer.

ACCREDITATION

Phoenix Christian Preparatory School (PCPS) is dually accredited K-12 with the Association of Christian Schools International (ACSI) and AdvancED.

ADMISSIONS AND ENROLLMENT

Phoenix Christian Preparatory School is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6). The atmosphere or conduct within a particular home 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.

Enrollment in Phoenix Christian Preparatory School is a privilege extended by the PCPS Board of Trustees, which may be revoked at any time. In the interest of mutual trust, unity, and positive school climate, when a student or family demonstrates an unwillingness or inability to cooperate with the spiritual, academic, behavioral, financial, or other expectations of the school, that student and family will be asked to voluntarily withdraw their child or children. Likewise, the school board reserves the right to require a family to withdraw its child or children if, in its sole discretion following consultation with school Administration, continued enrollment would be counter to the best interests of the school, its students, families, employees, or reputation in the community. This requirement is in addition to, and separate from, any discipline imposed by school Administration for a specific violation of school rules.



ATHLETIC EQUIPMENT

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. Furthermore, academic transcripts may be held until school property is returned.

ATTENDANCE POLICY

The right and privilege of attending Phoenix Christian Preparatory School 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

Six (6) excused absences in classes that meet every other day and ten (10) absences in classes that meet every day 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 15 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 9:00 am 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

- A student who has been sent to "Sweep" (see Tardy/Sweep policy)
- Absence where parent/guardian failed to give timely notification
- The sixth first hour tardy and each subsequent first hour tardy will be considered an unexcused absence

3. Excessive Absences

Once a student reaches a total of 6 absences in a Green or Gray class, excused or unexcused, each semester, each additional absence above the 6 absence limit will result in a 2% reduction of the semester grade. In classes that meet every day, (Green-Gray) students are allowed 10 absences each semester and each additional absence above the 10 absence limit will result in a 2% reduction of the semester grade. Under exceptional circumstances the Administration can modify the grade reduction penalty.

If a student misses more than 10% of the academic year, the student may be required to repeat the academic year and the matter may be reported to city or state agencies.

Administration may 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 am). **Students are not permitted to call!**
- If we do not receive a call by 9:00 am, the student may be issued a consequence.
- Parents need to call ***each day*** a student is absent.



C. HOMEWORK REQUESTS

Parents are encouraged to view RenWeb to access each teacher's lesson plans for assignments that have been missed during an absence.

MIDDLE SCHOOL AND HIGH SCHOOL TARDY AND SWEEP 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. A tardy is considered as a Level II offence.

1st Period Tardy: Students arriving at school after 8:00 a.m. are considered tardy and should report directly to the Sweep Teacher who will give them a pass to class. The Sweep Teacher may refer the student to the Assistant Principal's Office, who will determine if the tardy is excused or unexcused. Five 1st period tardies are permitted without consequence per semester.

Students receiving an excused tardy pass to class from the Attendance Office are allowed five (5) minutes to arrive to class without further consequence.

Parents are required to call the Attendance Line before 9:00 am and report why the student was late getting to school.

For campus security, teachers lock their classroom doors when the tardy bell rings. Students are therefore expected to be in their classroom by the time the tardy bell rings.

Students who are not in class after the tardy bell rings will be instructed to report immediately to the Assistant Principal who will assign a consequence and give them a pass to class.

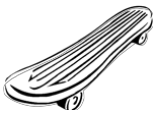
Each Sweep will be counted as an official absence against the class the student was "swept" from. Each additional absence above the 6th absence limit for classes that meet every other day will result in a 2% reduction of the semester grade, per occurrence. In classes that meet every day, students are allowed 10 absences each semester and each additional absence above the 10th absence limit will result in a 2% reduction of the semester grade, per occurrence.

If a student is caught "ditching" instead of reporting to Sweep, the action will be understood as a Level II Offense and appropriate consequence determined.

Parents will be email notified of each Sweep occurrence. Students "swept" more than five (5) occurrences per academic year, will be placed on a probationary action plan as determined by Administration.

BICYCLES/SKATEBOARDS

Due to liability and risk of injury, 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. Students must check with Administration for a secure location to lock their bike. The school is not responsible for any harm or injury to a student as the result of using a bicycle or skateboard on campus.



BULLYING

But now you must put them all away: anger, wrath, malice, slander, and obscene talk from your mouth. Do not lie to one another, seeing that you have put off the old self with its practices and have put on the new self, which is being renewed in knowledge after the image of its creator. Here there is not Greek and Jew, circumcised and uncircumcised, barbarian, Scythian, slave, free; but Christ is all, and in all.

*Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. **Colossians 3:8-13***

*If your brother sins against you go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established. **Matthew 18:15-16***

At PCPS we desire to be scriptural with every action we take. In regards to bullying, we believe that these principles found in Scripture provide for us very clear instruction on how to handle this issue. We believe that the Matthew 18 principle can be taught to all of our children as a means of peaceful interaction with others.

PCPS should be a place where students feel safe and enjoy coming to school each day. We recognize that some students may hurt others in words and actions. We want all students to know that they have the support and backing of their teachers and administrators to address quickly any bullying behavior. When this occurs, we want to work with the students to take the steps outlined in Matthew 18. If the negative behavior continues after proper communication has been done, the school will take the necessary disciplinary steps to address the situation. We also wish to encourage students who witness negative behavior towards their peers to follow the biblical steps of encouragement, rebuke, and accountability. Bystanders can rebuke negative behavior and they can encourage the offended to take the proper communication steps when negative behavior occurs. (**Galatians 6:1-2; 1 Timothy 5:20; 1 Thessalonians 5:11**)

Ongoing bullying is considered a Level III offense (harassment). As such, it demands a serious response from the school. The types of response the school may use can be found in the "Discipline" section of the handbook.

The following is an example of how this could play out:

Step 1 A: For issues not involving physical harm or threatening physical harm: We will meet with the offended student and help the student to identify the issue clearly. We will encourage the student to communicate in a calm, yet assertive way directly to the offender. We will take time to discuss the appropriate environment, tone and words that will best accomplish this. Role-playing may help the student "practice" how to approach the person.

B: If the offended student is not comfortable or ready for direct one-on-one communication, the administrator can facilitate a meeting allowing the student to communicate directly to the offender in an environment controlled by the facilitator, making sure both parties are heard without either feeling cornered.

Step 2: If the offended party reports that the problem persists after proper communication has taken place, the issue now becomes, by definition, "bullying." The teacher or Administrator will meet with the offender and clearly communicate that both the offended student and now the teacher have warned the offender to stop, and discuss consequences if the behavior continues. Parent(s) of both the offender and the offended student will be notified.

Step 3: If the bullying behavior continues after both the offended party and the teacher or Administrator have clearly explained that the behavior in question is unacceptable, then appropriate consequences will be issued.

CAFETERIA

Students may purchase a hot lunch as well as snacks and other miscellaneous items in the school cafeteria. The cafeteria is only open before school and during lunch hours. Menus are published monthly on our website during the school year and are also available in the Business Office. Outside deliveries are not permitted during lunch. Specialized purchasing plans are available through the Business Office.

CARPOOLING

A list of families by zip code can be provided in the Administration Office for carpooling purposes.

Bus service is offered to the main campus from the West Valley Christian School campus (16260 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 or online on the PCPS website. There is one additional pick-up location at the IHOP at 1491 N. Dysart Rd., Avondale (on Dysart Rd north of Van Buren).

CELL PHONES

The use of cell phones during the school day (8:00 a.m. to 2:40 p.m.) is prohibited.

Parents and guardians sometimes provide cell phones to their children in order to promote the safety of their children or to communicate regarding unanticipated changes in transportation. In light of this, the following restrictions/allowances apply:

1. A student may keep a cell phone turned off and stored in his or her locker or book bag during the school day.
2. After school, a cell phone may be used. A student may check their cell phone during lunch.
3. With permission from the teacher, a student may use their phone in class for research or other academic purposes.
4. Any non-permitted use or possession of a cell phone will result in confiscation of the phone and disciplinary action.

If a faculty member observes a student using a cell phone or other smart device during the school day, the faculty member will collect the item and turn it in to the Assistant Principal.

1. On the **first occurrence**, the confiscation by the classroom teacher will be documented and the student may pick up his/her phone at the conclusion of the school day from the teacher.
2. On the **second occurrence**, the confiscation will be documented and the parent/guardian will pick up the student's phone at the conclusion of the school day from the Assistant Principal.
3. On the **third and subsequent occurrences**, the confiscation will be documented as a Level III offense, consequence assigned, and the parent/guardian will pick up the student's phone at the conclusion of the school day from the Assistant Principal.

CHAPEL



Mandatory chapels are held every week and are scheduled to encourage spiritual formation. Careful attention and respect should be given to those who are leading in chapel. Students must be in their assigned seats at all chapel services and special assemblies. The Chapel Student Leadership Team (CSaLT) and Administration lead the chapel program.

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

Unless parents come for them, 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 8:00 am or leaving before the end of the last period must report to the attendance office. The parking lot gate will usually be closed from 8:15 a.m. to 2:30 p.m. each school day. Students are not allowed to leave campus for lunch. If a student is off campus without permission, he/she will be considered truant.

COLLEGE VISITS

Students wishing to visit a college must notify the attendance office or the Senior High Principal. Arrangements with the college are the responsibility of the student and his/her parent/guardian; however, the Counselors are available to provide information and assistance.

COMMUNICATION

Open communication between your home and our campus 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 PCPS family is to utilize email to accomplish 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 cvandernaalt@phoenixchristian.org with the new information. Be sure to mention the student's name and grade when updating this information.

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

- **RenWeb 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.
- **Regular Campus Newsletters**
 - These publications are generated from the Administration and pertain to upcoming news and events on each campus. These newsletters are distributed via email or letter.
- **PCPS Web Site**
 - www.phoenixchristian.org
 - **PCPS Athletics Web Site**
(Athletic event text messaging services are available.)
 - www.phoenixchristianathletics.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. Phoenix Christian Middle School and High School hosts three (3) P.C. Serve Days (which are 1/2 days). Students may travel off campus and serve in our community. Students may apply two (3) hours from each P.C. Serve Day towards hourly semester requirements.

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 the last school day of November for the first semester and the last school day of April 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
Special church project
Playing an instrument at church or
in community concert
Church/School custodial work
Church drama
Tutoring
Mission Trips

Operate church sound system
Camp staff
Helping senior citizens
Crisis Pregnancy Centers
Youth group leadership
Coaching youth sports
Habitat for Humanity Hospital volunteer

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 Executive Committee at its 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.

CORE VALUES

Our Core Values clarify who we are, articulate what we stand for, guide us in making decisions, and help explain why we do business the way we do. These Values are relevant to every person connected with Phoenix Christian including our board, Administration, employees, volunteers, parents, and students. We have chosen our Core Values directly from scripture. Galatians 5:22-23 will guide us in these areas:

- **Love** -- We will, unconditionally and sacrificially, be the hands and feet of Jesus.
- **Joy** -- We will, independent of circumstances, express the triumph we have in Christ.
- **Peace** -- We will demonstrate tranquility and confidence in God's protection and direction.
- **Long Suffering** -- We will be steadfast, holding strong to scripture and our Vision and Mission in the face of any challenge.
- **Kindness** -- We will conduct ourselves with consideration, sympathy, and a desire to serve one another.
- **Goodness** -- We will be morally and ethically excellent and above reproach.
- **Faithfulness** -- We will be unwavering in our submission to Christ.
- **Gentleness** -- We will exemplify a modest humility, submitting one to another.
- **Self Control** -- We will demonstrate mastery over our emotional and physical impulses.

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. .

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

The guidance and counseling staff may exercise discretion concerning extracurricular activity eligibility in working with students with identified learning issues.

DANCES

Three high school dances are permitted per school year. One dance is designated as Junior/Senior Prom. Dances will be limited to Senior High Student Council events only. One middle school winter semi formal is permitted.

In order for a dance to be approved by the Board of Trustees, the following conditions must be adhered to:

- A Disc Jockey must be approved by the Administration and Student Council Advisors and would only play music from a pre-approved list.
- Event will be well chaperoned by designated faculty and Administration.
- Students will be informed of dress and behavioral guidelines and informed that parents will be called to pick them up if there are any problems. If a problem occurs, those students in violation of rules would lose the privilege of attending the event and future events.
- Once admitted to the event, students will not be allowed to leave and return, even to go to their car.

Non-compliance with the stated conditions will result in the loss of dance privileges.

DEBTS AND FINES

Tuition is the responsibility of each family. **All financial obligations need to be paid before a student is allowed to take final exams and before grade sheets and/or transcripts are released.** Students may not be able to return to school for a new year if the account remains delinquent from the preceding year. Accounts may be fined for damage to, or loss of, school property and/or violations of library regulations.

DISCIPLINE

Attending PCPS is a privilege granted to those who are willing to adhere to the philosophy and policies of PCPS on and off campus. Students who reach the age of 18 while attending PCPS will continue to be subject to all rules that apply to all senior high students. The primary goal of all discipline is **redemptive** and intended to impact 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 or counselor for additional support. Dismissal 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 social media, 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, or social media. In areas not specifically addressed by the handbook, Administrators will exercise discretion.

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

Offenses:

- Excessive noise
- Gum chewing
- Unapproved food or drink in the classrooms
- Minor classroom disruption
- Misbehavior in chapel
- Writing on desk or textbook (restitution may be required)
- Late to class (Middle School)
- Out of class without a pass
- Being in an unauthorized area
- Public display of affection (PDA) of minor nature
- Materials lacking
- Parent signature not returned
- Littering on school grounds
- Other such offenses

Consequences: At teacher's discretion (e.g. clean boards/classroom, classroom detention, lunch 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)
- Inappropriate communication or innuendo of any kind (i.e., verbal, written, electronic)

Consequences:

- Class removal
- Hour long detention (one after-school or two lunch detentions at Administration's discretion)
- Disciplinary probation
- Conference with parent, by phone or in person
- Suspension, in which case the student will not be allowed to attend any extracurricular activities
- In the case of academic dishonesty, a grade of "0" plus probable other consequences
- After five dress code violations, the student will serve one day In-School Suspension and lose further dress down privileges

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
- False alarms being called in or set off
- Fighting
- Any use, possession, or distribution of alcohol, tobacco, e-cigarettes, hookah pens, and hookahs 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.
- Possession of weapons or hazardous items* (see Hazardous Items section on page 28)
- Pornography
- Sexting
- Sexual immorality
- 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 most likely result in automatic expulsion in accordance with the Drug Screening Policy.

Consequences may include but are not limited to:

- Administration may, at its sole discretion, place the student on probation, suspend the student up to five days, or seek expulsion.
- Suspensions of longer than five days will require the approval of the Student Advisory Team.
- Students/Parents who wish to appeal a disciplinary response for a Level III offense of longer than five days may Appeal to the Student Advisory Team. Such appeals must be in writing and delivered to the Superintendent within 48 hours of the initial disciplinary decision by the Student Advisory Team.
- If expulsion is recommended, the Administration will seek approval of the Student Advisory Team. If approval is granted, the matter will be referred to the board chairman who will convene a meeting of the full board or the Executive Committee of the board. At this meeting, the student, his or her parents or guardian, the administrator who initially dealt with the discipline response, and a representative of the Student Advisory Team (usually the superintendent) will be heard. The board will render its decision and that decision will be communicated to the student and his or her parents or guardian within 48 hours. This decision is final. A student recommended by the Student Advisory Team for expulsion will be suspended until the board makes its decision.
- The Student Advisory Team is chaired by the Superintendent or his designee. The membership is comprised of members of the administrative team, faculty, or others at the discretion of the Superintendent.
- Suspensions of five days or fewer, other non-suspension disciplinary responses by the Administration, or disciplinary responses by the Administration for Level I or Level II offenses are not subject to appeal.

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 PCPS 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 attend 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 attend 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. In accordance with the Education Code of the Arizona Revised Statutes, "Expulsion means the permanent withdrawal of the privilege of attending a school unless a governing board reinstates the privilege of attending the school." PCPS therefore reserves the right to expel a student that is uncooperative with the school and its discipline policies.
Expulsion is by action of the School Board after review and recommendation of the Administration. The student may request review of the expulsion or consideration for readmission only after first meeting with the Administration and then with the Student Affairs Committee. Student Affairs Committee will make a recommendation to the School Board for final determination.
8. **Withdrawal:** Students who are asked to leave PCPS because of disciplinary issues may be permitted to withdraw from the school rather than be expelled. *Withdrawal must be within 36 hours of meeting with School Board or Administration.* A "W" will be listed on their permanent record with a note of disciplinary action. This withdrawal allows students to enroll in another school.
9. **Dismissal:** Students may be dismissed from PCPS for reasons other than discipline issues. Students who are unable or unwilling to adhere to the philosophy of PCPS will be dismissed.

The student may request review of the dismissal or consideration for readmission only after first meeting with the Administration and then with the Student Affairs Committee. Student Affairs Committee will make a recommendation to the School Board for final determination.

DISCLAIMER OF LIABILITY

Neither the teachers, staff, employees, nor governing Board of Phoenix Christian Preparatory School 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 Preparatory School 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.

DRESS CODE

PCPS 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, cost efficiency and ease of enforcement.



Parents will be email notified of each dress code violation occurrence. Students cited for excessive dress code violations more than five will be placed on a probationary action plan as determined in a disciplinary hearing in addition to serving ISS as outlined in the Discipline section.

General Dress Code Principles:

All garments must be modest, in good repair and not draw attention to the student.

Undergarments must never be visible.

For any school event, nothing is allowed that is inconsistent with PC's community standards or codes of conduct. For example, students must not have visible tattoos and undergarments must never be visible.

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.

Dress codes will be published for middle school and senior high social events.

Academic Day Dress Code (Upon arrival until end of school day):

Students out of dress code may be excluded from classes until they are within code.

Students are given one dress code warning for the academic year. Subsequent notices will result in detention(s) or escalating consequences.

Depending on the circumstances of the dress code violation, parents may be called to deliver appropriate attire to school. If such a step is imposed, the missed classes will be counted as unexcused absences.

Depending on the circumstances of the dress code violation, the student may wear assigned loaned polo or hospital scrubs for the remainder of the school day, at the discretion of the Administration. The student may be required to leave collateral (such as their cell phone) with the Principal's Office to ensure loaned polo or scrubs will be returned at the end of the day.

Shorts: Shorts will be allowed throughout the school year. Shorts must be walking/denim/cargo/khaki 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 only 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 even if skin is not visible through the holes. Even with tights or shorts underneath, no holey, frayed, or torn pants are acceptable. Other items not allowed include, but are not limited to, over-sized baggy pants, pajamas, bib-overalls, yoga pants, athletic joggers, and athletic attire such as warm-ups and sweats (the exception being team outerwear as assigned by the athletic department)

Skirts/Dresses: Skirts and dresses, including slits, may be no shorter than three (3) inches above the kneecap regardless of whether leggings or pants are worn. Dresses with plunging necklines (front or back) will not be permitted at any school-sponsored event such as Homecoming, Jr/Sr Prom, 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 during regular school hours in any building. They are acceptable outside and outside only.

Shirts: Students are required to wear a solid polo shirt 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.

Hair & Make-Up: Hair and make-up (for girls) 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, and goatees are not permitted. Male students will likely be required to shave (during the school day if out of dress code).

Jewelry/Tattoos: Earrings are acceptable for girls only. No other body piercing is allowed. Jewelry with occult or objectionable symbolism is not allowed. Tattoos must be covered at all times.

Outerwear (jackets, sweatshirts): Students may wear official Phoenix Christian Preparatory School outerwear. Any other outerwear must be of any solid color and the only visible marking allowed on any outerwear is a small (2 inch square) manufacturer logo. Camouflage, stripes, or designs are unacceptable. PCPS letter jackets are permissible. Outerwear with zippers or buttons must be buttoned or zipped up $\frac{3}{4}$ if not wearing a school approved polo. Visible shirts must be school-approved polo shirts.

PE/Weights Classes: Sneakers, loose fitting, knee length athletic shorts (no spandex) and appropriate shirt. No tank tops or sleeveless shirts are allowed. School logo or team name on shirts is preferred.



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.

Spirit Days: Dress down/spirit 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 may be registered with the 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 Principal's office on the day of the accident. If accident is not during school hours, a report must be made the next business day.
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 for middle school students and three weeks for high school students a semester without losing credit provided there is an opening in the class the student wishes to enter. Senior high students in AP or Honors courses are permitted 4 weeks.

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.

All courses dropped after a two week grace period will result in a "W" on a student's transcript. If a student's current grade is below 60% at the time of withdrawal, he/she will automatically receive a "WF" (withdrawal/failure) on his/her transcript.

DRUG / ALCOHOL / TOBACCO FREE ENVIRONMENT

The buildings and grounds on all Phoenix Christian Preparatory School campuses will be drug, alcohol, tobacco, vape, hookah, hookah pen, and e-cigarette free. Parents and visitors must refrain from these activities at all PCPS activities on all PCPS properties and at all school-sponsored events on or off campuses.



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 6-12 throughout the school year. A certified lab will test all 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 a test is positive, the lab or school Administration will attempt to contact the family to determine if there is a reasonable explanation for that positive result. If the lab or school Administration is unable to contact the family or if the lab or school Administration determines after consultation with the family that no reasonable explanation exists for the positive result, the school Administration will then notify the family of the positive result; and it is understood that the student may be withdrawn immediately or will highly likely be expelled. At this point:
 - The parents could request to appeal to the President's Office who would hear their appeal and will make a recommendation to the full Board.
 - If the parents are not satisfied with the outcome of the meeting, they may still request to appeal to the entire Board of Trustees. This appeal would be granted.
4. The determination of the Board of Trustees on all issues is final and binding.
5. Administration reserves the right to notify law enforcement agencies.
6. Full and timely compliance with this policy and PCPS's implementation procedures is a condition precedent to a student's privilege of attending Phoenix Christian Preparatory School.

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 or during lunch. The school is not responsible for lost or stolen items.

ELECTRONIC COMMUNICATION POLICY

EMPLOYEE / VOLUNTEER TO STUDENT ELECTRONIC COMMUNICATION PARENTAL PERMISSION REQUIRED POLICY

Phoenix Christian Preparatory School requires that communication between students and employees/volunteers take place in person or via the school's designated email. On those rare occasions when communication is last minute (such as an event venue change), communication through cell phones, the student's personal email, social media, or home phones must be brief, professional, and relevant.

For the protection of our employees/volunteers, no employee/volunteer personal email addresses, web cams, or social networking sites will be used to communicate with students without full knowledge and written permission of their parents or guardians. Written permission must be given each school year. It is the responsibility of the employee/volunteer to obtain the written permission prior to communication. It is the responsibility of the employee/volunteer to keep the written permission on file during the school year. Forms may be obtained in the Administration Office or on our website.

Exceptions may be made for those employees/volunteers that are also ministers outside of Phoenix Christian Preparatory School, i.e., youth pastors, Young Life leaders, etc. Exceptions may be made only by the Administration.

Cross-gender communication without written parental permission is not acceptable.

ELIGIBILITY

Academic requirements for extracurricular activities are the same as for athletic eligibility. In order to be eligible, a student must maintain a 2.0 current grade point average with no F's.

- Every other Monday after the first four weeks of each semester the Middle School/High School office will publish an Eligibility list with the grades available on RenWeb.
- The student will be granted one warning of ineligibility per sport season (fall, winter, spring).
- Any student with less than a 2.0 current GPA or an F in any class at the eligibility check every other week will be ineligible to play in games but may practice. Ineligibility will begin on the first Tuesday after the designated Monday eligibility check.
- In-between Monday "grace checks" will occur which may permit the student-athlete to regain eligibility on the following Tuesday.
- During Christmas break, if a student has received less than a 2.0 semester GPA or an F in any class for the semester, the student may not play in any Christmas break tournaments.
- Students who are Ineligible may not miss scheduled classes for any school-sponsored extracurricular activity and may not travel with a team to games.

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

- 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 Form before the first practice session.
- Complete and return Participation Release form to the Administration Office before the first practice session.

- Attend class periods 2nd – 4th for SH and 2nd – 5th for JH 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 Arizona Interscholastic Association.

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

Families can apply for individual and corporate tax credit scholarship opportunities to help fund tuition. Families are also encouraged to participate in the Cougar Scrip Program, offering parents an opportunity to earn tuition credit through their regular purchases at a wide variety of stores and restaurants. Additional information, enrollment and order forms are available in the school 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. All classrooms remain locked while class is in session.

FUNDRAISING

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

GRADE REPORTING

Grades are computed on a semester-cumulative basis for high school. Middle school grades are computed quarterly. Our teachers are available to discuss a student's current grade with the parents.



GRADING

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 US History, AP Government, AP Literature, AP Language and Composition, AP Biology, Spanish III & AP Spanish IV, Pre-Calculus, Calculus, 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 PCPS for three (3) years of high school and must earn letter grades (not pass/fail) in all major subjects.

Middle school students who fail a semester academic class in History, Math, Science, or Language Arts may be required to retake the course during summer school to promote to the next grade level.

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

GRADUATION REQUIREMENTS

HIGH SCHOOL: PCPS offers unique diploma programs. Feel free to contact your guidance counselor with further questions.

CONCENTRATION AND CONCENTRATION WITH HONORS DIPLOMA:

Minimum Units Required—28 (excluding Student Advisory Credits)

Refer to www.phoenixchristian.org for a updated listing of credit requirements.

MIDDLE SCHOOL: Students who fail two or more academic courses over the year-long average may not participate in graduation ceremonies and be promoted to the next grade level. "Academic Course" is defined as Bible, History, Science, Literature, English, and Math (no elective courses included).

HIGH SCHOOL: Participation in graduation ceremonies 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 Admissions Office, 602-265-4707. All visitors must seek approval no less than one school day prior to the visit. Potential visitors must wait for notification from the school office that their request to visit has been approved. Only a school administrator or an administrator's designee may grant approval for a campus visit. Visitor request forms are available from the Assistant Principal. Visitors and the student or staff member who has invited the visitors to the campus must display evidence that they understand the following guidelines before approval will be granted.

- Who has invited them, whether it is a student or a staff member.
- What is the purpose of the visit?
- That they will be dressed appropriately, that is, they must abide by the student dress code with the exception of the school polo and outerwear. In lieu of the school polo, neat clean t-shirts or polo shirts are acceptable provided they have no objectionable pictures or wording.
- That visits are limited to lunch time and that they must stay in the quad or cafeteria.
- The visitor must wear a badge at all times they are on campus signifying their status as visitors.
- That all rules that apply to students also apply to them.
- That any violation of the above guidelines will be grounds for being asked to leave the campus immediately.

Variation from these guidelines is at the discretion of the Administration.

Students who have withdrawn due to disciplinary action or been expelled from Phoenix Christian Preparatory School may NOT visit the campus until after the graduation of their graduating class. The authorities will be called if the student does not comply.

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 a Level III suspension or expulsion, depending on the circumstances and materials involved.

HAZING PROHIBITION POLICY

PCPS affirms the dignity of every student. Hazing incidents have no place in the activity programs in our schools and will not be tolerated.

Purpose: The purpose of this policy is to maintain a safe environment that is free from hazing for students and staff members. Hazing activities of any type are inconsistent with the spiritual and educational goals of PCPS and are prohibited at all times.

General Statement of Policy

No student, student organization, teacher, administrator or other PCPS employee, coach, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.

No student, student organization, teacher, administrator or other PCPS employee, coach, contractor or volunteer shall permit, condone or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

This policy applies to hazing behavior that occurs on or off school property and during and after school hours.

PCPS will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, student organization, teacher, administrator or other PCPS employee, coach, contractor or volunteer who is found to have violated this policy.

Definitions:

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. All hazing is prohibited including direct hazing (first person), indirect hazing (second or third person), as well as any hazing conducted through any electronic media. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of excessive physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

"Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Procedures:

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate PCPS official. Teachers, coaches, administrators, other PCPS employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing must inform the building principal immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

Consequences:

In response to hazing reports, PCPS will take appropriate action, which may include, but is not limited to:

- Warning
- Parent Meeting
- Suspension from group activities, performances, practices, rehearsals, or games
- Dismissal from group or team
- Suspension, exclusion, expulsion, transfer, remediation, termination or discharge
- Incident reported to the proper authorities
- Other as deemed appropriate by Administration

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 *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 office 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. During most school hours, PCPS does have a registered medical care specialist on campus. Students who become ill during the school day should report directly to the Health Care Office via a pass from a teacher. Over-the-counter medications can be given with the appropriate consent form on file, and a student will be given permission to lie down if warranted.
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 must report to the Health Care Office if ill and the school will contact the parents/guardians to pick up their student. Students contacting parents or grandparents directly disrupts our attendance and care systems.
9. A physical examination is required of all 5th – 12th grade students each year. The exam must be conducted after March 1 to be applicable the following school year. Forms may be picked up in the Administration office.
10. Students must use Health Office passes provided in this Academic Planner and not abuse his or her use of the Health Care Office. Additionally, parents should not send sick (temperature of 99 degrees or higher, excessive coughing, ill to the point of lack of focus, etc) children to school.

HOME SCHOOL STUDENT ENROLLMENT POLICY

1. The student must satisfy the standard admission requirements of Phoenix Christian Preparatory School.
2. Space must be available in the course(s) requested.
3. The student must be enrolled in a Bible course. Acceptable Bible courses are:
 - ◆ PCPS Bible classes, or
 - ◆ Equivalent Bible course verified through the PCPS Guidance Office.
4. While enrolled, the student will be subject to all the rules and regulations associated with attendance and discipline of PCPS.
5. Grades will be reported to the student's parents and/or home-school organization.
6. Tuition includes textbooks and will be assessed as published in the tuition schedule.
7. Tuition Credits can be used to pay tuition.
8. Students must be enrolled in one (1) semester class to participate in sports.

Home-school Credit: Home-school courses verified by a transcript from an AdvancedEd 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 Preparatory School for two (2) semesters before any Pass/Fail credits will be placed on his/her transcript.

Home-school students transferring to PCPS with transcripts from an accredited institution may graduate from PCPS if they successfully complete the spring semester of their senior year as a full-time student at PCPS and meet the Arizona state requirements for graduation. Type of diploma will be awarded based on PCPS' graduation requirements.

HONORS PROGRAM

In an attempt to better prepare our students for the rigors of post-secondary education, Phoenix Christian Preparatory School 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
- ☐ AP U.S. History
- ☐ AP Government and Politics
- ☐ AP Calculus BC
- ☐ Honors Spanish III/IV
- ☐ Honors Physics
- ☐ Honors Pre-Calculus

The following rules apply to the AP/Honors classes:

1. Students will maintain a B- or better throughout the year. If students conclude first semester below a B-, the teacher **may** require the student to move to a 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 (online or community college).
2. To enroll in a Honors/AP math class, students **should** earn an 83% or higher in the pre-requisite class. Teachers reserve the right to make exceptions.
3. AP students are encouraged to take the AP Exams in May if they maintain a "B" average in the class.
4. If a student earns a 79% or lower for the **second** semester, their course will **not** be tagged as Advanced Placement on their transcript and will lose the

- 5.0 weight.
5. Students may decide to drop an AP/Honors class within the first 4 weeks of the beginning of each semester and enroll in similar non-honors course (if there is availability). After the first 4 weeks, students will receive a WF (withdrawal failing) if the student is failing the class. As a senior, if the course is required for graduation, they will need to take it elsewhere (online or community college).
 6. AP/Honors teachers may assign a summer assignment to be completed and be prepared to submit by the first day of the school year. If the student does not submit the assignment, they will transfer to the non-honors/AP course. You can download the summer assignments online at www.phoenixchristian.org, on the high school page, academics tab, AP Summer Assignments.

HONOR ROLL / PRINCIPAL'S LIST

To qualify for the Honor Roll, students must earn a grade point average of 3.0 to 3.49 in major subjects, have no grade below "C", and have no "Incomplete." The Principal's List consists of students with a 3.5 or higher grade point average.

Middle School and High School Honor Roll/Principal's List reflects GPA based on the current semester only.

INSURANCE

All students are required to have medical insurance.

INTERNATIONAL PROGRAM

Phoenix Christian Preparatory School's International Program is a wonderful opportunity for students across the globe to receive a comprehensive education with a biblical-worldview. Our international students enrich our campus in distinct ways. They teach us about the uniqueness of their culture and remind us how similar young people are regardless of where they were born!

INTERNATIONAL TRANSFER CREDITS

Phoenix Christian may give credit for courses taken at regionally accredited schools in the U.S. and abroad. For courses taken abroad, students may receive unit credit but grades will not be calculated into their overall GPA.

LATE WORK

Phoenix Christian Preparatory School expects all students to be aware of their assignments, note due dates, and turn in assignments on time. Late work will, however, be accepted under the following guidelines:

- Assignments turned in on time are eligible to receive full credit.
- Assignments are considered late when the due date and time arrives and the student is present without the assignment.
- Late work will be reduced in eligible value by 50% if not turned in on the due date.
- Late work that is not turned in on the next class date meeting cannot be made up and the student will be issued a zero (0%) for that assignment.

Student Absence:

- When a student is absent the day an assignment is due, the student must turn in the assignment the day the student returns to school, even if the class in which the assignment was given does not meet.

- When a student is absent the day an assignment is given, the student must meet with the teacher the day the student returns to school to receive assignment details and a due date.
- Students are expected to make up any missed tests or quizzes on the day they return to school unless other arrangements are made with the teacher.
- It is the student's responsibility to meet with the teacher the day he or she returns to school to arrange for make-up work.
- When a student is absent for multiple consecutive days, the student must meet with the teacher the day he or she returns to school to set up a make-up work schedule.
 - The standard late work policy will begin if a student does not make the appropriate arrangements for work missed due to absence or fails to turn in missed work after arrangements have been made with the teacher.
 - Work missed due to disciplinary absence may only be made up with administrative consent.
 - Students should meet with their teachers and turn in late work as soon as possible to avoid deductions.

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.

LOCKER ROOM LOCKS

Students are **strongly** encouraged to use a personal lock to secure their belongings during Physical Education classes and other athletic events. The school is not responsible for lost or missing items.

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.

MATH COURSES, BENCHMARKS, & COURSE REQUIREMENTS

Students enrolled in Foreign Language must show a strong aptitude (73% or higher) in order to advance to the next level.

These are the course requirements for math:

- For entering non-honors math classes – 73%
- For entering honors math classes – 83%
- or entering Statistics from Algebra 2 - 83%

Should grades received not meet the above standards, students must repeat the math or foreign language course before progressing to the next course.

General Track

Freshman	Sophomore	Junior	Senior
Pre-Algebra	Algebra 1	Geometry	Algebra 2
Algebra 1	Geometry	Advanced Algebra	Statistics with B or above in Adv. Algebra Financial Math with C or above in A2

College Prep Track

Freshman	Sophomore	Junior	Senior
Algebra 1	Geometry	Advanced Algebra	Honors Pre-calculus with B or better in Adv Alg. or Statistics with C or better in Adv Alg.
Geometry	Advanced Algebra	Honors Pre-Calculus with B or better in Adv Alg.	AP Calculus BC with B or better in Honors Pre-Cal or Statistics with C or better in Adv Alg.

Honors Track

Freshman	Sophomore	Junior	Senior
Algebra 1	Geometry	Advanced Algebra	Honors Pre-calculus with B or better in Adv Alg.
Geometry	Advanced Algebra	Honors Pre-Calculus with B or better in Adv Alg.	AP Calculus BC with B or better in Honors Pre-Cal or Statistics with C or better in Adv Alg.
Advanced Algebra	Honors Pre-Calculus with B or better in Adv Alg.	AP Calculus BC with B or better in Honors Pre-Cal	Statistics or Community College/On-Line class

Prerequisites and Benchmarks:

C (73%) or above in Algebra I to advance to Geometry

C (73%) or above in Geometry to advance to Advanced Algebra

C- (70%) or above in Geometry to advance to Algebra 2

C (73%) or above in Advanced Algebra to advance to Statistics

B (83%) or above in Algebra 2 to advance to Statistics

B (83%) or above in Advanced Algebra to advance to Honors Pre- Calculus

B (83%) or above in Honors Pre-Calculus to advance to
AP Calculus BC

Allowed by Math Department Permission Only:

Concurrent registration in Geometry and Advanced Algebra

Placement in a class with a prerequisite grade below benchmark

Placement Procedures

In-coming students are placed according to the grade received in their most recent math class and based on a recommendation from their math teacher. A placement test will be given to all incoming Middle School and 9th and 10th graders. Incoming 11th and 12th grade students may also be tested at the school's discretion.

Placement is confirmed by a prerequisite knowledge test given in each math class during the first week of school.

TI 83 Plus or TI 84 Graphing Calculators are needed for Advanced Algebra, Honors Pre-Calculus, AP Calculus BC and Statistics.

MCCHESNEY MEDIA CENTER/MINISTRY CAFE

The McChesney Media Center is privileged space made available for those members of the student body that fully comply with the McChesney Media Center Policy. This space is specifically designated for ministry, study, and socialization and contains quiet zones during normal working hours. Kindly note the guidelines below:

1. All Individuals wishing to use the McChesney Media Center/Ministry Café are required to adhere to the standard codes of conduct, etiquette and decorum. Individuals that cause disruption in the lounge will be asked to leave the area. Violations include and are not limited to the use of offensive terms, placing feet on furniture, using profanity, and disturbing others.
2. Faculty tutors will generally be available.

3. When open, the STEM Lab is also available for students interested in our STEM initiatives.
4. Eating and drinking is permitted on the café zone tables only. Food and drink are not permitted in the media zones.
5. All individuals that use the McChesney Media Center/Ministry Café must clean up after themselves.
6. Users are not allowed to move the furniture around.
7. Books may be checked out with Faculty tutor.
 - Standard length of checkout for books for circulation is two (2) weeks.
 - Books may be renewed for two (2) weeks unless in demand or on hold.
 - Reference books may be checked out.
 - A fine may be charged for overdue books.

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, balloons, candy, stuffed animals, flowers, etc, will normally be given to students at lunch or after school. Off campus food deliveries are not permitted during lunch.

MIDDLE SCHOOL SOCIAL EVENTS

The Middle School sponsors several social events throughout the school year. 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.

Middle School 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.

NATIONAL HONOR SOCIETY NATIONAL JUNIOR HONOR SOCIETY

Middle school students with a current 3.2 minimum grade point average and high school students with a 3.5 minimum cumulative grade point will invited into an application process for the spring induction ceremony. Honor Society policies and procedures will remain on file with the NHS and NJHS Advisor.

NHS and NJHS Members of the Pauline Chapter must:

1. Maintain a 3.2 cumulative grade point average for grades 6-8, and a 3.5 grade point average for eligible high school students.
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 character traits in the classroom, extracurricular and social activities.
5. Submit a completed application for membership.

NON-DISCRIMINATORY STATEMENT

Phoenix Christian Preparatory School 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, in accordance with our statement of faith. 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.

ONLINE COURSE APPROVAL

Phoenix Christian Preparatory School desires to provide the best academic experience possible. This can mean a variety of things. We believe that the student-teacher relationship lies at the core of education in general and Christian education in particular. PCPS makes a concerted effort to encourage relationship building among students and teachers, both inside and outside the classroom. We have a strong faculty and staff, each of whom has a vibrant, mature faith in Christ. We believe that is best communicated through face to face interaction with students and teachers.

At the same time, we recognize that flexibility and options are also part of an excellent academic experience. Technology has made it possible to provide these to today's student. Specifically, this technology, through the use of online courses, opens up new opportunities and possibilities unknown in the not-too-distant past.

Balancing our commitment to the human relationship with the flexibility that technology provides for our students has led us to offer an online option that operates within certain parameters. We encourage our students to take full advantage of our traditional as well as online options.

The following are considered to be valid reasons for selecting an online option:

- Students wishing to retake a course for credit or a higher grade
- Students whose schedules require the flexibility of an online option to make the rest of their schedule work out
- Students who have an illness and cannot attend regular classes full time
- Transfer or home school students whose schedules cannot be made to work any other way
- Students who want an elective that PCPS does not offer

Reasons that would not be considered would include:

- Attempts to avoid taking a particular class or teacher due to the rigor of that class or teacher
- Attempts to gain or maintain eligibility for extra-curricular activity

Other reasons would be considered in light of the above. These reasons would be weighed by the Counseling Office in consultation with the Administration.

PARENT INVOLVEMENT PARENTS AT WORK FOR THE SCHOOL AND STUDENTS PAWSS

PCPS offers numerous opportunities for parental involvement. Please check the PCPS website for further information.

Parents At Work for School and Students is a parent organization designed to enhance our school community. Please contact the school for more information on how you can be involved.

PARENT-TEACHER CONFERENCES

Conferences are scheduled once each semester. However, parents are encouraged to maintain regular communication with their student's teachers.

PASSES

CAMPUS PASSES

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. Health Care Office and Student Passes are included in this Academic Planner.*

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.

PICTURES

Many pictures are taken at PCPS during the year for use on our website and in various promotional materials. By enrolling your student at PCPS 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 or in the enrollment application.



PREGNANCY

In the event of a pregnancy, the students involved will ordinarily not be allowed to continue their education at Phoenix Christian Preparatory School. 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 PCPS student.

SEXTING POLICY

In keeping with the school's responsibility to provide a safe learning environment for all students, PCPS has established the following policy regarding the use of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and Level III school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy – a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

SPORTS OPPORTUNITIES

Phoenix Christian Preparatory School is proud of our students and their athletic accomplishments. PCPS 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 Preparatory School is a member of the Valley Christian School League (VCSL) and Junior Metro (JM) for Grades 6-8 and the Arizona Interscholastic Association (AIA) for Grades 9-12. The PCPS Athletic Department maintains a policy for coaches and athletes. Please contact our Athletics Department for more information.

STUDENT ADVISORY TEAMS

Students will regularly meet in an assigned Student Advisory Group which is designed to provide academic, social, and spiritual support and accountability. Student Advisory Groups are also designed to promote campus wide reflection and conversation on issues raised in chapel. Students will earn an academic grade. Students will earn .25 credit per semester and will be reflected on transcripts.

STUDENT ASSISTANTS

Juniors and seniors may serve as teacher or office assistants for community service hours 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 ID CARDS

Students will receive a Student Identification Card at the beginning of the school year. Lost or additional cards can be replaced at the front office. A nominal fee may be required to replace a lost card. Students are expected to keep their ID cards on their person during all school activities.

STUDENT LEADERSHIP

The **Middle School & Senior High Student Council (Stu Co)** will serve with elected positions, responsibilities for events, programming, budgeting and leading their peers by seeking to set a culture of love for God, community, and serving. The Student Council meets as an actual class in which they explore concepts of leadership.

Chapel Student Leadership Team (CSaLT) also meets as a class exploring spiritual leadership and spiritual formation as they plan and lead weekly chapels and guide our spiritual culture. Each week this team is given the opportunity of leading their peers by seeking to set a culture of love for God, strengthen community, and serve.

SUMMER SCHOOL

Students desiring to take summer school courses must enroll through the Guidance Counseling Department. If a particular course is not offered by PCPS, or if special circumstances exist, students must receive approval from the Guidance Counseling Department to take the course at another school or online program. Failure to do so could result in not receiving credit at PCPS for the summer course taken. The school reserves the right to accept or deny credit for classes taken at other schools or online programs.

TECHNOLOGY – STUDENT APPROPRIATE USE POLICY

1. Use of the PCPS computers and their respective hardware, software, devices and connections is a privilege, not a right, and therefore each authorized student user accepts the responsibility for the appropriate use of said equipment leaving each without damage of any sort.
2. Authorized student users may make use of the PCPS computers and their respective hardware, software, devices and connections for the sole purpose of school related research, study, or application.
3. Authorized student users may not share passwords with **un**authorized individuals for the purpose of accessing PCPS computers and their respective hardware, software, devices and connections.
4. Authorized student users may not make changes of any type to any of the PCPS computers and their respective hardware, software, devices and connections.
5. Authorized student users may NOT use any personally owned computer hardware, software, devices, or connections with 2 exceptions:
 - Authorized student users may use these aforementioned items separate from the PCPS computers and their respective hardware, software, devices and connections.
 - Authorized student users may use a storage device in conjunction with the PCPS computers and their respective hardware, software, devices and connections to implement one's own, personally generated documentation, e.g. floppy, CD, or USB.
6. Authorized student users' e-mail shall be used only to send, receive, **or** communicate regarding school assignments.
7. Authorized student users' Internet connections shall be used only for original research directly related to school assignments. Research specifically excludes instant messaging (IM), CHAT, Social Networks, and peer sharing networks.
 - Authorized student users should be aware that all internet usage is monitored and filtered to provide quality security and appropriateness of content.
8. 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 *PCPS Student/Parent Handbook* as applicable to discipline.
9. Authorized student users should be aware that all reports of inappropriate usage will be investigated by technology security and the Superintendent.
10. No food or drinks are allowed in any of the computer labs.

Disciplinary Action for Policy Violations by Authorized Student Users:

1. Intentional violation of any portion of the *Appropriate Use Policy* will result in total, permanent loss of access to the PCPS computers and their respective hardware, software, devices and connections.
2. First time, unintentional violators of the *Appropriate Use Policy*, withholding damage, will result in temporary loss of all privileged use of the PCPS computers and their respective hardware, software, devices and connections.
3. First time, unintentional violators of the *Appropriate Use Policy*, specifically regarding damage, will result in temporary loss of all privileged use of the PCPS computers and their respective hardware, software, devices and connections, and will result in full financial restitution being made.
4. Repeat violators of any portion of the *Appropriate Use Policy* will result in total, permanent loss of access to the PCPS computers and their respective hardware, software, devices and connections and will additionally be subject to disciplinary action as provisioned by the school's *Student/Parent Handbook* or other applicable policies.

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

TELEPHONES

Office telephones are available for student use by permission only.

TESTING

For grades 3rd-10th, students take the ACT Aspire Periodic (quarterly) standardized test primarily to measure student progress on incremental College and Career Readiness Performance Objectives from year to year and to diagnose individual and class-wide academic needs to be addressed during the year. For grades 9th -12th, standardized tests such as the PSAT are used as preparation for college entrance preparedness, scholarship competition, and career aptitude information (taken in the Fall). For grades 11th and 12th, students will take the PACT in the Spring. ACT and SAT college entrance test registration packets are available in the Counseling Office.

TRANSCRIPTS

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

Phoenix Christian Preparatory School prohibits the altering of information on transcripts for students that have graduated.

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

PASSES: RESTROOM, LOCKER, TEACHER

- Classroom time is valuable learning time. In order to protect this limited amount of time, you will only be allowed four hall passes per quarter.
- No hall passes may be used during instructional time. They may only be used during independent work time.
- Each time you wish to use a hall pass, write the date and your destination on the appropriate line and get your teacher to initial and record your time out and in.
- You must have this Academic Planner in order to use a hall pass. You may only use hall passes from your own Academic Planner (see page 47).
- If an emergency arises, please be sure to let your teacher know.

Name: _____, 2018-2019

Quarter	Date	Destination	Teacher Initials	Time Out	Time In
1					
2					
3					
4					

PASSES: HEALTH CARE OFFICE

- Classroom time is valuable learning time. In order to protect this limited amount of time, you will only be permitted a limited number of Health Care Office Passes.
- Each time you request to use a Health Care Office Pass, write the date on the appropriate line and get your teacher to initial and record your time out and in.
- You must have this Academic Planner in order to use a Health Care Office Pass (see page 49).
- Please note you have a limited number of Health Care Office Passes and abuse of Health Care Office usage will be addressed.
- If an emergency arises, please be sure to let your teacher know.

HEALTH CARE OFFICE PASS

Name: _____, 2018-2019

DATE	LOCATION	TEACHER SIGNATURE	TIME IN	TIME OUT
	Health Office			
	Health Office			
	Health Office			
	Health Office			
	Health Office			
	Health Office			
	Health Office			
	Health Office			
	Health Office			
	Health Office			
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	Health Office			

All rules and policies are subject to review and/or revision at any time without notification. Rev. 6/18