

**Phoenix Christian Preparatory School  
Middle School & High School**

**Student / Parent Handbook  
2025 – 2026**



Administration Office: 602-265-4707  
Attendance Line: 602-265-4707, Option 2

Superintendent: Mr. Jeff Blake  
High School Principal: Ms. Jeannine Graden  
Middle School Principal: Mrs. Ashley Council  
Dean of Students & Discipline: Mr. D. Previn Carr

Family Portal District Code: ph-az

**FAMILY**



**PORTAL**

1751 West Indian School Road  
Phoenix, AZ 85015

[www.phoenixchristian.org](http://www.phoenixchristian.org)

2025-2026 SCHOOL POLICY AND REGULATION  
ACKNOWLEDGEMENT FORM

Name \_\_\_\_\_ GRADE \_\_\_\_\_  
(Please Print)

By signing this statement, I/we am fully 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 the signatures below that I/we understand the general rules and regulations that are published in the Student/Parent Handbook. the rules of behavior as outlined in the *Student/Parent Handbook* and these rules apply for the entire year, on and off the Phoenix Christian Preparatory School campus.

I/We have read and will abide by the Academic Integrity policy and Honor Code as outlined in the handbook.

I/We have read and give consent for my child to receive Social Emotional Learning services during school hours from the Phoenix Christian SEL counselor as per the consent statement under the Counseling section in the handbook.

I/We have read and will abide by the Technology Student Appropriate Use Policy as outlined in the handbook.

I/We further understand the rules and regulations are subject to revision by the school at any time, and 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. As a student, I also realize that if I break the rules, my continued enrollment will be subject to immediate review. In the role as parent and/or guardian, I/we promise to enforce these rules.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT (GUARDIAN) NAME \_\_\_\_\_ DATE \_\_\_\_\_

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

*Each year updates occur in the Student/Parent Handbook. It is the expectation students and families will carefully read the handbook to prepare for a successful school year. All policies outlined in the handbook are relevant and important.*



**Phoenix Christian**  
PREPARATORY SCHOOL

**2025 – 2026 IMPORTANT SCHOOL DATES**

**1<sup>st</sup> Semester:**

August 5	LAUNCH
August 7	First Day of School
August 15	Picture Day
September 1	Labor Day – No School
October 1	Senior Picture Day & Retakes
October 6-8	HS Retreat + 8 <sup>th</sup> Grade Camp
October 9	Parent-Teacher Conferences – Noon Dismissal (No School for HS & 8 <sup>th</sup> Grade)
October 10-13	Fall Break – No School
October 24	Homecoming – Noon Dismissal
November 24-28	Thanksgiving Break – No School
December 2	Community Service Day – Noon Dismissal
December 17-19	Semester Exams – Noon Dismissal
December 22-January 5	Christmas Break – No School

**2<sup>nd</sup> Semester:**

January 6	Classes Resume
January 19	Martin Luther King, Jr. Day – No School
January 20	Community Service Day – Noon Dismissal
February 12	Parent-Teacher Conferences – 2:00 PM Dismissal
February 13	Noon Dismissal
February 16	Presidents' Day – No School
February 17	Faculty & Staff PD Day – No School
March 16-20	Spring Break – No School
March 27	Noon Dismissal
April 2	Community Service Day – Noon Dismissal
April 3	Good Friday – No School
April 6	Easter Monday – No School
May 13-15	Final Exams (Grade 12)
May 18-20	Final Exams (Grades 9-11) – Noon Dismissal
May 20	Last Day of School + 8 <sup>th</sup> Grade Promotion
May 22	High School Graduation

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**Phoenix Christian**  
PREPARATORY SCHOOL

## VISION STATEMENT

To be a vibrant Christ-centered school in our community prioritizing resources to continually pursue new horizons in educating minds, forming hearts, and equipping hands of students.

## MISSION STATEMENT

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

## 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.
- We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin.

## CORE VALUES



### **Lamp Set Upon the Word of God**

We believe all knowledge, truth, and wisdom flow from the Scriptures. The lamp represents the Spirit, sent to us by God the Father, is alive and active today.

2 Timothy 2:15 & Psalm 119:11



### **Evangelism at Home and Abroad**

It is a sacred responsibility to share and spread the Gospel message worldwide.

Romans 10:15



### **Cross and Crown Intertwined**

By the cross of Christ, we receive the righteousness of God.

Matthew 16:24 & 2 Timothy 4:8



### **Love for Our Neighbors**

Grace, kindness, and consideration are due for everyone. We are to love our neighbors sacrificially.

John 15:13



### **1949**

God ordained the establishment of our current facilities in the heart of central Phoenix.

## MISSIONAL PLEDGE

- Encounter Jesus Christ daily.
- Grow in relationship with Jesus Christ.
- Share the good news of Jesus Christ.
- Embody a community in which students will not be judged by the color of their skin but by the content of their character, the dream of Dr. Martin Luther King, Jr.
- Excel through the abundance of opportunities to launch a Christ-centered life.

## CODE OF CONDUCT

- We honor the ways of Jesus Christ on which Phoenix Christian is built.
- We respect one another with affirming words and sacrificial action.
- We adhere to the Phoenix Christian regulations on dress code, tardiness, and behavior.
- We take pride in our school.
- We disconnect from technology to connect with others.
- We celebrate success.

## ANTICIPATED STUDENT OUTCOMES

Phoenix Christian embraces Spirit driven goals. We trust in God who desire to build abundant life into our students through a daily encounter with His truth.

### Educating Minds

- **Biblical Thinkers.** Phoenix Christian Students will interpret the entire world wholly through the lens of God's Word. As Biblical thinkers, they will be able to critically evaluate competing world views while understanding areas of nuance in Christian thought.
- **Lifelong Learners.** Phoenix Christian students will become life-long learners who critically think, conduct research, and evaluate information.
- **Dignity Defenders.** Phoenix Christian students will understand that there is design and extraordinary value in God's highest creation, the eternal human souls, created in His image.

### Forming Hearts

- **Christ-Centered Believers.** Phoenix Christian students will understand the nature of a personal relationship with Jesus Christ. This starts with affirmation of Biblical truths and extends into active application in their lives.
- **Faithful Contributors.** Phoenix Christian students will understand the role of participation in a local church, communication of the gospel to others, and embodying Biblical family living as part of Christian discipleship.

### Equipping Hands

- **Purposeful Servants.** Phoenix Christian students will develop and exercise skills which contribute to healthy physical, mental, social, and spiritual living.
- **Global Ambassadors.** Phoenix Christian entrusted talents and gifts will be guided to improve their lives at the individual, familial, church, and societal levels.

## SCHOOL COLORS

Black, Green, and Gray

## SCHOOL MASCOT

Dux the 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!

## 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.

# 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 at 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.
- 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.
- Using AI generators is considered cheating.

### **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.
- Utilizing an AI generator and submitting it as your own work.

### **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 (a minimum of 3 days after-school detention).
- 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?**

- Always do your own work!
- Never let another copy any of your work from a test or assignment.
- Never share information about a test, afterwards!
- Never “work together” on an assignment, project, or exam unless the teacher has given permission for collaboration.
- Use the power of technology responsibly (e.g., Smart watches, cell phones, etc.)

## **ACADEMIC, ATTENDANCE & BEHAVIORAL 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 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 Cognia.

## **ATHLETICS**

*Please refer to the Athletic Handbook (available from the Athletic Director) for policies specific to the Phoenix Christian Preparatory School Athletic Program.*

### **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 the utmost importance. The PCPS Athletic Department maintains a policy for coaches and athletes. Please contact our Athletic Director for more information.

### **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 and will not receive a uniform for the next season of

sport. The family will be charged the replacement cost of the uniform and academic transcripts may be held until school property is returned.

## 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 more than one D and no F's in any class.

- An Eligibility List with the grades available on RenWeb based on published dates.
- The student will be granted one warning of ineligibility or "Free Check" per sport season (Fall, Winter, Spring). The warning/free check lasts until the next official grade check.
- Any student with less than a 2.0 current GPA or two D's or an F in any class at the eligibility check will be ineligible to play in games but may practice. Ineligibility will begin on the day after the designated eligibility check date.
- In-between eligibility checks, Monday "*grace checks*" will occur which are designed to permit any ineligible student-athlete to regain eligibility. Once a student is deemed eligible in all classes based on the "*grace check*"; the student is released to participate in games.
- During Christmas break, if a student has received less than a 2.0 semester GPA or two D's or an F in any class for the semester, the student may not play in any Christmas break team competitions.
- Students who are ineligible may not miss scheduled classes for any school-sponsored extracurricular activity including not traveling with a team to away games if class time is missed.

### **For a student to be eligible for interscholastic athletic participation, the student must:**

- Complete and return the Participation Release form to the Administration Office before the first practice session and have a current physical examination per the Arizona Interscholastic Association (AIA) guidelines, 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.
- Attend class periods 2<sup>nd</sup> – 7<sup>th</sup> on the day of practice, activity, or contest in order to participate unless absence is due to a confirmed medical appointment and approved ahead of time.
- Adhere to the eligibility rules established by the AIA.
- Not reach age 19 on or before September 1 of the school year in which competition occurs.

### **Team Game Day Dress**

On game days, PC sports teams may ONLY wear approved team apparel adhering to the following guidelines:

- The **entire team** must be uniformed and wear the same designated approved team dress.
- Game day attire may consist of the following knowing every member is in the same attire:
  - Game Day shirts with the normal PC dress code bottoms (jeans, black, khaki, and navy uniform-style shorts or pants)
  - Dress Up Attire – Males: button-down shirt, tie, and slacks; Females: dresses, skirts, or slacks with blouse
  - School issued warm-ups (branded TOPS only) with dress code bottoms.

Game Day dress should be in line with the General Dress Code Principles and the heart behind it. Students are to be dressed and ready to learn and not be a distraction from the learning process of others.

## 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.

- Positive attendance allows a student to achieve his/her full potential as they can actively participate in class discussions and complete assignments.
- 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. Parents are encouraged to review the school's calendar in order to plan doctor's appointments or other pre-planned absences.

The Attendance Office and/or Administration have the final authority on all attendance matters.

### A. ABSENCES

#### 1. Verification of Absences

- The Attendance Office must receive notification of a student's absence by 9:00 AM the day of the absence. Written notification may be sent to the Attendance Office or a message may be left on voice mail (602-265-4707, option 2).
- The Attendance Office may require verification of appointments that necessitate a student missing class. All verified and unverified absences are calculated as a part of the Excessive Absence Grade Reduction Policy.

#### 2. Absences

- Students are allowed up to nine (9) Absences per class each semester.

- Personal illness – students who are out of school for three (3) or more consecutive days due to illness will need to submit a doctor’s note for the absence to be excused.
- Extended illness - reviewed by the Administration on an individual basis.
- Arriving to the first class of the 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 times, so they do not miss the same class each time.)*
- Administration may excuse consequences based on absences for extended illness, injury, or extenuating circumstances upon satisfactory verification.

Students may be required to make-up hours at the discretion of the Administration, including but not limited to Saturday School. If a student misses more than 10% of the academic year, they may not be eligible to re-enroll for the following school year (A.R.S. 15-342, 15-802, 15-803 (A), 15-901 (A)).

**Communication of Excessive Absences:**

- **5<sup>th</sup> Absence** – Student Conference
- **7<sup>th</sup> Absence** – Parent/Student Conference to discuss the reason for the absences and to create an Attendance Improvement Plan which may include request for documentation and/or attending Saturday School.
- **9<sup>th</sup> Absence** – Parent/Student Conference to review the Attendance Improvement Plan and next potential steps.
- **10<sup>th</sup> Absence** – Administrative Hearing that may result in repeating the academic year (no credit for classes) and the matter may be reported to city or state agencies.

**B. TARDY POLICIES**

Tardies are viewed as a disruption to the classroom environment. Students who are tardy not only miss class time but also disrupt the education of other students. To assure arriving on time, students should plan sufficient travel time to allow for unusual traffic circumstances. A tardy is considered as a Level II offense.

**1st Period Tardy:**

- Parents are required to call the Attendance Line before 9:00 AM and report why the student was tardy.
- Students arriving at school after 7:55 AM are considered tardy and should report directly to the Attendance Officer for documentation.
- Student will not be allowed into 1<sup>st</sup> hour class without proper documentation.
- Five 1<sup>st</sup> period tardies are permitted without consequence per semester. The sixth (6) first hour tardy and each subsequent first hour tardy will be considered an Absence.
- Administration may make exceptions/considerations to excuse tardies based on extenuating circumstances.

**All Other Tardies:**

- 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.

- If a student is caught “skipping” class, the action will be understood as a Level II Offense and appropriate consequence determined.
- Students that are late to class after the final bell rings (other than 1<sup>st</sup> hour) will not be permitted in class and will report to the Dean’s office (SWEEPS).
- **SWEEP Violation 1:** Students will be required to make a phone call to their parent and remain in the Dean’s office for the remainder of the class period. This will be documented in Renweb and considered an ABSENCE.
- **SWEEP Violations 2-3:** Students must participate in a Parent/Student phone conference with the Dean of Students & Discipline. Additionally, the student will serve a Lunch Detention. This will be documented in Renweb and considered an ABSENCE.
- **SWEEP Violations 4-5:** Students must participate in a Parent/Student in-person conference with the Principal and Dean of Students & Discipline. Additionally, the student will serve an After-School Detention, and an Attendance Improvement Plan may be created. This will be documented in Renweb and considered an ABSENCE.
- **SWEEP Violation 6:** Students must participate in a Parent/Student in-person conference with the Principal and Dean of Students & Discipline. Additionally, the student will serve an In-School Suspension (ISS). This will be documented in Renweb and considered an ABSENCE.
- **SWEEP Violation 7:** Students must participate in an Administrative Hearing with the Superintendent, Principal and Dean of Students & Discipline.

## BICYCLES / SCOOTERS / SKATEBOARDS

Due to liability and risk of injury, skateboards are not to be used at school. Bicycles and scooters 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 bicycle or scooter. The school is not responsible for any harm or injury to a student as the result of using a bicycle, scooter 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 Phoenix Christian we desire to be scriptural with every action we take. In regard to bullying, we believe that 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 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 quickly address any bullying behavior.

To help better distinguish between bullying behavior and bullying, we utilize the definition by the National Association of School Psychologists.

Bullying is defined as:

- “The use of force or coercion to negatively affect others.”
- “Involving an imbalance of social, physical, and/or emotional power.”
- “Involving willful and repeated acts of harm. Bullying behaviors may be persistently directed at the target based on a student’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, physical appearance, sex, or other distinguishing characteristics. Bullying behavior is not limited to children and adolescents and can also occur among the adults in children’s lives.”

When bullying behavior 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 completed, 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 proper protocol may unfold:

**Step 1:**

**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.

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”, a Level II offense.

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. 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.

## CAFETERIA

Students may purchase a hot lunch as well as snacks and other miscellaneous items in the school cafeteria. The cafeteria is primarily open during lunch hours. Purchases made in the cafeteria should not interfere with classroom instruction time. Menus are published monthly during the school year. Outside food deliveries are not permitted during school hours. Specialized purchasing plans are available through the Business Office.

## CAMPUS HOURS

Campus is open from 7:00 AM to 4:30 PM during regular school days. Students are to remain on campus from the time they arrive in the morning until after the last class of the day unless parents come for their student. Students arriving after 7:55 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 8:05 AM to 2:40 PM each school day. Students are not allowed to leave campus for lunch. The school day ends at 3:00 PM therefore, students should be picked up from school immediately. Cougar Den is available from 3:15 PM to 4:30 PM.

All students should be off campus at 4:30 PM unless the student is in after school activities or athletics, they should only be in that designated supervised location with their coach or teacher. If a student is off campus without permission, he/she will be considered truant.

## CARPOOLING

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

Bus service is offered from the west valley. Details of school transportation are available in the Front Office.

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.

## CELL PHONES / ELECTRONIC DEVICES

The use of cell phones or electronic devices (such as headphones or ear buds) during the school day (7:55 AM to 3:00 PM) is prohibited. Electronic devices are disruptive in class and are subject to theft and loss. Smart watches are not specifically prohibited, but students should be advised to use them responsibly. Therefore, they are to be used only before and after school or during lunch. The school is not responsible for lost or stolen items.

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:

- A student may keep a cell phone turned off and stored in his or her locker or book bag during the school day.
- Any non-permitted use or possession of a cell phone or electronic device will result in confiscation and disciplinary action.
- If a faculty member observes a student using a cell phone or electronic device during the school day, the faculty member will collect the item.
  1. On the **first occurrence**, the confiscation will be documented as a Level I offense, and the student may pick up his/her device at the conclusion of the class period.
  2. On the **second occurrence**, the confiscation will be documented as a Level II offense, and the student will pick up the student's device at the conclusion of the school day from the Dean of Students & Discipline or his/her designee.
  3. On the **third occurrence**, the confiscation will be documented as a Level II offense, consequence assigned, and the parent/guardian will pick up the student's device at the conclusion of the school day from the Dean of Students & Discipline OR Principal.
  4. On the **fourth occurrence**, the confiscation will be documented as a Level II offense, consequence assigned, and the parent/guardian will pick up the student's device at the conclusion of the school day from the Dean of Students & Discipline OR Principal. The student must leave their device in the Administration Office each day until the designated number of days is done.
  5. On the **fifth occurrence**, the confiscation will be documented as a Level III offense, suspension assigned, and the parent/guardian will pick up the student's device at the conclusion of the school day from the Dean of Students & Discipline OR Principal. The student must leave their device in the Administration Office each day until the designated number of days is done.
  6. On the **sixth occurrence**, the confiscation will be documented as a Level III offense, and the parent/guardian will pick up the student's device at the conclusion of the school day from the Dean of Students & Discipline OR Principal. The student will be suspended pending an Administrative Hearing.

## 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 and Administration lead the chapel program. Food and drinks are prohibited as well as cell phone and electronic devices.

## 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 does not have any legal alternative except to make the report to the proper authorities for their investigation and review.

## COLLEGE VISITS

Students wishing to visit a college must notify the Attendance Office. 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. Juniors and Seniors are given two excused days per year to visit colleges. In order for the visit to be excused the student must submit official verification from the college to the High School Principal.

## 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 always have your correct email address. If you need to update your email address, please contact [cvandernaalt@phoenixchristian.org](mailto:cvandernaalt@phoenixchristian.org) with the new information. Be sure to mention the student's name and grade level when updating this information.

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

1. **FACTS (Renweb)/Student Information System (SIS)**

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.

2. **Regular Campus Newsletters (Cougar Highlights)**

These publications are generated from the Administration and pertain to upcoming news and events on each campus. These newsletters are distributed via email.

3. **FACTS (Renweb)/SIS Parent Alert**

The FACTS/SIS Parent Alert System allows the school to text parents quick reminders or notify them of an emergency.

4. **Phoenix Christian Preparatory Website & Tandem Calendar**

[www.phoenixchristian.org](http://www.phoenixchristian.org) & [www.phoenixchristian.org/calendar](http://www.phoenixchristian.org/calendar)

The school Tandem calendar on the Phoenix Christian website has the most up to date event information. Families and students can subscribe to receive alerts for new and updated events.

## COMMUNITY SERVICE

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) PC Serve Days (which can be 1/2 days – check calendar). Students may travel off campus and serve in our community.

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. A maximum of five (5) of these hours per semester may be conducted via on-campus service. Examples of this include, but are not limited to summer workdays, sports team concessions, setup/tear-down for school events (Homecoming, Gala, etc.). Community service hours conducted over the summer will account toward the required number of hours needed. PC Serve Days will count for three (3) hours each if students attend. To report hours served, the student must submit a completed Community Service Report by the given deadline to their Bible teacher.

***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/operating church sound system
- Church custodial work
- Tutoring
- Camp staff
- Helping senior citizens
- Crisis Pregnancy Centers
- Youth group leadership
- Coaching youth sports
- Hospital volunteer
- Mission trips

## CONFLICT RESOLUTION

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 privately to the person involved. If the problem is not resolved, the student or the student's parents should bring it to the Administration. After these avenues have been thoroughly exhausted, parents can request a meeting with the Board of Trustees' 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.

## COUNSELING

PCPS is committed to supporting the academic, social, and emotional well-being of all students within a biblical worldview.

### *ACADEMICS*

Guidance and academic advisement involve trained, professional guidance 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.

PCPS utilizes a comprehensive platform to help provide academic planning, career exploration, college research, and application management. The platform includes self-discovery tools which help students identify their strengths as they relate to potential careers.

### *SOCIAL EMOTIONAL LEARNING*

PCPS offers school support services to students that focus on Social Emotional Learning (SEL) during school hours. These services aim to help students develop critical skills such as emotional regulation, healthy communication, problem-solving, and interpersonal relationship building. SEL services are provided in a safe, confidential, and supportive environment by PCPS counselors and coaches or contracted counselors and coaches in partnership with PCPS staff.

The SEL counselor may observe and interact with any child on the PCPS campus. Information may be exchanged between the SEL counselor and PCPS staff about said child(ren) in efforts to understand and address a child’s needs in class. Anything discussed between the SEL counselor and PCPS staff, child, or parent/guardian is confidential, as protected by law. Your confidentiality is protected by law, except when: A person is a danger to self or others (i.e., threatens grave bodily harm, discusses plans to terminate own life), a person describes a situation in which the counselor/coach has reason to suspect child abuse, neglect or sexual abuse, or abuse of a senior citizen, or required by a court of law or other authority such as the Department of Child Safety.

Every effort is made to maintain your or your child’s confidential information during any SEL activity. The SEL counselor and coaches may consult with one another, outside counselors which could include supervisors, or with the PCPS school team, whenever necessary, to provide the highest quality intra-agency services. At that time, only individuals who have direct impact to supporting your child shall be consulted regarding any issues.

By signing the Parent-Student Handbook Acknowledgement form, I consent for my child to receive SEL services from the SEL counselor and coaches during school hours on PCPS campus as needed. As such, I acknowledge and consent to the specific services being offered to my child which may include individual social emotional learning meetings, family support

meetings, group social emotional learning meetings, and classroom observations. I understand I have the right to revoke this consent at any time I desire without repercussion.

If the SEL counselor or PCPS staff feel additional support is needed beyond what is offered at school, referrals to outside service providers will be provided as necessary to help support my child or the family's specific needs.

Participating in SEL services such as those listed above can have potential benefits and risks. SEL has been shown to have many benefits, including the experience of insight, increased understanding, increased social and emotional skills, and positive feelings. However, there is always a risk that your child may have uncomfortable feelings arise as a result of conversations that take place within the SEL services listed above (similar to the risk any school or social function may have). You should be aware that SEL services may or may not lead to direct improvements in your child's life.

## COURSE INFORMATION & COURSE DESCRIPTION BOOK

A Course Description Book is published by the Counseling Office which describes each class offered and outlines course prerequisites, benchmarks for Foreign language, Mathematics, and Honors & AP placement. The Course Description Book is available in the Counseling Office and on the Phoenix Christian Preparatory website. Students and families should give serious and prayerful consideration when choosing courses as course selection can aide in opportunities after high school such as college and scholarships and to help a student grow and explore their God-given gifts.

## DANCES

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

In order for a dance be approved by the Administration and 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 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, or 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 participate in camps or graduation/promotion

ceremonies if the account is delinquent. 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 to be **redemptive** and **restorative**; it is 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. Not all discipline is punitive, and not all situations will be handled exactly the same. Restoration to all that God wants us to be is the goal.

***DUE PROCESS:*** No procedures or guidelines will deprive students of procedural due process, which includes fair and timely administrative investigation, student interviews, parent engagement, documentation, and determination of next steps aligned with established disciplinary guidelines.

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. All offenses will be documented in the FACTS Family Portal ([www.ph-az.clien.renweb.com/pwr/](http://www.ph-az.clien.renweb.com/pwr/)).

<b>LEVEL I OFFENSE</b> <i>Area usually addressed by the teacher in the classroom, cafeteria, or campus</i>	<b>DESCRIPTION</b> <i>Description is a broader view and is not limited to its printed definitions</i>	<b>CONSEQUENCE GUIDELINES</b> <i>Is used at the discretion of the school Administration</i>
Being in an Unauthorized Area	Any place on campus that is not authorized/designated by Administration	Warning – Parent Notification Lunch Detention – Parent notification Documented in RenWeb/Facts
Cell Phone / Electronic Device Misuse	Any electronic device (cell phone, iPad, earbud, headphones, smart watch, gaming device, or accessories, etc.) are prohibited	Device confiscated by the teacher until the end of the period and given back to the student Parent Notification Documented in RenWeb/Facts
Excessive Noise	Any noise that prevents, disrupts, disturbs the educational process	Warning – Parent Notification Lunch Detention – Parent Notification Documented in RenWeb/Facts
Gum Chewing	Chewing gum in classroom or on campus	Warning – Confiscation, Parent Notification Lunch Detention – Parent Notification Documented in RenWeb/Facts
Late to Class	Not in the classroom at the designated time	Sweep – Parent Notification In-Class Detainment for the class period Documented in RenWeb
Littering	Throwing, leaving, or participation in making a mess with trash on campus	Warning – Cleaning Campus – Parent Notification Lunch Detention Documented in RenWeb/Facts
Materials Lacking	Not prepared for class, incomplete class or homework assignment, missing parent signature	Teacher Notification – Lunch Detention – After School Detention Parent Notification Documented in RenWeb/Facts

LEVEL I OFFENSE - CONTINUED	DESCRIPTION	CONSEQUENCE GUIDELINES
Minor Disruption (On Campus or Off Campus)	Not following reasonable request/instructions from teacher that hinders the educational process	Teacher notification – In-Class Detainment Lunch Detention Documented in RenWeb/Facts
Misbehavior in Chapel	Not in assigned seat, not following reasonable request/instruction from teacher	Warning – Parent Notification Recess or Lunch Detention – Parent Notification Documented in RenWeb/Facts
Out of Class Without Pass	Not in assigned class during class period	Warning – Parent Notification Return to class Lunch Detention Documented in RenWeb/Facts
Outside Vendor / Food Deliveries	Having outside food delivered to campus	Warning – Parent Notification Vendor turned away (not delivered) Documented in RenWeb/Facts
Parent Signature Not Returned	Requested/required parental signature on documents, class work or teacher request	Warning – Parent Notification In-Class Detainment until signature is given Documented in RenWeb/Facts
Public Display of Affection (PDA) of Minor Nature	Holding hands, kissing, close proximity	Warning – Parent Notification Documented in RenWeb/Facts
Unapproved Food or Drink in Classroom	Food or drink in classroom without the permission of the teacher	Warning – Parent Notification Documented in RenWeb/Facts
Writing on Desk or Textbook	Markings or writings that are not authorized by teacher	Warning – Parent Notification Clean book Possibility of restitution Documented in RenWeb/Facts
Other Such Offenses	As deemed necessary by Administration	As deemed necessary by Administration

<b>LEVEL II OFFENSE</b> <i>Administration is involved, and the incident is entered into the student's discipline record</i>	<b>DESCRIPTION</b> <i>Description is a broader view and is not limited to its printed definitions</i>	<b>CONSEQUENCE GUIDELINES</b> <i>Is used at the discretion of the school Administration</i>
<b>Repeated Level I Offense</b>	Any continued violation of a Level I Offense	To be determined by Administration depending on the severity of or frequency of earlier offenses
Academic Dishonesty (See Academic Integrity Policy)	Misleading the teacher or school authority to get or attempt to get credit for work not completed by the student including but not limited to assisting/enabling another student or work supported with unapproved help	Zero for assignment/test 3 Days of Lunch (EL), Recess (EL), or After School Detention (MS/HS) Parent Notification Documented in RenWeb/Facts
Aggressive Behavior	Behavior, actions, or language that disrupts the education process or the safety and welfare of student, staff or faculty with intention to harm self or others	Restitution 1-3 Days In-School Suspension Parent Notification Documented in RenWeb/Facts
Cell Phone / Electronic Device Misuse	Any electronic device (cell phone, iPad, earbud, headphones, smart watch, gaming device, or accessories, etc.) are prohibited	2 <sup>nd</sup> Violation: Device given to Administration and held for the remainder of the day 3 <sup>rd</sup> Violation: Device given to Administration and held for the remainder of the day – Parent must pick up the device 4 <sup>th</sup> Violation: Device given to Administration and held for the remainder of the day – Parent must pick up the device – Student must turn in phone to the office each day for 5 days
Disrespect Toward Staff or Teacher (Refusing to Follow a Reasonable Request)	Using words, writings or body language to undermine the authority of a staff or teacher	1-3 Days In-School Suspension Parent Notification Documented in RenWeb/Facts

LEVEL II OFFENSE - CONTINUED	DESCRIPTION	CONSEQUENCE GUIDELINES
Dress Code Violation	As outlined in the Dress Code Policy	1 <sup>st</sup> Violation: Warning, change into attire 2 <sup>nd</sup> Violation: Lunch Detention 3 <sup>rd</sup> Violation: After School Detention Additional violation results in a Level III Offense Parent Notification Documented in RenWeb/Facts
Horseplay	Excessive or repeated behavior, actions, or language that disrupts the education process or the safety and welfare of student, staff or faculty	1-3 Days In-School Suspension Parent Notification Documented in RenWeb/Facts
Inappropriate Communication or Innuendo of Any Kind (i.e., Verbal, Written, Electronic)	Using words, writings, drawings, electronic communication, or body language that threatens the safety and welfare of student, staff or faculty	1-3 Days In-School Suspension 1-3 Days Out-of-School Suspension Parent Notification Documented in RenWeb/Facts
Major Disruption (On Campus or Off Campus)	Behavior, actions, or language that disrupts the education process or the safety and welfare of student, staff or faculty	1-3 Days In-School Suspension Parent Notification Documented in RenWeb/Facts
Misuse or Abuse of School Property	Behavior or actions that damage school property	Restitution 1-3 Days In-School Suspension Parent Notification Documented in RenWeb/Facts
Ongoing Negative / Uncooperative Attitude	Failure to follow a reasonable request or instructions from teacher, staff or faculty Behavior, actions, or language that disrupts the education process	1-3 Days In-School Suspension Parent Notification Documented in RenWeb/Facts

LEVEL II OFFENSE - CONTINUED	DESCRIPTION	CONSEQUENCE GUIDELINES
Profanity	Using inappropriate, irreverent, immoral language (i.e., cuss words, words that are disrespectful in nature)	1 <sup>st</sup> Violation: Warning + Parent Notification 2 <sup>nd</sup> Violation: 1-3 Days In-Class Detainment 3 <sup>rd</sup> Violation: 1-3 Days In-School Suspension Parent Notification Documented in RenWeb/Facts
Skipping / Ditching Class	Not in assigned class during class period Not in the classroom at the designated time	1-3 Day After School Detention 1-3 Days In-School Suspension Possibility of Saturday School Parent Notification Documented in RenWeb/Facts
Slander	To speak disrespectful, derogatory, demeaning words or actions of another person for the purpose of injury or harm without regard for the truth	3 Days In-School Suspension 1-3 Days Out-of-School Suspension Parent Notification Documented in RenWeb/Facts
Unsafe Driving Practice On or Around School Grounds	Driving erratically, too fast, or harmful to the safety and security of self, passenger, and pedestrian	Revocation of driving privileges 1-3 Days After School Detention Parent Notification Documented in RenWeb/Facts
Being In an Unauthorized Area	Being in any place on campus that is not authorized/designated by Administration	1 <sup>st</sup> Violation: Warning – Parent Notification 2 <sup>nd</sup> Violation: Lunch Detention – Parent Notification Documented in RenWeb/Facts

<p><b>LEVEL III OFFENSE</b> Warrants disciplinary probation, suspension, or expulsion administered through the Administration</p>	<p><b>DESCRIPTION</b> Description is a broader view and is not limited to its printed definitions</p>	<p><b>CONSEQUENCE GUIDELINES</b> Is used at the discretion of the school Administration</p>
<p><b>Repeated Level II Offense</b></p>	<p>Continued violation of any Level II Offense</p>	<p>To be determined by Administration depending on the severity of the offense</p>
<p>Cell Phone / Electronic Device Misuse</p>	<p>Any electronic devise (cell phone, iPad, earbud, headphones, smart watch, gaming device, or accessories, etc.) are prohibited</p>	<p>5<sup>th</sup> Violation: Device given to Administration and held for the remainder of the day – Parent must pick-up the device – Student will be assigned 1 Day of In-School Suspension 6<sup>th</sup> Violation: Device given to Administration and held for the remainder of the day – Parent must pick-up the device – Out-of-School Suspension* pending Administrative Hearing</p>
<p>Criminal Offense – Not Including Traffic Violation</p>	<p>Reported activity from criminal or law enforcement agencies</p>	<p>Administrative Hearing Documented in RenWeb/Facts</p>
<p>Deceit / Slander / Libel Toward School Employee</p>	<p>Expression, words, writings, or drawings that are hurtful, damaging, disrespectful that may cause injury (psychological, physical, emotional)</p>	<p>3-5 Days Out-of-School Suspension* Parent Notification Possibility of Administrative Hearing Documented in RenWeb/Facts</p>
<p>Dress Code Violation</p>	<p>As outlined in the Dress Code Policy</p>	<p>4<sup>th</sup> Violation: 1-2 Days Out-of-School Suspension* 5<sup>th</sup> Violation: 3-5 Days Out-of-School Suspension* pending Administrative Hearing 6<sup>th</sup> Violation: 5 Days Out-of-School Suspension* pending Administrative Hearing Parent Notification Documented in RenWeb/Facts</p>

LEVEL III OFFENSE – CONTINUED	DESCRIPTION	CONSEQUENCE GUIDELINES
Drug Distribution (Alcohol, Tobacco, e-Cigarettes, Vapes, and Any Other Similar Devices and Accessories)	Distribution of drugs of any kind or distribution of drug paraphernalia on or off campus	5 Days Out-of-School Suspension* pending an Administrative Hearing Documented in RenWeb/Facts
Drug Use or Possession (Use or Possession of Alcohol, Tobacco, e-Cigarettes, Vapes, and Any Other Similar Devices and Accessories (On or Off Campus))	The school reserves the right to conduct on-campus testing for alcohol, tobacco, or drugs on a random or reasonable suspicious basis Parents may also be required or requested to take their student to be tested at an approved testing facility	4-5 Days Out-of-School Suspension* Administrative Hearing Parent Notification Documented in RenWeb/Facts
False Alarm Being Called In or Set Off	Calling to make a false report to emergency services (i.e., 911) or pulling fire alarms	1-5 Days Out-of-School Suspension* Parent Notification Possibility of Administrative Hearing Documented in RenWeb/Facts
Fighting	Mutual combat involving a physical altercation such as intentionally shoving, pushing and otherwise being physically aggressive toward another in the context of a fight – Fighting occurs when two or more individuals are engaged in physical attempts to harm each other – Although a student may not have instigated an altercation, a student is responsible for fighting by going beyond the force necessary to avoid harm or attempting to harm the instigator	1-5 Days Out-of-School Suspension* Possibility of Administrative Hearing depending on the severity of the offense Parent Notification Documented in RenWeb/Facts

LEVEL III OFFENSE – CONTINUED	DESCRIPTION	CONSEQUENCE GUIDELINES
Harassment – Physical, Verbal, Sexual, Racial (Ongoing Bullying – See Bullying Policy)	The use of force or coercion to negatively affect others – Involving an imbalance of social, physical, and/or emotional power – Involving willful and repeated acts of harm – Bullying behaviors may be persistently directed at the target based on a student’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, physical appearance, sex, or other distinguishing characteristics	1-3 Days Out-of-School Suspension* Possibility of Administrative Hearing depending on the severity of the offense Parent Notification Documented in RenWeb/Facts
Pornography	Depiction of erotic behavior meant chiefly to cause sexual excitement	1-3 Days Out-of-School Suspension* Parent Notification Possibility of Administrative Hearing Documented in RenWeb/Facts
Pregnancy	The state of carrying a developing embryo or fetus within the female body – 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	Administrative Hearing Documented in RenWeb/Facts
Severe and Blatant Disrespect	Inappropriate, irreverent, immoral language that is insulting, threatening, intimidating, or harassing towards students or staff – Blatant refusal or disregard to a reasonable request	1-3 Days Out-of-School Suspension* Possibility of Administrative Hearing Parent Notification Documented in RenWeb/Facts
Sexting	Using words, writings, drawings, or body language over electronic communication that is sexual in nature	1-3 Days Out-of-School Suspension* Possibility of Administrative Hearing Parent Notification Law Enforcement Notification Documented in RenWeb/Facts

LEVEL III OFFENSE – CONTINUED	DESCRIPTION	CONSEQUENCE GUIDELINES
Sexual Immorality	Lifestyle, behaviors, actions, words, writings, drawing, and/or electronic communication that is of a sexual nature	1-3 Days Out-of-School Suspension* Possibility of Administrative Hearing Parent Notification Documented in RenWeb/Facts
Theft	The unlawful taking and removal of personal property without the consent of its owner	Restitution 1-3 Days Out-of-School Suspension* Possibility of Administrative Hearing Parent Notification Documented in RenWeb/Facts
Vandalism	Willful destruction, defacing, or damaging of school property	Restitution 1-3 Days Campus Clean-Up 1-3 Days Out-of-School Suspension* Possibility of Administrative Hearing Parent Notification Documented in RenWeb/Facts
Weapons and/or Hazardous Items Possession	Any items or materials used with the intent or potential to do bodily harm, death, or that threatens the safety of others	1-5 Days Out-of-School Suspension* pending an Administrative Hearing
Weapons Simulation of Use	Writing, drawing, hand gestures that depict the use of a weapon or any object that may cause serious bodily harm	3-5 Days Out-of-School Suspension* Possibility of Administrative Hearing Parent Notification Documented in RenWeb/Facts

\*Out-of-School Suspension will be used as needed based upon family/student situation

## ***APPEAL PROCESS***

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.

Students/Parents who wish to appeal a disciplinary response for a Level III offense of longer than five days may appeal to the Administration Team. Such appeals must be in writing and delivered to the Superintendent within 48 hours of the initial disciplinary decision.

If expulsion is determined the best course of action by the Administration Team, the matter will be referred to the Board chairman who will convene a meeting of the full board or the Board of Trustees' Executive Committee. At this meeting, the student, his or her parents or guardian, the Administrator who initially dealt with the discipline response, and 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 Administration Team for expulsion will be suspended until the Board makes its decision.

PCPS does not release the Discipline Record of any current or former student.

## ***DISCIPLINARY OPTIONS***

- A. Work Assignments:** Supervised activities related to the upkeep and maintenance of school facilities.
- B. Written Assignments:** Topic, length, and deadline shall be at the discretion of the Administration.
- C. Lunch Detention:** Work (academic or otherwise) under supervision of a teacher or Administration for the duration of the lunch period. Students must serve the lunch detention on the assigned date, or it will result in further disciplinary action.
- D. 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 disciplinary action. Students are responsible for notifying their parent(s). **DRESS CODE WILL BE ENFORCED.**
- E. In-Class Detainment:** Students are out of class for one or more periods due to a Level I and/or Level II Offense. Remains out of class until period is over. Parent is notified.
- F. Saturday School:** Work (academic or otherwise) under supervision of the Administration or designated staff member on a Saturday designated by the Administration with a \$25.00 administration fee. It is not for the convenience of the student or parent; therefore, students who are assigned Saturday School must serve on the scheduled day, or it will result in further disciplinary action. **DRESS CODE WILL BE ENFORCED.**
- G. In-School Suspension (ISS):** Separation from all school activities where interaction

with other students occurs. Suspended student needs to be off campus immediately after school and 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 counts as an absence. **DRESS CODE WILL BE ENFORCED.**

- H. **Out-of-School Suspension (OSS):** The student may be suspended by the Administration for no more than ten (10) days. Suspensions of longer than five days will require the approval of the Administration Team. Suspended student may not be on campus including any extracurricular activity on the day suspension(s). Students serving OSS will be responsible for all assignments due at the time of the suspension plus any missed assignments made by teachers during the suspension. OSS counts as an absence.
- I. **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.
- J. **Administrative Hearing:** An Administrative Hearing determines a student's status at Phoenix Christian due to a disciplinary violation. The meeting will comprise the Administrative Team, parents, and student where there is a collective review and discuss the student's behavior. The parents and student will be able to address and advocate upon the behalf of the student to the Administration. The Administration will then make a determination of the student's status at Phoenix Christian and additional courses of disciplinary action (Out-of-School Suspension, Disciplinary Probation, Expulsion, Withdrawal, Dismissal).

The Administration Team is chaired by the Superintendent or his/her designee. The membership is comprised of members of the Administrative Team, faculty, or others at the discretion of the Superintendent.

- K. **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 Administration Team. Administration Team will make a recommendation to the School Board for final determination.

- L. **Withdrawal:** Students who are asked to leave PCPS because of disciplinary issues may be permitted to withdraw from the school rather than be expelled. During that

period students are not permitted to be on campus. *Withdrawal must be within 36 hours of meeting with Board of Trustees 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.

- M. Dismissal:** Students may be dismissed from PCPS for reasons other than discipline issues. Students and/or parent or guardian 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 Administration Team.

## 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.

Phoenix Christian is not liable for students outside of the given campus hours as proper supervision is limited.

## 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.

PCPS students are required to adhere to the dress code as designated by PCPS Administration. If a student is out of dress code, the appropriate infraction may be enforced, and the student may be sent home, or the parent may be asked to bring appropriate attire to the school for them to change. PCPS dress code requires modesty, neatness, cleanliness, and professionalism. Students are expected to follow dress code both in letter and in spirit. Repetitive or egregious violations of the dress code become grounds for suspensions or further disciplinary actions.

Please note, Administration has the right to make changes as they see fit to the below guidelines. Any changes that may be made will be communicated to students and parents.

Parents will be notified of each dress code violation occurrence either by email or by phone.

## There will be an escalation of disciplinary action for dress code violations:

- 1st Violation: Warning, parent/guardian contact, change into appropriate dress code attire.
- 2nd Violation: Lunch Detention, parent/guardian contact, change into appropriate dress code attire.
- 3rd Violation: After School Detention, parent/guardian contact, change into appropriate dress code attire.
- 4th Violation: Level III (Repeated Level II Offense) – Insubordination – subject to an Out-of-School Suspension (1-3 Days), change into appropriate dress code attire.
- 5th Violation: Out-of-School Suspension pending an Administration Hearing, change into appropriate dress code attire.

## **General Dress Code Principles:**

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.

- 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.
- After school hours, any student dressed in immodest or inappropriate attire will be required to change or leave campus.
- The Administration reserves the right to further define or clarify the school dress code.
- Dress code will be communicated for Middle School and High School 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 dress code.
- Students are given one dress code warning for the academic year and escalating disciplinary action will follow (see above).
- Subsequent notices will result in Detention, In-Class Detainment, In-School Suspension, or escalating disciplinary action (see above).
- Parents may be called to deliver appropriate attire to school. If such a step is imposed, the missed classes will be counted as an Absence.
- Depending on the circumstances of the dress code violation, the student may wear assigned/loaned clothing items 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 Front Office to ensure loaned clothes will be returned at the end of the day.

**Shirts:**

- Students are REQUIRED to wear a BLACK, GREEN, WHITE, GRAY, or PINK solid-colored polo shirt. Polo shirts with the Phoenix Christian logo are RECOMMENDED.
- Shirts may not be altered in any way including sleeveless shirts (cut).
- Any shirt that exposes the midriff in normal wear is not permitted.
- Every Friday, students may wear a PC spirit wear shirt with dress code bottoms (denim, black, khaki (tan), navy blue).

**Bottoms:**

Bottoms include shorts, skirts, jeans, pants, slacks, and capris.

- Bottoms must be denim, black, green, gray, khaki (tan), or navy blue uniform-style bottoms.
- Shorts will be allowed throughout the school year.
- Shorts and skirts may be no shorter than 3" above the kneecap.
- Bottoms may not be frayed, torn, or holey, even if skin is not visible through the holes.
- Bottoms must be worn at the waist or hips.
- Clothing that exposes midriffs or underwear is unacceptable.
- Cut-offs are unacceptable.
- Athletic type bottoms are not acceptable outside of the gym. Athletic type bottoms may be worn only for P.E. classes and team practice/events only. Typically, if bottoms have a draw string instead of a button and zipper, they are considered athletic bottoms. All students that have PE must be in dress code when leaving PE classes.
- 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.

**Footwear:**

- Shoes must be worn at all times.
- Tennis shoes, dress shoes, and sandals are acceptable.
- Laces must be tied or tucked in.
- No slippers are allowed.

**Outerwear (Jackets, Sweatshirts):**

- Students must wear official Phoenix Christian Preparatory School outerwear.
- Blankets are NOT considered outerwear. Therefore, students should not utilize or have blankets in class or on campus.

**Hats/Caps/Beanies/Hoods:**

- May not be worn during regular school hours.
- No other headwear may be worn at school.

**Hair & Make-Up:***Females*

- Hair and make-up should look neat and natural with an emphasis on cleanliness.
- Hair, whether natural, dyed, or colored, must remain a natural color.

## *Males*

- Hair for males must be kept off the collar, off the eyebrows, and must not extend below the middle of the ear. A hair tie will be required if hair is kept long.
- Failure to comply with the above standards will likely result in the requirement for the student to cut their hair.
- Sideburns may not extend below the bottom of the ear.
- Male students must be clean-shaven; beards, mustaches, and goatees are not permitted. Male students will likely be required to shave (during the school day if not compliant with the dress code policy).
- Males may not have painted nails.

## **Jewelry/Tattoos:**

- Earrings are acceptable for females only.
- If males have pierced ears, they may not wear earrings during regular school hours.
- No other body piercing is allowed. If present and seen, a clear plug must be worn in place of the jewelry.
- Jewelry with objectionable symbolism is not allowed.
- Tattoos must be covered at all times.

## **PE/Weights Classes:**

- Sneakers, school-issued PE uniform shorts (no spandex or yoga pants) and PC spirit wear shirt.
- No tank tops or sleeveless shirts are allowed.
- This applies only while in PE/Weights class; at no other time or location is this acceptable.
- All students currently taking a PE/Weight class must immediately change back into their school uniform prior to returning to their next scheduled class.

## **Co-Curricular Activities and Field Trips:**

- 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 may be refused admittance or be asked to change.
- 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. A detailed dress code will be published for each event.
- Please refer to the General Dress Code Principles.

## **Team Game Day Dress**

On game days, PC sports teams may ONLY wear approved team apparel adhering to the following guidelines:

- The **entire team** must be uniformed and wear the same designated approved team dress.
- Game day attire may consist of the following knowing **every** member is in the same attire:
  - Game Day shirts with the normal PC dress code bottoms (jeans, black, khaki, and navy uniform-style shorts or pants).

- Dress Up Attire – Males: button-down shirt, tie, and slacks; Females: dresses, skirts, or slacks with blouse.
- School issued warm-ups (branded TOPS only) with dress code bottoms.
- Game Day dress should be in line with the General Dress Code Principles and the heart behind it. Students are to be dressed and ready to learn and not be a distraction from the learning process of others.

### Spirit Days:

- Other spirit days such as for Homecoming week or Dress-Down days will be determined by the Administration.

### Other:

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

## DRIVING / PARKING

Driving is a *privilege* granted to those who have completed the requirements to obtain a State-issued driver's license. Students must complete a car registration form through the Front Office which will include a copy of the student's State-issued driver's license, the make and model of the vehicle they plan on driving and the license plate information. 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.

Student parking is assigned to the lot located at 18<sup>th</sup> Avenue & Fairmount. 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.

- 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.
- The speed limit is five (5) mph on school property.
- Vehicles should be locked at all times.
- 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.
- While in the parking lot, car stereos may not be played for public hearing.
- Failure to comply with school driving and parking regulations on campus, and/or rules of the road in the surrounding neighborhood, will be considered a Level II offense. This may result in the revocation of on-campus driving and parking privileges or may be given other consequences by the Administration Team.
- All students riding in a school van must always wear their assigned seat belts.

## DROPPING OR ADDING A CLASS

Once a student's schedule has been finalized, changes only will be made in extenuating circumstances and at the discretion of the Counseling Department or the Principal. A student wishing to request a schedule change should obtain a "Drop/Add" form from their Counselor.

### HS Schedule for Dropping/Adding a Class

- Weeks 1-2: A class may be dropped without penalty and a new class will be assigned. If a student voluntarily wants to drop a class in order to be scheduled into a different class, or wants to add a class to their schedule, the formal request to the Counselor must be submitted before this deadline.
- Weeks 3-8: If a student drops a class during the third through the eighth week, a student will receive a Withdraw Passing or Withdraw Failing on their transcript based on their current grade in the class. A student will be assigned to a new class or classroom.
- Weeks 9+: After a class has been in session for nine weeks (progress reports), a student will not be allowed to drop that class until the semester ends.

### MS Schedule for Dropping/Adding a Class

- Middle School students have to receive approval by the Administration for any schedule changes.

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

The buildings and grounds on all Phoenix Christian Preparatory School campuses will be drug, alcohol, tobacco, vape, 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? (Full and timely compliance with this policy is expected)*

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. Parents may be required to take their student to a certified lab at a specified time.

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*

All results will be communicated in writing to parents.

Refusal to submit to screening as outlined will be treated as though a test had been performed with positive results.

If a test is positive, the school Administration will attempt to contact the family to determine

if there is a reasonable explanation for that positive result. If the school Administration is unable to contact the family or if the school Administration determines after consultation with the lab and 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 will be immediately suspended and scheduled for an Administration Hearing to determine whether or not if the student will remain at Phoenix Christian.

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

## **ELECTRONIC COMMUNICATION POLICY**

### **EMPLOYEE / VOLUNTEER TO STUDENT ELECTRONIC COMMUNICATION POLICY**

Phoenix Christian Preparatory School requires that communication between students and employees/volunteers including coach's & sponsors be in person or through an approved platform such as Microsoft Teams or TeamSnap. It is expected that ALL communication is professional and beyond reproach. It is highly encouraged to include multiple PC employees/volunteers/coaches/and or sponsors in any group communication. Communication through cell phones, the student's personal email, or home phones must be brief, professional, and relevant. Employees are not allowed to be friends with students on any social media platform.

For the protection of our students, and employees/volunteers, no personal email addresses, web cams, or social networking sites will be used to communicate with students without full knowledge of their parents or guardians. It is the responsibility of the employee/volunteer to obtain permission prior to communication.

Employees/volunteers are obligated to report inappropriate use/postings/interactions/materials, etc. to Administration. Students are encouraged to report inappropriate use/postings/interactions/materials, etc. to Administration or a faculty/staff member.

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.

## **FIELD TRIPS**

Teachers will request and gain proper approval of any field trip, including the completion of an EPF (Event Planning Form). Teachers will notify parents of field trips in advance. All school conduct and dress code standards are in effect on field trips except where a specific exception has been made by the school Administrator. Field trips are part of required course participation and are not optional. Parent's permission is documented in the enrollment application therefore, specific permission slips may not be required.

## **FINANCIAL AID**

Families can apply for individual and corporate tax credit scholarship or utilize Empowerment Scholarship Account (ESA) opportunities to help fund tuition. Families are also encouraged to participate in the RaiseRight 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 Administration Office.

## FUNDRAISING

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

## GRADE REPORTING

Grades are computed on a semester-cumulative basis for high school and middle school. 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	4.00	93-97	A	5.00	93-100
A-	3.67	90-92	A-	4.67	90-92
B+	3.33	87-89	B+	4.33	87-89
B	3.00	83-86	B	4.00	83-86
B-	2.67	80-82	B-	3.67	80-82
C+	2.33	77-79	C+	3.33	77-79
C	2.00	73-76	C	3.00	73-76
C-	1.67	70-72	C-	2.67	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 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.

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

## **PROBATIONARY STATUS**

Students may be placed on a probationary contract based upon poor academics, attendance, and/or behavior.

Students who fail a semester academic class in Middle School may be required to retake the course during summer school to promote to the next grade level.

Students who fail a semester academic class in High School will be required to retake the course during summer school to meet graduation requirements and/or to promote to the next course level.

## **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—27 (excluding Student Advisory Credits)***

Participation in graduation ceremonies is not allowed if a student is lacking more than one credit of graduation requirements.

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. Valedictorian and Salutatorian are determined based on class ranking.

### **TRANSFER STUDENTS:**

Students who transfer to PCPS at any point other than the first semester of their freshman year will normally have credits earned at another school. Those credits are not automatically accepted at PCPS but will be reviewed for both sequence and content. Additionally, entrance tests for particular subjects may be required. Students will be subject to the graduation requirements that are applicable to the freshman class at the time of the transfer.

Students who wish to transfer in Honors designated courses from their previous school will be evaluated by the Guidance Counseling Office. Only courses that PCPS also offers as an Honors course will be weighted on an Honors grading scale. However, Honors courses transferred in will be weighted using the previous school's weighting scale and not PCPS's 5.0 grading scale. Any Honors course that a student wishes to transfer in that

PCPS does not have an Honors option for, will be weighted on the 4.0 grading scale and NOT the 5.0 grading scale.

### **INTERNATIONAL 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.

To qualify for International Honors Academic Achievement, a student must be enrolled at PCPS for a minimum of 3 semesters and has the highest GPA. If there is not an International Student who has attended a minimum of 3 semesters, the international student with best overall GPA will be named the International Honors Academic Achievement student.

### **MIDDLE SCHOOL:**

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

## **GUESTS / VISITORS / STUDENT SHADOWS**

Visitors must sign in and out at the office and wear a visitor badge while on campus. 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.

Students who have withdrawn due to disciplinary action or been expelled from Phoenix Christian Preparatory School may NOT visit the campus unless they have received approval by Administration. The authorities will be called if the student does not comply.

Student shadowing for prospective students must be pre-approved and scheduled through the Admissions Office, 602-265-4707 ext. 208. Only designated and approved student shadow days through the Admissions Office will be allowed.

## **HAZARDOUS ITEMS**

Matches, lighters, fireworks, firearms, ammunition, knives, pepper spray, 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 and the Phoenix Police Department may be contacted.

## **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 always prohibited.

### **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.

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, which 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, which 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 the Administration Team

## **HEALTH SERVICES**

The school reserves the right to require the parents to procure medical and psychological help through a licensed physician when classroom behavior, academic performance, and/or social emotional health demonstrates a need. The school may require documentation from a medical professional in order for the student to return to school.

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. 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.*** Students are not allowed to carry prescription medication on their person, with the exception of inhalers for asthma.

During most school hours, PCPS does have a health coordinator 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.

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. The parent or student must sign out in the Front Office before leaving campus.

Parents should not send sick children to school (temperature of 100.3 degrees or higher, excessive coughing, ill to the point of lack of focus, etc.). A child with a fever may not return to school until they are fever free for 24 hours without the aid of fever reducing medication.

**Any child sent home with a fever MAY NOT return to school the next day.**

A physical examination is required of all 5<sup>th</sup> – 12<sup>th</sup> grade students each year. The exam must be conducted after March 1 to be applicable the following school year. PCPS utilizes the AIA physical form, which is available for pick up in the Front Office.

PCPS requires all students to have an updated vaccination record. Exemption forms are available upon request.

Children with lice will have their parent or guardian notified and be picked up within one hour of notification. Students with suspected cases of lice or nits will be referred to the office for assessment. Students found with live lice will be excluded from school until they have been treated. They will be readmitted after an assessment by the office. Parents are encouraged to nit-pick/comb for 2 weeks following infestation. If nits are found with no live lice, parents will be notified and will be asked to pick up the student to treat and remove the nits. Information regarding treatment will be in the Health Office for parents. Confidentiality of that student will be maintained if diagnosed with head lice.

## HONORS & ADVANCED PROGRAM

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. See the Counseling Office for a complete list of AP/Honor 5.0 courses.

The following rules apply to the AP/Honors classes:

- 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).
- To enroll in an Honors/AP math class, students **should** earn an 83% or higher in the prerequisite class. Teachers reserve the right to make exceptions.
- AP students are encouraged to take the AP Exams in May if they maintain a “B” average in the class.
- If a student earns a 79% or lower for the **second** semester, their course will **not** be identified as Advanced Placement on their transcript and will lose the 5.0 weight.
- Students who decide to drop an AP/Honors class if dropped after the first two (2) weeks of the semester may be given special consideration to be able to drop the class

without penalty.

- As a Senior, if the course that was dropped is required for graduation, they will need to take it elsewhere (online or community college).

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.

To graduate with honors, a student must complete the following:

- Earn a cumulative grade point average of 3.25 or higher.
- Complete 2 Advanced Placement Courses in their concentration area.
- Complete the Senior Capstone Project.

## HOMEWORK & LATE WORK

Students should expect daily homework and/or studying in each their core classes. Homework gives a student an opportunity to review class material, prepare for an upcoming lesson, learn time management, and to set priorities. Homework helps teachers determine how well the lessons are being understood by their students.

Students are responsible for being aware of their assignments, note due dates, and turn in assignments on time.

Parents are encouraged to view FACTS to review their student's grades and access each teacher's lesson plans for assignments that have been missed during an absence.

Late work will, however, be accepted under the following guidelines:

- Assignments are considered late when the due date and time arrives, and the student is present without the assignment.
- Late work turned in a day after the due date may only be eligible for 75% of the given point value.
- Late work turned in more than a day after the due date may only be eligible for 50% of the given point value AND may only be turned in until the end of a unit or the end of a progress period.
- Late work that is not turned in after the end of a unit or by the end of the progress period cannot be made up and the student will be issued a zero (0%) for that assignment.

Student Absence:

- When a student is present for a portion of the day and absent for the other portion, the student is responsible to turn in all assignments prior to leaving and/or make arrangements with the teacher to make-up any missed tests, quizzes, or assignments.
- 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.
- It is the student's responsibility to meet with the teacher the day he or she returns to school to receive assignment details and due dates and to arrange for make-up work.
- 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.

- 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.

**Students should meet with their teachers and turn in late work as soon as possible to avoid deductions.** 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.

Power Hour is a designated time during the school day and week in which students are assigned to meet with a teacher if they are missing an assignment or have a D or F in the class. Students then must turn in their signed passes to the office. If the student does not turn in their signed pass, they will be assigned after school detention.

## 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 grade point average of 3.5 or higher. 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. If student (Kindergarten – 12<sup>th</sup> grade) needs accident coverage, please visit K&K insurance Group, Inc. at [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com) or by phone: (855) 742 – 3135. Online Enrollment – secured accident coverage can be purchased any time throughout the year. Contact our Front Office for more information.

## LOCKERS

Lockers are assigned for the convenience of the students. Students are offered a lock and must use the locker and lock assigned to them by the school. Students are responsible for caring for the inside and outside of their locker and are not permitted to use any other adhesives aside from painter's tape (NO stickers, double-sided tape, duct tape, etc.).

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. A student will be charged for the lock if it is not turned in at the end of the school year.

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 regarding 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 school-issued lock to secure their belongings during Physical Education classes and other athletic events. The school is not responsible for lost or missing items. Contact the Athletic Department or the Front Office if your student would like to be issued an extra lock to store their athletic belongings.

## 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. Unclaimed items will be donated to charity after several weeks.

## MCCHESENEY MEDIA CENTER & COUGAR DEN

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.

All students are encouraged to attend Cougar Den until they are picked up by their parent/guardian.

Cougar Den Hours:

Mon, Tues, Wed, Fri: 3:15 PM – 4:30 PM

Thursday: 2:15 PM – 4:30 PM

½ Days: CLOSED

Note the guidelines below:

- All Individuals wishing to use the McChesney Media Center are required to adhere to the standard codes of conduct, etiquette, and decorum.
- Individuals that cause disruption 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.
- Faculty tutors will generally be available.
- Eating and drinking is permitted in the designated areas only.
- All individuals that use the McChesney Media Center must clean up after themselves.
- Users are not allowed to move the furniture around.

## 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 school hours.**

## NATIONAL HONOR SOCIETY & NATIONAL JUNIOR HONOR SOCIETY

Middle school students with a current cumulative 3.2 minimum grade point average during the spring of their 7<sup>th</sup> grade year, along with High school students with a 3.5 minimum cumulative grade point during the spring of their 10<sup>th</sup> grade year or a transfer student in 11<sup>th</sup> or 12<sup>th</sup> grade year and has attended PC one full semester, will be 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:

- Maintain a 3.2 cumulative grade point average for grades 6-8, and a 3.5 grade point average for eligible high school students.
- Be an active member in the school community and participate in extracurricular and service activities.
- Display an attitude of leadership in his/her class and school events.
- Demonstrate positive character traits in the classroom, extracurricular and social activities.
- 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 faith is best communicated through face-to-face interaction between students and teachers.

Courses required for graduation may only be taken through PCPS. Exemptions to this policy may be made if a schedule conflict makes the course unavailable to the student during the regular school day or unless the student must repeat a class to remediate a failing grade.

If an enrolled student wishes to take a course outside of PCPS (either online, as a dual enrollment course or some other method) and wishes to apply that credit to satisfy a PCPS graduation requirement, written approval from the Counseling Office must be obtained prior to the beginning of the course. The acceptability of outside courses for PCPS credit will be evaluated on their depth, breadth, homework requirements, seat hours, and expectations. All outside courses must be completed, and official transcript records provided to the Counseling Office upon completion. It is the parent/guardian and/or student's responsibility to request official transcripts be sent to PCPS for any outside courses taken. Any courses taken that did not receive prior approval may not be counted toward graduation credit requirements.

If a Senior student wishes to take a course outside of PCPS and wishes to apply that credit to satisfy a PCPS graduation requirement, an official transcript from the outside institution must be submitted to the Counseling Office no later than May 1st of their graduation year. Failure to complete the course and submit a transcript by this date may result in that course not counting toward graduation requirement.

## **PARENT TEACHER ORGANIZATION (PTO)**

PCPS offers numerous opportunities for parental involvement. Please check the PCPS website for further information. PTO 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. As well, parents are encouraged to monitor their student's grades, behavior, and attendance through RenWeb/FACTS.

## **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.*

Classroom time is valuable learning time. Students are expected to take care of any needed bathroom breaks, gathering material from their locker, etc. during the allotted time between classes. Teachers may require students to 'make-up' the time if they miss class time even if they utilize a pass.

- Student passes may not be used during instructional time. They may only be used during independent work time.
- Student passes will be given to the student by the teacher and need to record the time out and time in.
- If an emergency arises, please be sure to let your teacher know.

### **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 Front Office before school, or a message may be left on the Attendance Line voice mail (602-265-4707, option 2). Messages

on the Attendance Line are checked continually 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 Front Office before returning to classes.

## **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.

## **SCHOOL SAFETY**

PCPS is committed to maintaining a safe and secure learning environment in all of our classrooms at every campus. Safety drills are performed on a regular basis. All members of our school community play a vital role in keeping our students safe. This provides parents with information about our emergency response procedures and can be a helpful resource when discussing school safety with your students.

### ***PREPARING FOR A SCHOOL EMERGENCY***

- Keep your contact information updated such as phone numbers, email, and student's emergency contact information. Students will not be released from school to unauthorized individuals.
- Talk to your student about school emergency procedures so they know what to expect in the event of an emergency or crisis.

### ***IF AN INCIDENT OCCURS AT SCHOOL***

- If you are notified of a school emergency, do not go to the school. Stay in a location where you can be notified when additional information about your student's school situation becomes available. Students will not be released until the incident has ended or the scene is safe for release. Be prepared to pick up your student(s) at a reunification site.

### ***WHAT TO DO IN THE EVENT OF A SCHOOL EMERGENCY***

- Your student's school will contact you with an automated phone call that will notify you when it is safe to pick up your student, the location for student pick up, or any updates as soon as they are available.
- Check the PCPS website and social media channels for updated information.
- Listen for information regarding reunification with your student. Please remember to bring valid government identification with you to the reunification site.
- Do not go to your student's school. This will create traffic congestion that could interfere with the efforts of first responders.
- Please do not call your student's school. Excessive phone calls could interfere with emergency communications. Staff and Administration will not be available during an emergency to answer phone calls.

## 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 sexting violation will result in school discipline, up to and including expulsion, and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school Administrator.

## STUDENT ASSISTANTS

Juniors and Seniors may serve as teacher assistants or office assistants. A grade of Pass or Fail will be given per semester of service and included on the student's transcript. Students do not receive credit for this course.

## 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 required to keep their ID cards on their person during all school activities.

## STUDENT LEADERSHIP

The **Middle School & High School Student Council** 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.

**Chapel Student Leadership Team** 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.

The dress code policy is in affect during Summer School hours and while students are on campus (see **DRESS CODE** section).

# TECHNOLOGY – STUDENT APPROPRIATE USE POLICY

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.

- 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.
- Authorized student users may not share passwords with unauthorized individuals for the purpose of accessing PCPS computers and their respective hardware, software, devices, and connections.
- Authorized student users may not make changes of any type to any of the PCPS computers and their respective hardware, software, devices, and connections.
- 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 (USB, cloud storage) in conjunction with the PCPS computers and their respective hardware, software, devices, and connections to implement one’s own, personally generated documentation.
- Authorized student users’ e-mail shall be used only to send, receive, or communicate regarding school assignments.
- 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.
- 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.
- Authorized student users should be aware that all reports of inappropriate usage will be investigated by technology security and Administration.
- No food or drinks are allowed while using PCPS electronic devices.

## **Disciplinary Action for Policy Violations by Authorized Student Users:**

- Intentional violation of any portion of the *Appropriate Use Policy* may result in total, permanent loss of access to the PCPS computers and their respective hardware, software, devices, and connections.
- 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.

- 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.
- Repeat violators of any portion of the *Appropriate Use Policy* may 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 the School Policy and Regulation Acknowledgement form you state you understand and will comply with the technology policy as stated above.

## EMBRACING TECHNOLOGY WITH FAITH

# FOUNDATIONAL PRINCIPLES FOR AI USE

### Christ-Centered Foundation

*AI must reflect Christian values and serve to glorify God. Technology should not replace our God-given roles but support faithful stewardship of creation.*

*“So whether you eat or drink or whatever you do, do it all for the glory of God.” – 1 Corinthians 10:31*

### Educating the Mind

*AI may support intellectual growth when used wisely. Students must use discernment to deepen understanding, not avoid effort.*

*“The fear of the Lord is the beginning of wisdom...” – Proverbs 9:10*

### Transforming the Heart

*AI use must uphold honesty, integrity, and responsibility. Academic integrity reflects a heart guarded by truth.*

*“Above all else, guard your heart, for everything you do flows from it.” – Proverbs 4:23*

### Equipping the Hands

*Students should learn to use AI tools ethically and effectively, preparing for a future where technology is ubiquitous but human uniqueness remains essential.*

*“I praise you because I am fearfully and wonderfully made...” – Psalm 139:14*

## PERMITTED USES OF AI WITH TEACHER AUTHORIZATION AND PROPER CITATION

- RESEARCH ASSISTANCE AND DATA GATHERING
- BRAINSTORMING OR IDEA GENERATION
- TRANSLATION AND ACCESSIBILITY SUPPORT
- CREATIVE INSPIRATION WITH ATTRIBUTION

## PROHIBITED USES OF AI

- USING AI TO PLAGIARIZE OR SUBMIT UNORIGINAL WORK
- RELYING ON AI IN ASSIGNMENTS WITHOUT PERMISSION
- PRODUCING HARMFUL, OFFENSIVE, OR UNBIBLICAL CONTENT
- BYPASSING LEARNING OBJECTIVES OR CRITICAL THINKING DEVELOPMENT
- VIOLATING COPYRIGHT OR PRIVACY LAWS

THESE PRINCIPLES APPLY TO ALL STUDENTS, STAFF, AND FACULTY AT PHOENIX CHRISTIAN PREPARATORY SCHOOL. IT GOVERNS AI USE IN ACADEMIC, ADMINISTRATIVE, AND EXTRACURRICULAR CONTEXTS, BOTH ON CAMPUS AND IN VIRTUAL SETTINGS.

Aug 2025 | Subject to change or amendment at any time at the discretion of Phoenix Christian Preparatory

## TESTING

Phoenix Christian Preparatory School utilizes the MAP Growth standardized assessment in grades K-12. The MAP Growth assessment is used to measure a student's academic growth and identify areas of strength and areas needing additional support. Students will be assessed in math, reading, and language usage. The tests are given multiple times a year to diagnose individual and class-wide academic needs to be addressed during the year.

Standardized tests such as the PSAT are used as preparation for college entrance preparedness, scholarship competition, and career aptitude information at the High School level.

For Grades 11-12, students may take the ACT and SAT which are college entrance tests. Registration packets for the ACT and SAT are available in the Counseling Office.

## TEXTBOOKS / SCHOOL PROPERTY

Student may be required to pay restitution for any lost or damaged textbooks or school property. The amount of restitution will be based upon the level of damage and/or replacement cost. Restitution will be charged to the student's school account.

## TRANSCRIPTS

Transcript requests must be submitted to the Registrar's Office or through Naviance. 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.

## TRAVEL REDUCTION INCENTIVE PROGRAM / GUARANTEED RIDE HOME POLICY

Do you know that if you become an Alternative Mode User (AMU) – carpool, ride your bicycle, bus or walk – to get to and from school, you are eligible for several benefits that are not offered to your co-students who drive alone? Below are a few examples of the benefits of being an AMU.

- Reserved preferential parking for carpoolers.
- A Guaranteed Ride Home in case of emergency.
- A bike rack located on campus, accessible to all students.
- Showers are available in the Athletic Locker Rooms for students that bike or walk.
- Gift card/raffle drawings.

To become a Registered Alternative Mode User or for assistance finding a carpool partner, please complete the Alternative Mode User Registration Form which can be found at the front desk and return it to the main office registrar Carol VanderNaalt.

The circumstances and use of Phoenix Christian's Guaranteed Ride Home Program are:

- All students who use an alternate mode of transportation and register with the

Transportation Coordinator (TC) may participate in our Guaranteed Ride Home Program (GRH). To register as an alternate mode use (AMU), fill out an Alternative Mode User Registration Form and return it to the main office registrar Carol VanderNaalt for the proper procedure.

- AMUs will be provided - and limited to one (1) emergency ride in each 6-month period beginning with their registration in the program. Emergency rides may not be accumulated or carried over.

Transportation will be provided to registered AMUs who encounter the following circumstances during the school day:

- Unexpected severe illness of an immediate family member.
- Unexpected severe illness.
- Inclement weather - precipitation, extreme heat, or high winds - at the close of the business day (walkers and bicycle riders only).
- Missed school bus due to school related matters – tardiness will not be covered.
- Carpool driver has left the school because of personal emergency (thus stranding riders).
- The registrar of the school Carol VanderNaalt and the TC of the Travel Program must approve emergency transportation use and be notified before an employee may leave the school premises.

The TC may allow the student to use one of the following options depending on the situation:

- Be driven by a PC employee.
- Take a taxi and be reimbursed 100% of the fare.
- Reimbursement will be made by sending a request with the taxi fare receipt to the TC.
- School absence policies and practices remain in force in situations when an AMU uses emergency transportation.
- When a student utilizes emergency transportation parents will be notified, and once they are no longer on school time the school assumes no responsibility for the student during this time.

For more information about the Travel Reduction Program please contact our TC at (602) 265-4707, Ext. 209.

For information on solutions for your drive alone commute, visit [ShareTheRide.com](http://ShareTheRide.com) or call Valley Metro Commute Solutions at (602) 262-7433 (RIDE).

\*Eligibility: Employee or Licensed Student carpooling one or more employee(s) or driving age (16+) student(s).

## **VOLUNTEERS**

To volunteer at Phoenix Christian Preparatory, an individual must complete the following:

1. Complete the Volunteer Form (Parts 1 & 2).
2. Complete the Background Check authorization forms OR have a valid fingerprint clearance card issued within the last 4 years.

3. Submit a copy of the individual's license and social security card.
4. Sign the acknowledgement form the individual has read and reviewed the Mandated Reporting PowerPoint.

All documentation should be submitted to the Front Office. An individual may only volunteer after all paperwork has been submitted and approved.