

# PACIFIC

**BAPTIST**  **SCHOOL**



## 2015-2016 HANDBOOK



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# PHILOSOPHY



## PURPOSE STATEMENT

Pacific Baptist School is an educational ministry of Pacific Baptist Church. It is an integral part and cannot be separated from Pacific Baptist Church. We believe attendance at Pacific Baptist School is a privilege. The goal of this school is not to reform, but to train Christian youth in the highest principles of Christian leadership, self-discipline, responsibility, honesty, good citizenship, and to provide them with the best educational foundation possible. Pacific Baptist holds the philosophy of one that is committed to honoring Christ and His Word. Therefore, we reserve the right to deem wrong anything which would be dishonoring to our Lord Jesus Christ and the Holy Scriptures. This would include any fashion, any statement or conversation, or any act that is occultic or anti-Christian, that may or may not originate from the secular or worldly music industry, or from Hollywood movies, especially anything with extreme violence, inappropriateness or sexual in nature.

**SPIRITUALLY**, our goal is to provide an environment of Christian faith that nurtures Christian values such as respect for authority, Christian manhood, Christian womanhood, and Christian service. This school stands for the Gospel of Jesus Christ, the highest standards of morality, and Christian behavior. Our goal and purpose are probably best stated in Psalm 145:4, “One generation shall praise thy works to another, and shall declare thy mighty acts.” The basic concepts of Pacific Baptist School are based on Christian character. We believe the Bible to be the living Word of God and that it is our duty to teach our young people the precepts of Christian living. We strive to provide a safe haven that is separated from the world and dedicated to the Christian instruction of our young people.

If a student from another denomination (i.e. Pentecostals, Nondenominational) is permitted to enroll, they are NOT to make mention of their teaching or standards at any church or school functions. For a brief outline of our doctrinal beliefs see section entitled Doctrinal Position on page 13. All students accepted for entrance do so on a six (6) week probationary period. At the end of this time, the Administration will evaluate the student’s adjustment to Pacific Baptist School. If necessary, the Administration has the right to release the student and will notify the family of this decision.



ACADEMICALLY, our goal is to provide a superior academic program. Within our program, we provide the ability for capable students to excel academically. We also have academic options for the students who may benefit from a minimized level of instruction.

The beliefs that we hold most dear and upon which we base our lives are being circumvented by the public schools. It is unrealistic to expect that a public school education would or could teach and instill into our young people Christian values. Because of this, Pacific Baptist School was founded. We had three basic goals in mind when Pacific Baptist School started in 1991 (formerly Cambodian Christian School). The following goals have formed the basis for our existence:

- That we as adults could pass our faith and beliefs on to our young people.
- That we could transfer on to our young people the knowledge and the wisdom they need to function successfully in the modern world.
- That we could separate our young people while they are growing from the influences of those who do not hold to our beliefs of faith and Christian living.

We believe in America and teach our young people to have a love for their country and a respect for their leaders. Our rich heritage and freedom was bought with a price. Our young people are taught not only our great American history, but also its price and the responsibilities of being a citizen in a free country. We believe that young people should be taught self-discipline, respect for others, respect for property, and honor for elders and positions of authority. Respect for laws, rules, and God's commandments are an integral part of a young person's education.

Biblical principles of morality and conduct are never side stepped. Developing Christian values is vital if our school is to successfully educate young people. The challenges that lie ahead for today's youth require adults whose moral and spiritual values form the basis for their judgments. A young person does not go through Pacific Baptist School; rather Pacific Baptist School goes through the young person. Our programs minister to the whole person, body, soul, and spirit. It is our desire that upon graduation from high school, it may be said of our students that they have "...increased in wisdom and stature, and in favour with God and man." Luke 2:52

## MINISTRY BACKGROUND

We recognize that this is a business as well as a ministry. Our product is young people, whose lives are being transformed, through the tool of Christian education. Therefore, PBS will always strive to be run in a business like and professional manner, striving for superior customer satisfaction and continued growth for the ministry while providing greater job security and satisfaction for its employees. Thus, PBS will not engage in any practice that does not benefit its employees, customers (students and their parents), or anything that would hurt or hinder the reputation of the Pacific Baptist Church, or our Lord Jesus Christ.

## MISSION STATEMENT

The objective of this ministry is to faithfully support Pacific Baptist Church and its vision “to aggressively reach young people and their families for Christ in the Long Beach metropolitan area...” thus furthering the cause of Christ, by reaching and teaching young people to reach and teach others, through the means of Christian education. Our heart’s desire at Pacific Baptist Church and Pacific Baptist School is to see our young people live their lives for the glory of God and the good of others!

## ATHLETICS

One of the positive benefits of our school athletic program is the development of healthy attitudes towards winning and losing in life, and competition. Just as learning how to lose and win gracefully is an important part of competition, so is learning how to compete vigorously while keeping emotions and attitudes under control in a way that honors Christ. Competitive sports give our students opportunities to develop physical coordination, confidence, sportsmanship, and Christian character.

## CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America’s heritage and the sacrifices of her heroes. America’s Constitution guarantees liberties to education in order to preserve American freedom. We unashamedly teach the Bible doctrines of self-discipline, respect for those in authority, obedience to the law, love for God, flag, and country. Notice the following four pledges to be memorized for opening assembly:

**Pledge of Allegiance 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.

**Pledge of Allegiance 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 of Allegiance to the Baptist Flag:** I pledge allegiance to the Baptist Flag and to the faith once delivered unto the saints. I will ever remain faithful to the tie that binds us together, the Book, the Blood, and the Blessed of Hope of our Lord's soon coming.

**Pledge of Allegiance to the Bible:** I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

## DISCIPLINE

Discipline is defined as "...to instruct or educate; to inform the mind; to prepare by instruction in correct principles and habits; as to, discipline youth for a profession, or future usefulness." We believe that education should be more than learning and retaining a mass of facts and figures. It should be a process of growth that develops the whole person spiritually, mentally and physically. The Bible instructs parents to train and discipline their children in order to produce Christ-like character. Biblical discipline involves deliberately guiding and teaching the child in such a way as to change the child's will, attitude, and behavior, ultimately resulting in the child's joy and success. Biblical discipline includes many means of accomplishing this, including patient teaching, training, and chastisements when necessary. By withholding certain privileges from the student when deficient, and awarding students for excellence, the student is encouraged to be more concerned with his/her attitude and actions. Christian discipline is essentially a character building tool; it is concerned with the development of Christ's character into an individual's life. We are continuously trying to develop a respect for authority and the rights of others. Therefore, Biblical discipline is exercised by applying appropriate justice where needed. Pacific Baptist School is not a corrective institution; consequently, we ask that a child

not be enrolled with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles. All new students are admitted on a probationary term for the first six weeks. The students must at all times conduct himself in a manner that is becoming of a Christian. Griping is not tolerated! If your child does come home complaining about a policy or discipline, please follow this procedure:

- Give the staff the benefit of the doubt.
- Realize the child's reporting is emotionally biased and may not include all information.
- Realize that the school has reasons for all rules and that they are enforced without partiality.
- Support the Administration and call the school for all the facts.

When a student's attitude is not in accord with the school policies or principles, the child will be placed on probation and both parents will be called in for a conference. If the Administration feels the situation has not changed within two (2) weeks, parents will be asked to withdraw the child. Any school bill owed up to the day of the student's withdrawal from school must be paid before any official records are released to anyone.

Junior high and high school students in particular, because of their testimony before younger children, are trained to adhere to the school's philosophy and Christ centered program. Such adherence includes abstinence from smoking, use of alcoholic beverages, sexual contact, use of any drugs, listening to secular music, dancing, swearing, viewing or discussing ANY (G-X Rated) movies, dating or getting involved emotionally with the opposite sex, hanging out with unsaved people and any other questionable practice. Each and every one of these may result in expulsion from our school. Students and parents are to understand that students represent their school, church, faith and their family at all times. Students, even while off campus, engaging in activities deemed unbecoming for a student of Pacific Baptist School may be asked to leave the school, in order to preserve the school's good name and integrity. This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that students should be taught to accept the responsibility to "walk honorably before

all men.” Here, the discipline that is maintained is firm, consistent, fair, and tempered with love.

Our staff attempts to maintain standards of behavior through kindness, love, and a genuine regard for each student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding. Students are reminded that the Lord Jesus Christ expects us to be disciplined in every area of our life.

## DOCTRINAL POSITION

A brief summary of the Statement of Faith of Pacific Baptist Church and school is as follows:

- Divine inspiration of Scriptures
- The triune God (Father, Son, Holy Spirit)
- The fallen nature of man and his just condemnation because of sin
- Salvation by grace through faith, as a free gift of God, through Jesus Christ our Savior
- The glorious display of God’s purpose and grace
- The progressive work of sanctification
- The keeping power of God
- The prominence of the local and visible church
- Baptism by immersion for believers
- The ordinance of the Lord’s Supper
- The honoring of civil government
- The resurrection of the righteous to life and the wicked to damnation
- The visible and personal return of our Lord and Savior Jesus Christ

## DRESS CODE

PBS believes the styles of clothing and manner of grooming we choose to follow are a personal matter lying in the realm of Christian liberty, and therefore have established the following dress code for the students of Pacific Baptist School. We believe the Bible establishes at least three minimum standards for Christian dress:

- Modesty (I Timothy 2:9-11; 2 Timothy 2:22)
- Distinction (I Corinthians 11:14-15)
- Identification (I Timothy 4:12; Romans 12:1-2; I John 2:25)

Because the fashion industry is continually changing, the Administration may find it necessary to amend or clarify standards of dress in the midst of a school year. In this case, an announcement will be made and the

standard enforced though not specifically in the handbook.

Also, keep in mind that it is impossible to thoroughly cover every single dress style in a written form, such as the handbook. In order to prevent necessity of continually adding new rules, a young lady and her parents should carefully consider her dress daily to assure that it follows the general modesty guideline, which is as follows:

- Not low
- Not tight
- Not short
- Not an eye trap

They should understand that there will be times when the Administration feels the need to point out a type of clothing that is not specifically in the handbook, yet violates these general guidelines.

Christians must strive to identify with the Lord and His people, not with the world's system in which we live. Therefore, we request that you respect our standards and comply with the dress code. At PBS we do our best to keep our students from falling into the trap of "identifying" with worldly fads, as well as various fashion statements. At all times, we reserve the right to ban certain dress and fashion fads, if we deem it to be contrary of the purpose and philosophy of our church and school.

A student will receive five (5) demerits for any violation of the dress code, unless otherwise noted. If the problem cannot be corrected immediately, the student is not permitted to attend class and the time missed will be considered unexcused. For a deliberate and/or defiant dress code violation a student may receive ten (10) demerits and a three (3) day suspension. The dress code is in effect on school and church property and in effect at all school sponsored activities. Research supports our observation that clothing has a direct affect on behavior. Both adults and children behave distinctively different while wearing different types of clothing. Play clothes, work clothes, dress clothes and evening attire all affect the way we feel and act, as well as the way others feel and react towards us. When considering the reasons behind our school dress code, please remember that sloppy clothing (holes, wrinkled clothing) encourages sloppy behavior, sensual clothing encourages sensual behavior, dignified clothing encourages dignified behavior, well balanced and attractive clothing encourages confident behavior and ill fitting, out dated clothing encourages insecure behavior.

## SEXUAL ORIENTATION AND BEHAVIOR

As our church constitution notes, “We believe that God has commanded that no intimate sexual activity should be engaged in, outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, adultery and pornography are sinful perversions of God’s gift of sex. We also believe that God disapproves of, and forbids any attempt to alter one’s gender by surgery or appearance (Genesis 2:24; Romans 7:2; I Corinthians 7:10; Hebrews 13:4).” Therefore, at Pacific Baptist School, any student, staff or faculty member, etc., who is known to have participated in homosexual, bisexual or transgender activity will be expelled and/or dismissed immediately.

## SCRIPTURE MEMORY

Because the Word of God places a high value upon the memorization of Scripture, we at PBS are committed to helping our students, to not only memorize God’s Word while in school, but to make it a life long habit that will enable them to live victorious and abundant Christian lives that God intends for them to live.





# GENERAL

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## WELCOME TO PACIFIC BAPTIST SCHOOL

Pacific Baptist would like to take this opportunity to welcome you to the Pacific Baptist family. We are looking forward to an outstanding experience together with your children here at Pacific Baptist School.

In many ways, Pacific Baptist School is a family. As the school has grown, it has maintained its unique atmosphere. We believe that the school is an extension of the home in its objective to “train up a child in the way he should go.” For this reason, we invite parents to communicate often with teachers and staff.

## PREFACE

The guidelines found in this handbook have been purposely designed to permit certain liberties and set specific limits that will best allow the school and families to work together in harmony. These guidelines have not been hastily thrown together, but are the result of years of experience and careful interpretation of the principles found in God’s Word—the Bible.

We realize that not everyone will understand or approve of every rule and regulation, but we also believe it is the parents’ responsibility to know the contents of this handbook and see that their children uphold even those rules with which they may personally disagree. We are convinced that as parents seek to please the Lord in their daily walk, they will find that these guidelines will become a vital part of the formula; this will make their children’s Christian education here a real success.

## ABSENCES

All students who have been absent will need to present a written explanation of absence, signed by either a parent or guardian, the morning they return to school. This is to be presented to the school office (not to their teacher) the day they come back to school **before 8:30 AM**. Whether or not a student has a note they need to report to the main school office to receive a pass to class. ***If a student leaves class to obtain an admit slip they will be marked tardy (or absent if 10 minute rule applies) to class.*** Students are allowed **twelve (12) absences** per semester. If more than **twelve (12) absences** are accumulated, the student will not receive credit for that semester. When a student accumulates five (5) unexcused tardies, he will receive one absence. Extended illness and approved family emergencies do not count for

these days. If a student is absent from school he cannot be on church/school property before 5:30 PM for Bible Study or church activities. A JH/HS student is absent when he is more than 10 minutes late to class and does not have an excused note from the Administration.

## ACCIDENTS AND EMERGENCIES

In the event of an accident or illness, your child will be sent to the school office for evaluation and possible treatment. And, if deemed necessary, you will be notified to pick up your child. If a parent cannot be reached, persons listed on the emergency form will be notified. Please be sure that the information on your child's emergency card stays current. In the event of an accident, school policy requires that an accident report be completed and kept on file.

## ACCREDITATION

Pacific Baptist School is not regionally accredited. Pacific Baptist School is a ministry with sincerely held religious convictions against government control and oversight over the academic aspects of our institution. The state of California does not require Pacific Baptist School to obtain any state or regional accreditation in order to operate or grant diplomas. Individual public school districts, colleges, and universities establish their own admissions policies. What this means is that, although state law does not require that a private Christian school student or graduate come from an accredited Christian school in order to be eligible for admission into a public school, college, or university, those individual schools do have the authority to impose such a requirement. While our experience has been that most of the schools gladly accept students from unaccredited Christian schools, some do not, requiring the student to undergo additional testing or retake core subject courses, or even acquire a GED. Because we have no control over the policies adopted by public high schools, colleges, and universities, we cannot make any guarantee for graduates of Pacific Baptist School with regard to admission into the public school system should you choose to withdraw. Parents are encouraged to personally check with their local school districts or colleges in which their children are interested to find out what their particular policies are regarding admissions and transferring credits.

## ADMISSIONS

A student is admitted into Pacific Baptist School following a favorable review process of former records. Included in this review are placement tests, grades, academic progress, and conduct review. All new students are required to take entrance tests prior to acceptance and are accepted on a six-week trial basis. A consultation with the parent(s) will take place to ensure understanding and agreement with school philosophy. In addition, those transferring from other churches must contact their Pastor before admission will be considered.

### **Age and Academic Criteria**

In order for a child to be considered for admission to the four-year-old kindergarten, they must at least be turning four years old by December 1st. The same would also stand for five-year-old kindergarten with the exception being they must be at least 5 years old by December 1st. In addition to the age requirement, they must pass a reading readiness test; passing is 80%. If the student is admitted to K5 with a test score below 80%, the school cannot guarantee his success in K5. In order for a child to be considered for admission to the 1st grade, they must at least be turning six years old by December 1st. A student will be admitted to grades two through eight on the basis of successful completion of the previous grade and satisfactory scores on the admissions examinations.

A student scoring at his grade level or above on a recognized achievement test will be admitted to the next consecutive grade level for which he has applied. A student who does not score higher than one year below his grade level on a recognized achievement test and has an intelligence quotient in the average range (approximately the twenty-seventh percentile or above) might be admitted on a probationary status to the grade level for which he has applied. A student who scores lower than one year below his grade level on a recognized mental maturity test that places him in the average range will be admitted one grade level below that for which he has applied. No student will be accepted if his grade placement is more than two years below the normal grade placement for a student of his chronological age. A student applying for grades ninth through twelfth will be accepted only if he has completed the academic requirements for the previous grade level.

### **Spiritual Criteria**

The overall program of Pacific Baptist School operates within the framework of the biblical philosophy and doctrinal position of Pacific Baptist Church. Parents are required to be aware of the school's doctrinal position and be of like-minded faith so as to avoid potential conflict between the home, the church, and the school. Students and their parents are expected to maintain regular attendance at Pacific Baptist Church. Occasionally, we will accept someone from a Bible-believing church of like faith. In this case, a pastor's recommendation form is required each year for each student. Parents are expected to uphold the objectives, values, rules, and purpose of the school.

### **Conduct Criteria**

Students who have unsatisfactory conduct records, overt behavior problems, or have been suspended or expelled from other schools will not normally be considered for admission. Students who have habitually used drugs, alcohol, tobacco or pornography will not be considered for admission. Students and parents must be in agreement with the conduct standards of the school and agree to abide by them.

## RE-ENROLLMENT

Acceptance in any grade does not mean automatic acceptance into the next grade the following year. Towards the end of each school year, the Administration and faculty conduct an annual student review. As a result of this review, students may be placed on probation, held back, etc. In filling positions for the new year, present students are considered first, then children of parents who are members of Pacific Baptist Church, then other children of parents who already have students enrolled, and then the general public. The school reserves the right to refuse admission to any student that we feel would not be in the best interest of the school.

Students presently enrolled in PBS are given first opportunity to re-enroll for the next school year. Re-enrollment is not automatic. The procedure must be followed yearly. Any student whose academic record or conduct has been a problem may not be allowed to re-enroll the following year. Summer conduct determines enrollment acceptance for the following year (i.e. worldly music, dress attire, etc.). This decision will be made by the Administration.

All returning students who are not registered for school by the second Monday in August may have to wait a minimum of three (3) school days and a maximum of eight (8) school days to start school, in order for us to properly process them for enrollment.

## ACTIVITIES

Only those students who are currently enrolled in PBS are allowed to attend any school activities (i.e. field trips, picnics, etc.). Students that are suspended may not attend any school activities. Mixed student groups in JH/HS may only be chaperoned by an approved married staff member. This includes transporting students (i.e. car, bus, etc.).

## ATHLETICS

There is a nominal fee charged for all participants of extra curricular sports which is billed to the parent's account. If a student quits the team, is removed by the coach, or becomes ineligible due to academics, there is no refund. Certain sports may be required to purchase jerseys, specialized team shoes, or other accessories. **There will be times that sports teams do fundraisers to help offset different costs during the season.**

## BACK PACKS/BOOK BAGS

Students are allowed to use a backpack with the understanding that they may be searched when deemed necessary by the school Administration. When backpacks are searched the student will be present and asked to remove everything. This does not include locker checks.

## BOY/GIRL RELATIONSHIPS (DATING)

This would include any notes or gifts being passed from boys to girls or girls to boys and other forms of cultivation.

***At Pacific Baptist Church and Pacific Baptist School we do not endorse dating of our students. In addition, we do all that we humanly can—with the Lord's help—to discourage, rather than encourage boy/girl relationships at PBS.*** This includes not allowing our students to spend time together “fellowshipping” with the opposite sex. For example: We do not allow the girls and the boys to sit together in chapel, church, on the buses or during lunch. Boys or girls are not allowed to sit around or stand alone with a member of the opposite sex. An appropriate amount



students who benefit from the discounts, also need to attend a minimum of ten (10) services each month. Students will be given five (5) demerits for missing Sunday school and any of the other services. Missing of services will be a just cause to terminate a student's enrollment at Pacific Baptist School. Parent and student church attendance will be evaluated quarterly. Students who attend the mid-week evening services will not be given homework on that evening. At various times throughout the year, Pacific Baptist Church will have "special services" that will be required for all students to attend; if a student misses these meetings without prior permission from the Administration they will be given five (5) demerits.

A student is required to fill out an activity report weekly. If a student does not turn in the weekly activity report, demerits for "no church services" will be given. A written note to be approved by the administration is required for those who miss a church service; this note is separate from any notes given for school absences.

## CLASS HOURS

Monday - Thursday | 8:30 AM - 3:00 PM (1st - 12th Grade)

Monday - Thursday | 8:30 AM - 12:20 PM (Kindergarten)

Friday | 8:30 AM - 12:00 PM (All Grades)

## COMMUNICABLE DISEASES

Parents or guardians who do not disclose a known communicable disease at the time of registration may jeopardize their child's continued enrollment and attendance at the school. Should their child contract a potentially life threatening communicable disease after registration or during the school year, parents are to notify the school office. In order to protect the health of all students, our school endeavors to take every precaution so that illness and anxiety may be kept to a minimum at school. In addition to the above please do not send your child to school if they are sick. Remember that they will be spreading whatever they have to the rest of the students at school. Allow him to return to school after he is well. The school and parents would prefer that other parents do not send their children to school if they have a cold or other illness that would require them to be kept indoors during noon and recess periods; however, exceptions may be made in certain circumstances.



## DAMAGE POLICY

Students are held personally responsible for all lockers, textbooks, or other school property issued to them. Students who are found to be responsible for the vandalism or destruction of school or personal property at school will be required to pay restitution for such damages, and will be subject to further disciplinary action by the school. If a student cannot pay for the item, then the student will have to work the payment off at the “current minimum wage” per hour after school for the Administration.

## DELINQUENT ACCOUNT

If tuition remains unpaid after fifteen (15) days, the student will not be allowed to attend classes. No transfers, transcripts or report cards can be issued until a student’s bill is paid in full. Seniors will not be allowed to attend the senior trip. No communication from the parents whose children are financially withdrawn for more than two weeks will result in withdrawing the student(s) from school.

## DEMERIT/DETENTION SYSTEM

Detention will begin at 3:00 PM on Wednesdays and Thursdays for 45 minutes. Seven (7) to nine (9) demerits in one week will result in one day detention the following week. Ten (10) or more demerits in one week will result in two days of detention the following week.

The paramount rule, at all times, is “to do right, do not disturb.” Demerit marks are given for disturbances or broken rules. During detention a student will be given lines to write or appropriate work detail as listed on page 45. A student who does not serve his detention within the allotted time will have more detention time added. If the student chooses not to serve detention a second time he will be suspended with lines from school for one (1) day and campused for one (1) week. A third violation of this will result in a three (3) day suspension, with lines and a two (2) week campus.

Demerit marks are accumulative over a nine (9) week period. At the end of the nine (9) weeks, the student goes back to having zero (0) demerits. Once a student accumulates a certain number of demerits in a nine week period, the following actions will be taken:

25 Demerits	=	Campused for three (3) days
35 Demerits	=	Student campused for one (1) week
45 Demerits	=	Suspended for one (1) day
55 Demerits	=	Conference with parents and suspended for two (2) days
65 Demerits	=	Conference with parents and suspended for three (3) days
80 Demerits	=	Expelled from school for a minimum of six (6) months

An expelled student will lose credits for the current semester. Before a student is expelled from school their case will be brought before the school board. Please see expulsion (pg. 30)! Demerits are almost always an indication that a student may need direction in the development of principles of character and/or Christ-likeness in his life. Conferences with the Administration may be necessary to assure this growth. It is the parent/guardians' responsibility to fully support the school in this effort.

## DEMERITS AND STUDENT BEHAVIOR

Misbehavior in the classroom or at any school sponsored activity can and will result in demerits. The following list are some items considered misbehavior:

- Asking staff after refusal has already been given 5 demerits
- **Chair** left out, leaning back in chair, or out of seat 2 demerits
- No **Bible** in Bible class 5 demerits
- Being in an off-limits area 5 demerits  
(any area not frequented by students, includes but not limited to the following: staff offices, disturbing other classes)
- **Chewing** gum or other objects in the building 5 demerits
- Destroying or sitting on top of desks/tables 10 demerits
- Hair check or **dress code** violation 5 demerits  
(subsequent offenses) 10 demerits
- Church **dress** (defined on pg. 48) **code** violation 5 demerits
- **Eating** in the building 3 demerits
- **Hitting** another student 10 demerits to suspension
- Incomplete **homework**/class work 1 demerit
- **Horse playing** 2 demerits
- **Inappropriate** behavior in church 5 demerits to

- |  |   |
|--|---|
| (talking/horse playing during singing and preaching)       | suspension  |
| • Improper conduct with the opposite sex                   | 10 demerits to<br>expulsion   |
| • <b>Littering</b> on church or school property            | 2 demerits  |
| • <b>Messy</b> desk  | 2 demerits  |
| • Missing Sunday school/church service                     | 5 demerits  |
| • Writing or passing <b>notes</b>                          | 3 demerits<br>& confiscation  |
| • <b>Running</b> in building                               | 1 demerit   |
| • <b>Slang</b> or inappropriate language                   | 5 demerits  |
| • Racial <b>slurs</b>                                      | (1st offense) 10 demerits<br>(subsequent offenses) 25 demerits to<br>suspension |
| • <b>Stealing</b> school or church property                | suspension to<br>expulsion  |
| • Talking about inappropriate videos, music, etc.          | 25 demerits to<br>suspension  |
| • <b>Talking</b> in class/unnecessary noise                | 1 demerit   |
|  | (2nd offense same class period) 3 demerits                                      |
|  | (3rd offense same class period) 5 demerits                                      |
| • No <b>Textbook</b> in class (each book)                  | 1 demerit   |
| • <b>Touching</b> member of the opposite sex               | 10 demerits   |
| • <b>Threatening</b> or striking a faculty or staff member | expulsion   |
| • <b>Throwing</b> objects                                  | 3 demerits  |
| • <b>Turning around</b> in seat                            | 1 demerit   |
| • Using school property without permission                 | 5 demerits  |
| • <b>Vandalism</b> of school property                      | 5 demerits  |

(see Damage Policy on pg. 24)

The issues below are dealt with on an individual basis. Punishment would be a minimum of ten (10) demerits and detention time. Most, if not all, would more than likely also result in a suspension of one to five (1-5) days or expulsion.

Non-members and/or non-attending church members must understand that we are unable to work with them and their student. Our tolerance level will not be the same as it would be for a faithful attending church member with whom we are in constant and continual contact!

The number in parenthesis is the minimum amount of days suspended with lines for the offenses.

- Attending movies (3)
- “improper or questionable boy/girl relationship”, Fornication -see pg. 22
- Breaking the law (3)
- Cell phones -see pg. 45
- Cheating/Plagiarism (3)
- Fighting (3)
- Gang associations (5)
- Graffiti (3) -see Damage Policy on pg. 24
- Inappropriate drawing (3)
- Illicit drugs (expulsion)
- Lying (3)
- Marking of the body with ink or any foreign material (2)
- Mixed swimming (3)
- Pornography (5)
- Running away from home or assisting a run away (5)
- Smoking (3)
- Social networking sites (suspension-expulsion) -see pg. 45
- Stealing (3)
- Tattoos (new ones are subject to expulsion)
- Vulgarity (3)
- Worldly Music (3)

### **Defiance and Disrespect**

When a student is defiant, rebellious or disrespectful to authority immediate action will take place. While we understand that rules without a relationship often breeds rebellion, and we will do all that we can to build strong Christian relationships with our student body, a defiant and rebellious student simply cannot be tolerated. The Bible states that “a little leaven leavens the whole lump” and if defiance and rebellion to authority are tolerated it will spread!

According to the dictionary, defiance is “the act or instance of defying, resisting authority; bold resistance to authority.” It is also defined as “opposing and challenging authority”; and “intentional, contentious behavior.” The dictionary definition for disrespect is “The lack of respect or courteous regard; to be rude.” The biblical term for defiance is rebellion. The dictionary defines rebellion as “Open resistance to lawful authority.”

This is basically the same definition for rebellion as one would find in the Bible. Biblically, rebellion is resistance to lawful authority; revolt;

obstinate disobedience (Genesis 14:4; Numbers 20:24; Deuteronomy 1:26; 2 Kings 18:27; Ezra 4:12). Rebellion is to transgress God's Word (Joshua 22:22; Ezekiel 2:3), it is to be stubborn and disobedient (1 Samuel 15:23; Psalm 78:8; Deuteronomy 21:18, 20). Rebellion produces a hard look (Ezekiel 2:6; 3:8-9). Rebellion is as the sin of witchcraft (1 Samuel 15:23).

- First Offense            10 Demerits - suspension
- Second Offense        25 Demerits - suspension
- Third Offense           Suspension (3 days)

Continual defiance (any violations after the third violation in a semester) will result in a minimum of 3-5 day suspension. It can also result in the school asking the parents to keep the child home (independent studies) for a period of time until the student and parents feel he is ready to return to school and submit to authority.

### **Fighting or Physical Altercation (3 days suspension)**

**Elementary will be on a case by case basis.**

Any physical contact which could possibly lead to a fight, such as hitting, kicking, and/or pushing may result in a 3 day suspension. This includes between siblings.

Here, at Pacific Baptist School, we desire to, at all times, have a culture of Christ-likeness. In this matter of fighting and physical altercations, our objective is to instill an attitude of "what would Jesus do?". We sincerely long to help our children and teenagers understand that "violence" and "vengeance" are not the biblical way to handle a situation.

For elementary school, there may be times where we give a warning explaining the appropriate behavior and then issue detention the first time. Suspension will take the place for repeat offenses. Of course, this will be determined by the Administration.

For grades 7th-12th, we have a no-tolerance philosophy. No physical altercations whatsoever. Suspension will be the result of any physical altercation, regardless of who the initiator is.

### **Prohibited Items**

- Skateboards, bikes, rolling shoes (Heely's)
- Comic books
- Secular magazines or books of any kind
- No medicine is to be kept with a student. It must remain in the

school office.

- No card playing or gambling of any kind
- No attending questionable activities such as parties and dances; this would include wedding receptions with questionable activity.
- No knives, guns (including airsoft, paint, and BB guns) or anything that can be used as a weapon is allowed on school grounds. The use of a weapon, or something used as a weapon against another person, will result in a minimum five (5) day suspension and most likely will result in expulsion!

## TRUANCY

Skipping class or leaving campus without permission will result in ten (10) demerits for the 1st offense; a one (1) day suspension with lines for the 2nd offense; and a three (3) day suspension with lines for the 3rd offense.

## DISCIPLINARY TERMS

### **Campused**

A student who is campused loses his right to ALL breaks. He will be allowed fifteen (15) minutes for lunch.

### **Suspended**

A student can be suspended off-campus or on-campus. This decision will be made by the student's parents and school staff. The student also must stay at home during school hours if suspended off-campus. Suspended students will almost always be assigned lines to write (150 per day) during their time of suspension. The student cannot return to class until these lines have been completed. Upon returning to school, a student who has been suspended must be **checked in by their parent with the school office**, get an admit note, and turn in their lines to their respective principal. A student will be counted absence if his lines are not complete. The student cannot attend or participate in extra curricular activities. A student will receive unexcused absences for the days he is suspended.

### **Expulsion**

When it becomes apparent that a student's influence is detrimental to the progress of others; after counseling, a student remains unsympathetic toward the educational and spiritual objectives of PBS; a student refuses to live under the authority of his parents and no longer lives at home,

then his enrollment will be terminated.

If the parents fail to comply with the policies and disciplinary procedures of the school ministry, they will be asked to withdraw their students from the school.

After accumulating 80 demerits, being suspended four (4) times, or committing one of the more serious offenses a student's case will be put before the board for expulsion. If the board deems it necessary to expel the student, he/she will lose credit for that semester and will not be allowed to return to school for a minimum of six (6) months, and then, only with board approval. Expelled students are not allowed to be on school grounds during school hours, nor are they allowed to attend any school-sponsored activities. An expelled student is required to pay all past due bills and fees up to the date of expulsion. If these bills are not paid the school will not release any records. At no time are students allowed to associate with expelled students or students who leave our school and/or church for the wrong reason, or former students who are associating with the wrong crowd. Any conversation or association that exceeds a two minute limit, without a staff member or deacon present, with an expelled student or student who has left the school under bad circumstances will be a just cause for discipline. Violation of this will result in a minimum of five (5) demerits for the first offense; a minimum of ten (10) demerits along with a one (1) day suspension, with lines, for the second offense; a minimum of ten (10) demerits and a three (3) day suspension with lines for the third offense. Violating this rule a fourth time will be grounds for asking the student to withdraw or expulsion.

## DRESS CODE (GENERAL)

Students are required to be in proper clothing daily before entering school. A student who comes to school in violation to any of the dress code standards will be given five (5) demerits and will be sent home to change, and marked either unexcused tardy or unexcused absent. If the violation is at a church service or activity, we reserve the right to give five (5) demerits for the offense. Students are expected to come to school showered, smelling good and with clean clothes. A student who is guilty of continually violating the dress code can be given ten (10) demerits to suspension for defiance. We prefer this dress code to be kept while students are out in the community as well. We are to be a stepping

stone, not a stumbling block to the community. Any student leader/athlete needs to abide by our dress standards in public at all times, as they are considered to be above reproach in all areas of their life.

### **Discipline Guidelines**

- 1st offense                      Warning
- 2nd offense                     5 demerits
- 3rd offense                     10 demerits
- 4th offense                     suspension

## **DRESS CODE (MEN)**

### **Hair**

- Face is to be clean shaven. No facial hair that can be seen from two (2) feet away.
- Hair is to be neat—not sloppy, freshly cut, and cut off the ears, off shirt collar, and out of the eyes. If hair is long enough to be combed, it must be parted to the side. Hair is not to be unusual or wild. It is not to be combed in different directions.
- Boys are not allowed to have any type of gang haircuts, step cuts, spiked hair, bald heads, tails, hair combed to the front, or frohawks.
- Gel must not be used on hair that is too short to neatly comb back or parted on the side.
- Hair coloring must be appropriate to what is natural to one's appearance.
- Hair cut violations must be rectified within 3 days or five (5) demerits will be given. After the 5th day, the student will not be allowed to be in school. All absences will be considered unexcused.
- Sideburns cannot pass the middle of the ear.

### **Shirts/Jackets**

- Boys must wear a plain white T-shirt under their uniform at all times. Long sleeve inside shirts are not allowed.
- Denim jackets or shirts may not be worn at any time.
- Shirts are to be tucked in neatly at all times when on campus.
- In keeping with school dress code, students may only wear sweaters, jackets, or sweatshirts that are red, white, or black (emblems cannot be larger than 2 inches). The only exception to this would be college sweatshirts from approved Bible colleges.

### **Pants**



- Slacks must not be baggy enough to fall when the belt is taken off. Cargo pockets are not allowed on pants. “Skinny” pants are not allowed and will be determined by the administration.

### Accessories

- Initial or emblem belt buckles may not be worn at any time.
- **Jewelry** may not be worn at any time.
- Sunglasses are not to be worn at school.
- Skater shoes are not allowed.
- Key chains should be kept inside the pocket and should not be hanging from the pocket. It creates a “sloppy” look. PBS students should strive for a professional appearance. Key chains will be confiscated if seen hanging out of pockets.

### Hats

59Fifty is a brand of hats made by the New Era Cap Company based in Buffalo, New York. They are often referred to as “Fitted Hats” by the general public. They have become increasingly fashionable in urban centers and within the Hip-Hop, Emo, Hardcore, Paintball, and Skater cultures. They come in various different sizes that range from 6 5/8 inches to 8 inches. These hats are not allowed to be worn on school campus or school activities. Students of PBS will not be affiliated with the above cultures.

*acceptable*      *unacceptable*



An exception would be made for baseball caps for P.E. when students are playing softball.

## DRESS CODE (LADIES)

Junior high and high school girls must wear nylons and dress shoes that have a front and back.

### Hair

- Hair should be clean, brushed and neatly styled.
- Hair coloring must be appropriate to what is natural to one’s appearance.
- Wild hairstyles are not allowed.

### Makeup

- Junior High girls may not wear makeup.
- Heavy or excessive makeup is not permitted; moderation is the key.
- Bright colored lipstick or eye shadows may not be worn.

- Black, browns, burgundy, or red lip color or lip liner may not be worn.
- Natural color nail polish may be neatly worn with good taste (no bright or unnatural colors; must be natural to one's skin complexion).

### **Jewelry**

- Accessories should be worn in moderation. (i.e. rings, necklaces)
- Only one ring per hand is allowed.
- Necklaces and accessories should be modest in appearance not excessive and not worn at a length that is an eye trap (limit is 3 fingers below the collar bone).
- Only one bracelet per hand is allowed.
- If a girl desires to wear earrings, she may wear a maximum of one earring in each ear and the earrings must only be worn in the earlobes.
- Earrings may not be long and dangling. Length should be no longer than 1 inch. Hoops must be 1 inch or smaller in diameter.

### **Shoes**

Most of the time, appropriateness will determine what shoes are worn, depending on the activity. **School** shoes are to have enclosed toes and heels for school and for all school activities other than formal events.

**Platforms and wedges not exceeding 2 inches may be worn. Hills are not allowed.**

The following four guidelines are a prerequisite for female students who desire to wear shoes other than closed toes and closed heel (to be worn only for church or formal events).

1. Open toes shoes that have a closed back, or minimum of a strap on the back with **heels not exceeding 2 inches may be worn.**
2. The shoes described above must be worn with nylons when the shoes are worn to church or a formal event.
3. When wearing the shoes described in #1, dresses or skirts must be mid-calf or longer.
4. These types of shoes may not be worn to school or a school activity with the exception of a formal event.

### **Boots**

Boots may be worn as long as the administration deems them modest.

- School uniform (black); Church attire (other colors permitted)
- No combat boots permitted

- Nylons must still be worn
  - The top of the boots must be covered by the skirt when standing, sitting, or walking (with the exception of ankle boots).

### **Dresses/Skirts**

- Pastor's recommended skirt length is mid-calf. The minimum requirement is that the hem must be touching the floor when in an upright kneeling position, two inches below the front and back of the knee when standing, and completely covering the knees when sitting.
- Though Pastor has a very strong preference against slits, if slits are worn, they are not to be above the middle of the calf. Dresses and skirts should not be form fitting. A test is whether or not the skirt falls freely when lifted at the hips.
- Proper undergarments should be worn at all times, and should not be showing (i.e. slip, rim of nylons). Full length slips should be worn with longer skirts.
- Wrap around skirts/dresses are not acceptable.
- Culottes should look like a skirt at all times. There must be four (4) pleats on each side of the culottes (front and back).
- Denim skirts should follow all of the same rules of modesty as any other skirt or dress. In addition, the denim may not be worn out, holey (having holes), raveled, or have the appearance of pants. Denim should not be worn for situations requiring more dressy attire such as any church services, soul winning, visitation, etc.
- In keeping with the principle of distinction, pants; shorts; or gauchos are never to be worn.

### **Shirt Guidelines**

- Blouses or shirts must be loose, NOT form-fitting, clingy, sheer, see through (undergarments or undergarment lines may never be seen), or draw attention to the bust line.
- When arms are raised, you should not be able to see into the shirt. Cap sleeves are not allowed.
- The bottom of the top must touch the top of the skirt when arms are fully upraised. A tucked in shirt (not lingerie) must be worn underneath a short top to avoid visible flesh.
- Low necklines are not allowed. The lowest allowed is three fingers below the collar bone and the base of the neck for the sides and back.

- There is no wearing of tank tops, wrap around shirts, V-neck blouses, or baby doll style shirts (those that have seams, gathers, etc. near the bust line).
- Spaghetti strap, or strapless blouses or dresses are not allowed. Two exceptions would be a sleeveless dress with a matching jacket worn together, or a sleeveless blouse with something with sleeves worn under it.
- Sweaters and jackets should be completely zipped or buttoned (a top button open is okay if it is not low) or left undone to avoid being an eye trap.

### **T-Shirt Guidelines**

- A T-shirt is a crew or V-neck, cotton double knit shirt without a collar.
- White or principally white T-shirts are forbidden. This includes white T-shirts with writing, logos, and pictures.
- Casual looking colored T-shirts may not be worn in situations requiring more dressy attire. (i.e. chapel, church, graduations, special programs)
- They are acceptable for casual attire, as long as they follow the general modesty guidelines above.
- Ladies may not wear dresses, shirts, blouses, T-shirts, sweatshirts, sweaters, etc., with writing appearing principally and/or excessively across the bust line.
- Students may wear only sweaters, jackets or sweatshirts that are red, black, white, **or gray** (no emblem, unless it is a Pacific Baptist Patriot emblem). The only exception to this would be college sweatshirts from approved Bible colleges.

### **EARLY DISMISSAL**

Occasionally, we will dismiss students early. In this event, they are to leave the property. No hanging around or leaving and then coming back. Also, it is important that students realize that once a school day has been completed they are to leave the property.

Class attendance and grade factor in to whether or not they may be dismissed from class.

### **EXTRA-CURRICULAR ACTIVITIES**

At PBS we believe that extra-curricular school activities are a special honor, as well as an important part of a student's balanced education.

Therefore, we encourage students, with their parent's approval to take part in them. At the same time, we believe that school sponsored activities (i.e. field trips, sports events, competitions) are privileges to be earned, not rights to be had. Students must earn the right to participate or to be spectators at these various events and are expected to maintain the highest level of Christian behavior and testimony while attending. This would include PBS dress codes. A student who finds it difficult to maintain this appropriate behavior will not be allowed to attend school sponsored activities, and may be expelled from our school.

## FINANCES

Current California legislation enables schools to withhold the forwarding of grades, transcripts, and diplomas if there are any school materials or bills that have not been paid in full. It is vital for us to secure those funds that are due to the school since we do have a limited budget. Payments that are not paid after 30 days will result in the student(s) not being allowed to return to class until the payment is made. Those who have been financially withdrawn for more than two weeks will be permanently withdrawn and will be required to re-enroll.

### **Registration—An annual fee charged to all students**

- Non-refundable/non-transferable
- Due with application

### **Tuition—Two payment plans:**

#### **1. Full year in advance**

Due by August 1

7% discount given

#### **2. Ten Month Payment Plan**

First payment due August 15

Tenth payment due May 1

If the first payment is not received by August 30th, your child's place may be forfeited to those on the waiting list. Tuition for new enrollments is not due until the child/children have been accepted into the school. No late charge will apply! Students who enter school after September will have their tuition figured on a pro-rated basis. See the schedule of payments for the school year.

### **10 Month Payment Plan**

Payment One

August 15

Payment Two

September 15

Payment Three	October 15
Payment Four	November 15
Payment Five	December 15
Payment Six	January 15
Payment Seven	February 15
Payment Eight	March 15
Payment Nine	April 15
Payment Ten	May 1

### **Checks**

If a check is returned by the bank due to insufficient funds, a returned check fee of \$25 will be charged and the parent's account will be adjusted for the returned check. This applies to any check, regardless of the source, for tuition, lunches, books, etc. After the second non-sufficient funds check, checks will no longer be accepted. Post-dated checks cannot be accepted.

### **Discounts Available**

- Membership Discount
- Team Members Discount
- Family discount—more than one child attending PBS
- Full year in advance—Deadline-August 1st of that school year

### **GIFTS & CONTRIBUTIONS**

Pacific Baptist School is part of a non-profit organization. It receives no federal assistance, nor financial support or endowment from any other organization. Gifts and contributions, large or small, are deeply appreciated. If you desire to give a gift to the school and would like it to be designated, some continual needs are as follows: Additional computers and software, playground equipment, or miscellaneous needs. All gifts and contributions over and above tuition, fees and expense items are income tax deductible and a receipt can be given.

## **GRADING PERIODS**

### **1st Semester**

1st Grading Period—September 8 - November 6

2nd Grading Period—November 9 - January 22

### **2nd Semester**

3rd Grading Period—January 25 - April 1

4th Grading Period—April 4 - June 9

## GRADING SCALE

**A = 100% - 92%**

**B = 91% - 83%**

**C = 82% - 74%**

**D = 73% - 65%**

**F = 64% or below**

## HOMEWORK

The responsibility for scholastic achievement is placed on students. **Missing** homework will result in a grade of zero for that assignment. Also, if a student has an unexcused absence they will not be able to make up homework/class work or quizzes given that day. A student will be given 7 days (one week) to make up any and all incompletes received in class; as long as they are excused absences. It will be the student's responsibility to make sure they get their make up assignments from their teachers.

## INCENTIVES

At PBS we believe in positive reinforcement as a way of motivation. Throughout the year, various forms of incentives will be offered to inspire the students to do well academically, spiritually and physically. These will include various rewards, merits, etc. It would be to the benefit of both student and parents alike, if the parent would recognize their child's progress, whether it is academically, spiritually, or socially.

## LIBRARY

We will be having a library system to help keep track of books, videos, and tapes. The following are some guidelines concerning the checking out of these items from the library:

- No more than two (2) books out per person.
- Check out period for a book is one week (7 days).
- Each book is allowed for two (2) renewals only.
- There will be a fine imposed if books are not turned in before the due date (5 cents a day). This should help us keep track of the books and to make sure that the books are turned in.
- Lost/damaged books are to be paid for in the value it costs to replace the book.

## LICE

If your child has lice nits, eggs, or bugs—dead or alive—they will have to be sent home until their hair has been treated with lice shampoo and every nit and egg has been picked out.

## LOST AND FOUND

Articles found lying around will be placed in the trash if they are not claimed that day. If you do lose a belonging, contact the cleaning personnel. Students will be charged 25 cents for each article claimed. Because of the quantity of items received, lost and found items can only be held for four weeks before being discarded at our discretion. Students need to make sure their name is on all personal belongings to help keep lost and unclaimed items to a minimum.

## MOVIES

Our position on not allowing our students to attend the movies is based on the following:

- Movie theaters have a culture of their own. It has become a place where teenagers go to meet other teens and just hang out.
- We do not want to create a desire in our young people for Hollywood and what it produces.
- Very few of the movies are wholesome and healthy.
- We do not want to support an industry that is corrupting the minds of our nation. By attending movies your money supports the production of PG, PG-13, R, and even X-rated movies.
- If someone were to see one of the young people leaving a movie theater, they would not know if they attended a G or R rated movie.

## OFF-CAMPUS

Once a student is on campus he may not leave the campus unless accompanied by his parents. Our students are not allowed to go off-campus during lunch or breaks. If the school does not have lunch catered in, students will have to bring their own lunch from home. Students who are caught leaving campus without permission will be given a minimum of seven (7) demerits for the first offense and may be suspended for the second offense.



## PHONE CALLS

Students and staff cannot receive personal phone calls. We take messages only! Students may only use the phone in the School Office should the need arise. Students caught using the phone without permission from school or church staff will be given five (5) demerits. Our School Office number is (562) 426-5214. Please call the school regarding school business. If you have a question regarding finances you may call the finance office at (562) 424-7714 ext. 308.

## PHYSICAL EDUCATION

All students must be in complete and proper Physical Education uniform for each class day. Failure to be in complete uniform will result in a certain percentage taken from his grade for the day. Students may not be kept out of P.E. class by teachers without prior permission from the P.E. teacher or the Administration.

## PIANO

Students are not allowed to play any piano unless Pastor or the Music Director gives permission to do so. Consequences will result in an off-limits penalty.

## PROGRESS REPORTS

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Report cards will be mailed home the week after the semester ends. Grades may be seen online at any time.

## QUIZZES, TESTS, AND PROJECTS

Quizzes, tests, and projects are vital to the learning process at PBS. Any student who does not complete them will receive a 0% because no work was completed. Generally, if a student is absent he has one (1) week to make up the work (see homework policy). A student receiving a grade below 74% on a quiz or test may retake it for as much as 74%. A student may only retake once.

## REFUNDS

### Registration—No refunds

Tuition—Generally non-refundable. Extenuating circumstances are taken into consideration when tuition has been paid for the full year. Students who are expelled will not be allowed a refund. Students who have a brother or sister that withdraws or is expelled from school will have their tuition rates adjusted accordingly.

## REGISTRATION

All new students who are not registered by the second Monday in August may have to wait eight (8) school days to start school, in order for us to properly process them for enrollment. All returning students who are not registered for school by the third Thursday in August may have to wait a maximum of eight (8) days to start school, in order for us to properly process them for enrollment.

## SCHOLASTIC AWARDS

Throughout the year, we at PBS will reward our students for their desire, diligence and determination to excel in their education. A few of the awards are listed below:

**Pastor's Honor Roll:** This is awarded to all students each quarter who have maintained a 92-100 percent grade average overall.

**Principal's Honor Roll:** This is awarded to all students each quarter who have maintained a 83-91 percent grade average overall.

## SCHOOL OFFICE

The school office is open between the hours of 8:00 a.m. and 4:00 p.m. Monday through Thursday and 8:00 a.m. and 12:00 p.m. on Friday.

All school business should be taken care of during these hours. PBC members are asked not to conduct school business during church events, church services, or on weekends. The staff needs a weekend break and time to enjoy the church services without distraction with work related issues. They will greatly appreciate your consideration in this matter.

No student is to be in the school office without permission. An off-limits penalty will be given to the student who is found breaking this rule.

## SPORTS PROGRAM

At PBS we believe that sports is a special honor and privilege, as well as an important part of a student's balanced education. With this in mind, we encourage students, with parent's approval, to take part in them. At the same time, we believe that all school sponsored activities including sports events and competitions are privileges to be earned, not rights to be had.

A student whose work habits and behavior at school is not in line with the spirit of the school will not be allowed to be a member of the sport's program. Students must earn the right to participate in these various events and are expected to maintain the highest level of Christian behavior and testimony while participating or attending. This would include adherence to the PBS dress codes. A student who finds it difficult to maintain this behavior will not be allowed to participate or attend school sponsored sporting activities, and may be expelled from our school.

PBS staff and students' attitude, as well as actions, are expected to be above reproach at all times. No booing, taunting, or arguing with an official is allowed! This type of behavior can lead to suspension from games, as well as from school. If a student athlete is suspended from classes he is also suspended for a minimum of one (1) game. Being thrown out of a game, and/or two (2) technical fouls during a season will automatically result in a minimum of one (1) game suspension, with every technical thereafter resulting in another game suspension.

If a student is unable to keep a proper balance between athletics and academics then athletics must be dropped from their schedule. This is the responsibility of parents, coaches, and staff to help ensure that this takes place. Students will be required to maintain a GPA of 2.0. This will be checked every six weeks!

## SUMMER SCHOOL PROCEDURES

Pacific Baptist School offers an five-week summer school program which is designed to help students make up credits which they have failed to obtain during the regular school year. All rules and regulations remain in effect during summer school sessions, with the following exceptions:

- 1. No more than 22 hours of absences are allowed.** As during the

regular school year, everyone is to be in his assigned seat in the classroom before the bell begins to ring at 8:30 a.m.

2. **A maximum of twenty (20) credits hours may be earned in summer school with the approval of the administration.**
3. All usual school rules apply, including behavior and dress. However, the following demerit accumulation schedule applies for summer school.
  - An accumulation of 35 demerits will result in a suspension of one (1) day.
  - An accumulation of 45 demerits will result in a suspension of two (2) days.
  - An accumulation of 56 demerits before the final four (4) school days of summer school will result in automatic expulsion and loss of credit. If the 56th demerit is earned within the final four (4) school days, the student is not expelled but begins the next semester on disciplinary probation and with 63 demerits.
4. A weekly progress report is given to the students to take home and to the principal. This report includes the student's record of attendance, tardies, grade(s), and demerits to date. A final report is mailed to the parents at the end of summer school.

## TARDIES

### To School

A student is considered late to school when he is not:

- (1) in the auditorium for opening assembly days when the bell rings or
- (2) by his desk or seat when the bell rings. The only exception would be if a student is obtaining an admit note and arrives before the 8:30 bell. We encourage students and parents to take care of admit note upon arrival to school. Only extreme circumstances, with Administration approval, will late to school be considered an excused tardy.

### To Class

A student is considered late to class when he is not by his desk or seat when the bell rings. Tardies will only be excused when a note is brought to class signed by PBS Staff with a valid excuse. If a student comes to class without a valid note signed with the date and time the tardy will not be excused. Any student accumulating five (5) unexcused tardies for any given class will be given an absence for that class. A student is considered absent when he is more than 10 minutes late to class and does not have an excused note from the Administration.

## TECHNOLOGY

### **Cell Phones**

Students are not allowed to possess a cell phone while on school grounds or participating in any school function (before or after). Only students with written permission from parents with valid reason (must be approved by Administration) may possess a cell phone during the weekend or to any church functions (services, activities, etc). Regardless if students have permission or not, no student is to openly use cell phones for the purpose of games/texting/calls for leisure or fun; cell phone use should be used strictly to have contact with parents. Having a cell phone without written permission or misusing cell phone privileges (even with written permission) will result in having the cell phone confiscated on the first offense, along with receiving 10 demerits. Parents will need to claim the phone from the Administration. On the second offense, the phone will be confiscated, a conference with the parents will be held, the student will be suspended for a minimum of 1-3 days (depending on number of offenses), and the student will lose the ability to possess a cell phone (if written permission has been previously obtained).

### **Other Devices**

No audio or video devices (i.e. radios, laptops, iPods, iPads, Gameboys) are allowed on school grounds before, during, or after school hours. This would also include school and/or church activities.

### **Social Networking Sites (suspension-expulsion)**

Students are not allowed to post personal information on the internet for public consumption or to possess an active social networking site account or blog. Chat rooms may not be used to communicate socially with individuals that students have not personally met or with whom the Administration has deemed inappropriate to associate (possible expulsion).

## WORK DETAIL

Work detail such as sweeping, trash pick-up, locker cleaning, kitchen cleaning, and a variety of other campus beautification projects may be substituted for detention or “in-house” suspension. Work details may be held before school, at lunch, or after school.



# SECONDARY

# 3

## DRESS CODE

### Men

#### Non-church Days (Monday-Wednesday & Friday)

- Black pants, red or black polo shirt (short sleeve; emblems must be appropriate and can be no larger than an inch)
- Black dress shoes with solid black socks

#### Church Day (Thursday)

- Nice appropriate pants, belt, matching dress shirt, tie, colored socks, and dress shoes (\*this is the definition for church dress)

#### Physical Education

- School P.E. T-shirt, black shorts or sweat pants, white socks, and tennis shoes (school colors with no prints). Skater shoes or look-a-likes are not to be worn.

### Ladies

#### Non-church Days (Monday-Wednesday & Friday)

- Black uniform skirt and a red, black, or white (with short sleeve undershirt) buttoned-down blouse
- Black dress shoes (must have front and back) with nylons (skin tone or black colored—no patterns allowed)

#### Church Day (Thursday)

- Church dress clothes

#### Physical Education

- School P.E. T-shirt, black culottes (school pattern only, **4 pleats on each side, front and back, 16 pleats total**), white socks, and tennis shoes (school colors with no prints). Skater shoes or look-a-likes are not to be worn. “Chuck Taylors” are not to be worn.

## DRIVING PRIVILEGES

Students are allowed to drive to and from school if they have a valid driver’s license and car insurance. If a student will be driving to and from school he/she must inform the front office and must at all times abide by California Driving Laws. A student who is found to be breaking the law (i.e. driving too fast, reckless driving) will be given demerits, possibly suspended, and can lose the privilege of driving to and from school. Students are not allowed to ride in cars with the opposite sex



unless with a parent or staff member. Students who drive must never park on site or in front of our neighbors (5 demerits). Students are also never allowed to transport any other PBS student during school hours unless they are an immediate family member.

## EARLY GRADUATION

Students are not normally allowed to graduate from school early. If, by chance, a student completes his required credits before the school year is over he will be assigned additional college level work to complete prior to graduation. On occasion a student, because of his/her diligence and determination to do well with his/her schoolwork, will find that they have the opportunity to complete their required studies early. In such a situation (Honors and College Prep only), the student and the parents may make an appeal to Pastor and the school board for early graduation, but this would be the exception, rather than the rule. Students cannot graduate early on a Vocational or General Course of Study.

## GRADUATION REQUIREMENTS

A minimum of 220 credits (providing the correct amount of credits for each subject are received) are required to meet PBS graduation requirements (Grades 9-12). 240 credits are required for PBS College Preparatory Program. Subjects offered as after school electives will receive credit based on number of hours the class is scheduled to meet each week. A minimum of five courses plus Bible must be taken each year for grades seven through twelve. Any exceptions must be approved by the Administration. A student must attend PBS a minimum of 3 high school years to be eligible for salutatorian or valedictorian awards. **See administration for more details.**

In addition to the required amount of credits (220 or 240), a student also needs to have a certain amount of credits in certain subjects.

### **Required Class Amounts**

- English—40 credits
- Math—40 credits
- Bible—40 credits
- History (including Government and Economics)—40 credits
- Science—20 credits
- Music—20 credits
- Physical Education—30 credits

- Foreign Language—10 credits
- Speech—10 credits

## LOCKERS

All junior high and high school students will need to either purchase or rent a locker from the school. Lockers need to be kept clean and neat. They should be locked with a **school** lock. During the school year, we will have locker checks without notice.

## SCHOOL SUPPLIES

It is the responsibility of the student and parent/legal guardian to ensure that the student has his/her needed supplies every day. It is extremely difficult for students to do well in school if they do not have the needed supplies. We do not allow our students to borrow from one another. If a student does not have the appropriate supplies they will receive demerits and the parent may be called to bring the supplies to school. Strictness in this area will help mold your sons/daughters into responsible young men and women.

### **Supply List for JUNIOR HIGH & HIGH SCHOOL**

- Bible (King James)
- Blue or Black ink pens
- Pencils
- Wide ruled notebook paper
- 12 inch Ruler
- Erasers
- Colored pencils (for map coloring)

The following items might be needed depending on the math class being taken:

- Protractor
- Ruler
- Compass
- Calculator
- Graph paper

## SOUL WINNING

All students with Membership or Team Membership discounts are required to go soul winning weekly. Demerits will be given if an unapproved absence is taken.

## STUDENT CLASSIFICATIONS

A High School student is required to have completed 220-240 credits, depending upon what diploma they are pursuing, upon graduation. At PBS we require that a student complete a minimum amount of credits (and pass core classes) before being passed on to the next grade level and classified as a student in that grade level. This is a minimum requirement and would still reveal that the student is behind and will not graduate with his/her class. Please notice the minimum requirements listed below:

Under 60 Credits:	Freshman
61-120 Credits	Sophomore
121-180 Credits	Junior
181-240 Credits and above	Senior

## STUDENT GPA

At PBS a student's GPA (Grade Point Average) is figured out by using the scale below:

92-100 %	A	4.0	Excellent
83-91 %	B	3.0	Good
74-82 %	C	2.0	Average
65-73 %	D	1.0	Below Average
64-Below	F	0.0	Failure

## SUMMER SCHOOL POLICY

If the semester grade consists of a failing grade, the student is required to attend summer school to make-up that semester. A semester grade is composed of two grading periods. It is possible that a student fail a grading period and not be required to attend summer school.

Depending upon the subject, a student may be recommended to attend summer school if they fail any grading period. This is to ensure that they can perform well for the classes to follow.



# ELEMENTARY

# 4

## DRESS CODE

All dress code policies covered in the general portion of the handbook applies to the elementary.

### **K4 – 6th (Monday - Thursday)**

#### **Girls**

- Plaid bib-top jumper (4th-6th may wear a plaid skirt)
- White collared blouse
- White, red, or black socks (no nylons)
- Tennis shoes (school colors with no prints; no skater shoes or skater look-a-likes) or black dress shoes or black boots (see pg. 34)
- Red, black, or white sweater

#### **Boys**

- Black pants (a belt must be worn with belt loops)
- Red or black polo shirt
- Black socks (white socks may be worn with tennis shoes)
- Tennis shoes (school colors with no prints; no skater shoes or skater look-a-likes) or black dress shoes
- Red, black, or white sweater

### **K4 - 6th (Friday | Church Clothes)**

#### **Girls**

- Nice dress or skirt with nice blouse
- Appropriate socks (no nylons)
- Dress shoes

#### **Boys**

- Nice pants (a belt must be worn with belt loops)
- Dress shirt and tie
- Appropriate dress socks
- Dress shoes

## **Physical Education**

#### **Girls**

- P.E. shirt
- Black culottes (school pattern only)
- White socks
- Tennis shoes (school colors with no prints; no skater shoes or skater look-a-likes)

## Boys

- P.E. shirt
- Black shorts or sweat pants
- White socks
- Tennis shoes (school colors with no prints; no skater shoes or skater look-a-likes)

## Miscellaneous

- Elementary girls may have colored nails. Natural color nail polish may be neatly worn with good taste (no bright or unnatural colors). No glitter may be worn. No “formal” looking nails may be worn (i.e. french tipped).
- Elementary girls may not wear makeup

## FIELD TRIPS

From time to time the Elementary Department or various Elementary classes will plan field trips. Before a field trip is planned a permission slip is passed out. On each permission slip is a deadline the slip must be turned in. Please do not turn in the permission later than this date as it will affect the registration for the field trip and possibly the time on the field trip. Do not ask to be an exception. When attending the field trip with your child, please remember that you (and all others attending with you) must abide by the school dress code. Please see the Administration for any questions on these matters.

## SUMMER SCHOOL POLICY

The elementary policy for summer school or retention is as follows:

If the final report card contains the following (per core subject):

One F	Summer school is recommended.
Two F's	Summer school is required.
Three F's	Student is retained at present grade level.

Additional data or information may be used to suggest or require summer school aside from the above list.

## SUPPLIES

Bible (King James)	Pencils	Lined Paper
Back Pack	Black/Blue Pens	Ruler (Upper Grades)
Three-ring Binder	Erasers	Compass (Upper Grades)
Pencil Box	Colored Pencils	Protractor (Upper Grades)
Notebook	Crayons	





# **FORMS & SIGNATURE PAGES**

# 5

**Pacific Baptist School  
Liability Release Form**

Dear Parents:

Please note that our school hours are from 8:30 AM until 3:00 PM Monday-Thursday and 8:30 AM until 12:00 PM on Fridays. If your child is in K4 or K5 they will get out of school at 12:20 PM Monday-Thursday and 12:00 PM on Friday.

We understand that on occasion you may be late picking up your child(ren), but we will need you to take notice of the fact that they must be picked up by 3:30 PM (12:35 for K4 & K5) Monday-Thursday and 12:15 PM on Friday, as we can not be responsible for your child(ren) past the stated time.

By signing below you are stating that you will agree to hold Pacific Baptist Church and School, its employees and volunteers, harmless from any and all liability, actions, causes of actions, claim expenses, and damages on account of injury, even injury resulting in death; which may arise in the future, as the result of my child being left past the said school hours of 3:30 P.M. on Monday-Thursday and 12:15 P.M. on Friday.

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Father's Signature

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Date

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Mother's Signature

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Date

This sheet must be turned in to the school office no later than Friday, September 25. Three (3) demerits will be given each day until the sheet has been turned in. If the sheet is not turned in by Friday, October 2, 2015, the student will not be allowed to return to class until it is turned in.

## Pacific Baptist School Handbook Signature Page

As a PBS student, I \_\_\_\_\_ have read the Pacific Baptist School Handbook, in its entirety, and understand all the rules and regulations. **I have chosen to obey the rules, at all times, whether I necessarily agree with them or not.** I also understand that if at any time during the school year I choose to disobey the rules I will be disciplined and possibly dismissed from the school. I also understand that if I am dismissed or expelled from Pacific Baptist School that I will lose all credit for that semester and will still be legally liable to pay my school bill for the remaining portion of the semester.

\_\_\_\_\_  
Student's Signature  
(parent may sign for student K4-3rd Grade)

\_\_\_\_\_  
Date

As a parent of the above named student, **I too have read the Pacific Baptist School Handbook, in its entirety, and understand all the rules and regulations. I also understand that I must support my child/teen in their attempt to obey the rules, at all times, whether I necessarily agree with them or not.** I also understand that if at any time during the school year my child/teen chooses to disobey the rules of PBS they will be disciplined and possibly dismissed from the school.

I also understand that if my child/teen is dismissed or expelled from Pacific Baptist School that they will lose all credit for that semester and I will still be legally liable to pay my child/teen's school bill for the remaining portion of the semester. I \_\_\_\_\_

agree to support all decisions made by the PBC Pastoral Staff, PBS School Board, and the PBS Administration.

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date

This sheet must be turned in to the school office no later than Friday, September 25. Three (3) demerits will be given each day until the sheet has been turned in. If the sheet is not turned in by Friday, October 2, 2015, the student will not be allowed to return to class until it is turned in.

## **Pacific Baptist School After School Hours**

Dear Parents:

Our church attorneys (Dr. David Gibbs II and the Christian Law Association) advised against only one type of “After School Extended Care,” and during the conversation we were advised of the following concerning children who attend our school.

1. Remind PBS parents that our supervision, available for the safety of their children, is available for no more than thirty minutes after school each day!
2. Remind PBS parents that all K4 & K5 children are to be picked up between 12:20 PM and 12:35 PM Monday through Thursday and between 12:00 PM and 12:15 PM on Fridays.
3. Remind parents that all 1st-12th Grade children are to be picked up by 3:30 PM Monday through Thursday and 12:15 PM on Fridays. The information below is very important. These are the recommendations from the Christian Law Association.
4. Inform the parents that if a child is left after 3:30 PM (12:35 for K4 & K5) Monday-Thursday and 12:15 PM on Friday, unless the school has been notified in advance or the child is participating in a school related activity, a \$25.00 administrative fee will be applied to their school bill. The reason CLA has recommended this is to make very clear the severity of children being left here after school.
5. If a child is left after 4:00 PM, the authorities will have to be notified. As a school, we are required by law to do this (again, for the safety for the child). The reason CLA has recommended this is to make very clear the severity of children being left here after school, for their personal safety! Our attorneys have told us that we are required by law to report children left unattended after school is let out!
6. If a child is left after 4:00 PM more than three times we will have to dismiss the child from our school enrollment. The reason CLA has recommended this is to make very clear that it is unacceptable for children and/or teens to be left on school grounds after hours, without authorized adult supervision.

7. At 3:30 PM our basketball court and playground area will be cleared out and locked up, unless of course, there is a school related, "supervised" activity in session. The building will also be off limits after 3:30 PM. The reason CLA has recommended this is to make very clear that it is unacceptable for children and/or teens to be left on school grounds after hours, without authorized adult supervision.

The above sounds extremely "rough," but this is what we have been advised to do (and, of course, we have no choice but to follow their advice), to help to ensure the safety of our school enrollment and your children. We are sorry for any inconvenience that this may cause. Please return this letter with your signature below stating that you have read this letter.

Sincerely,



Kyle Beck

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Father's Signature

Date

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Mother's Signature

Date

This sheet must be turned in to the school office no later than Friday, September 25. Three (3) demerits will be given each day until the sheet has been turned in. If the sheet is not turned in by Friday, October 2, 2015, the student will not be allowed to return to class until it is turned in.





