

PACIFIC BAPTIST SCHOOL

2023-2024

PARENT/STUDENT HANDBOOK

CONTINUE»»»

But continue thou in the things which thou hast learned... 2 Timothy 3:14



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PHILOSOPHY



PURPOSE

The purpose of Pacific Baptist School is to educate and to train the whole student spiritually, intellectually, physically, and socially (Luke 2:52). Because the Lord requires a vessel unto honor, guidelines for personal habits, definite dress codes, and proper leisure-time activities are provided. The principle of self-discipline is the basis of our disciplinary structure. We believe the student must honor the rights of others and respect the individual's freedom. Not only must a young person have his appearance and actions reflect the Lord Jesus, but he must also have wisdom, knowledge, and understanding to serve the Lord in the plan God has for his life. Therefore, the Bible is not substituted for any academic subject, but it is integrated into the total educational program. The Bible is taught so that the student will develop sound values that will govern every step of his life.

Pacific Baptist School desires to send out into the world young people who will be lights in this night of spiritual darkness (Matthew 5:14-16; Ephesians 6:12). The chief objective of our school is to prepare students for the possibility of full-time Christian service. According to Matthew 9:37, "...The harvest truly is plenteous, but the labourers are few..." Our school strives to prepare students to be thrust into the harvest field (John 4:35) and to accomplish much to the glory of the Lord. "To the praise of the glory of his grace..." (Ephesians 1:6). Even if our students are not called for what we commonly refer to as "Full-time Christian service," they are called to be a "Full-time Christian" that serves God faithfully through the ministries of a local church. We believe that the training that they receive from our school will greatly prepare them for a "present" and a "future" of serving God.

The mission of Pacific Baptist School is to assist parents in educating and equipping their students to develop a heart for God, to cultivate a sound biblical worldview, and to prepare students to positively impact their families, churches, communities, and country for Jesus Christ.

Pacific Baptist School seeks to accomplish its mission by striving to achieve the following five learning outcomes:

- Enabling students to develop the character of Christ
- Educating students with a Bible-centered, content-rich, and academically-rigorous curriculum
- Equipping students for a lifetime of servant-leadership
- Encouraging students to reach their full potential: spiritually, academically, socially, and physically
- Elevating students' love for God and country

Philosophy

Our school is a ministry of Pacific Baptist Church designed to help families train their children for Christian service, in full-time ministry or as a "Full-time Christian" serving God faithfully as a laymen in the church. Our approach is

a complementary one. God has established the family as the principal entity to train children, with the church serving as the second platform of spiritual training and leadership development for the family. The Christian school provides a third source of godly influence. This arrangement is truly successful only if the direction being set by all three is in agreement.

For this reason, it is vital that parents agree with the doctrine and philosophy of Pacific Baptist Church, which is held wholly by Pacific Baptist School. A child placed in an environment in which the family follows a direction contrary to that of the church and the school is a child given to much confusion and strife within his own thoughts and actions. It should be understood that our primary goal is to produce and develop servant leaders for Christ. Students are led to develop the “mind of Christ” (Philippians 2:5) in their lives. A key reason for the existence of Christian education is to establish an environment that will develop a sound biblical worldview. The Pacific Baptist School has developed a program to minister to the complete student. This is accomplished through four areas of emphasis.

The first and strongest emphasis is the spiritual growth of the child and family. The clear teaching of the Bible is the best foundation for learning. The Bible not only is taught as a class but also permeates every other subject. We endeavor to introduce each child to Christ and to direct children and families to thoroughly know and live the Bible.

The second emphasis is on academics. The school uses a traditional, time-tested, rigorous Christian curriculum. We provide a superior academic climate and promote academic excellence to best prepare students to fulfill God’s will for their lives.

The third and fourth areas of emphasis are proper social and physical development. The school sponsors fine arts competitions, musicals, and seasonal programs teaching our students to exalt Christ with their God-given talents, abilities, and skills. Our physical education and athletic programs are continually expanding to meet the needs of our students.

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 with superior customer satisfaction and continued growth for the ministry while also 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 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, and 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 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 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.

Secondary 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 (1 Timothy 2:9-11; 2 Timothy 2:22)
- Distinction (Matthew 19:4; Mark 10:6; 1 Corinthians 11:14-15)
- Identification (1 Timothy 4:12; Romans 12:1-2; 1 John 2:15-16)

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 the 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

It should be understood 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 the clothing 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.

The dress code is on school and church property and at all Pacific Baptist 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, outdated 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; 1 Corinthians 7:10; Hebrews 13:4).” Therefore, at Pacific Baptist School, any student, staff, or faculty member, 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 the victorious and abundant Christian lives that God intends for them to live.

GENERAL

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WELCOME

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 with an unexcused tardy (or absent if ten-minute rule applies) to class. Students are allowed twelve absences per semester. If more than twelve absences are accumulated, the student will not receive credit for that semester. In the secondary department, courses that classify as less than five unit credits will receive a limit of six absences per semester. When a student accumulates five 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 church services or activities with the exception of teen soul winning on Thursdays. A secondary student is absent when he is more than ten minutes late to class; an absence also applies when the student is checked out of class early.

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. 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. While 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 guarantee admission into the public school system for graduates of Pacific Baptist School 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 parents will take place to ensure understanding and agreement with church and school philosophy. In addition, those transferring from other churches must contact their Pastor before admission will be considered.

Age and Academic Criteria

For a child to be considered for admission to the four-year-old kindergarten, he must be four years old by December 1st. For a child to be considered for admission to the five-year-old kindergarten, he must be five years old by December 1st. In addition to the age requirement, he may need to 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. For a child to be considered for admission to the 1st grade, he must be 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.). Social networking accounts are not permitted. This decision will be made by the Administration.

ACTIVITIES

Only those students who are currently enrolled in PBS are allowed to attend any school activities with the exception of being directly with their parents. Students that are suspended may not attend any school activities. Mixed student groups in JH/HS may only be chaperoned by an approved staff member. This includes transporting students (i.e. car or bus).

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 require the purchase of 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 including emails, communicating online, phone calls, chats (groups/individual) 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 or stand alone together in chapel, church, the buses, passing period, before or after school, and activities. An appropriate amount of demerits will be issued. Of course, boys or girls are not allowed to ride in a car together unless with a married staff member or parents.

- First Offense 5 Demerits
- Second Offense 10 Demerits
- Third Offense Suspension (1-3 days) and Meeting with Parents

Boys and girls are not allowed to touch each other. Hand holding, kissing, or anything along those lines, which may be perceived as an improper or questionable relationship, can be grounds for expulsion. The minimum punishment for this "improper or questionable relationship" between a boy and a girl will result in a suspension from classes for one to three weeks. This will be dealt with on a case by case basis with a minimum of five days suspension; therefore, you may be at risk of losing credits for the current semester. A second offense of this "improper or questionable relationship" will result in expulsion from school.

CHAPEL

Because Pacific Baptist School places a high value on the teaching and preaching of God's Word, chapel services will be held once or twice a week, and on occasion we will have week-long revival services. All students are required to attend these services. Attendance will be taken every chapel service. This will count toward their Bible class attendance or the respective period. The staff will also monitor behavior during these services.

CHURCH ATTENDANCE

All students with a Membership and Team Membership discount are required to attend Sunday school, Sunday morning service, Sunday evening service, midweek service, and soul winning. Parents of students who benefit from the discounts, also need to attend a minimum of ten services each month. Students will be given five demerits for missing Sunday school and any of the other services. If you would like to serve in the nursery or children's service, you must be approved by the administration to help in those areas in advance. No pre-approval will result in demerits through your activity report. 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 midweek evening services will not be given homework on that evening.

A student is required to properly 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 and must be submitted within the week the activity report is due.

CLASS HOURS

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

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

Friday | 9:00 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 he is sick. Remember that he will be spreading his illness 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 child to school if he has a cold or other illness that would require them to be kept indoors during recess and lunch 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. A student who loses his book will be required to purchase a replacement through the school office. Books that are not turned in during the last week of school are considered lost. A fee will incur for lost textbooks and must be paid before registration in the new school year.

DELINQUENT ACCOUNT

If tuition remains unpaid after thirty 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

Any student who accumulates seven to nine demerits in one week will serve a 45-minute detention the following week on **Wednesday**. **Accumulating ten or more demerits will result in additional "lines/standards" taken home on Wednesday's detention. Additional "lines/standards" must be turned into the discipline office by 8:25 AM the next school day.** Any student who has unfinished lines will remain in the discipline office until all "lines/standards" are complete. Any class time missed will constitute an "unexcused absence or unexcused tardy."

The paramount rule, at all times, is "to do right, do not disturb." Demerit marks are given for disturbances or broken rules. 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 campused for one week. A third violation of this will result in a one day suspension, with "lines/standards" and a two week campus. The option of detention lines to be completed at home may be requested. Upon returning to school, the student must submit their completed detention lines to the discipline office by 8:25 AM. A student will be counted absent if his lines are not complete.

Demerit marks are accumulative over a nine week period. At the end of the nine weeks, the student goes back to having zero 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 days
- 35 Demerits = Student campused for one week
- 45 Demerits = Suspended for one day
- 55 Demerits = Conference with parents and suspended for two days
- 65 Demerits = Conference with parents and suspended for three days
- 80 Demerits = Expelled from school for a minimum of six 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 (p. 25). 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 **1 demerits**
- No **Bible** in Bible class **or church** 5 demerits
- **Improper behavior during special drills** 5 demerits
(fire, earthquake, etc.)
- 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, in a class without staff present, not in the pick-up area after school)
- **Chewing** gum or other objects in the building 5 demerits
- Destroying or sitting on top of desks/tables/**rails** 10 demerits
- Hair check or **dress code** violation 5 demerits
(subsequent offenses) 10 demerits to suspension
- Church **Dress** (defined on p. 42) **code** violation 5 demerits
(subsequent offenses) 10 demerits to suspension
- **Eating or drinking** non-water liquids 5 demerits
in the building or non-designated areas
- **Hitting** another student 10 demerits to suspension
- Incomplete **homework**/class work 1 demerit
- **Horse playing** **3 demerits**
- **Inappropriate** behavior in church 5 demerits to suspension
(talking/horse playing during singing and preaching)
- Improper conduct with the opposite sex 10 demerits to expulsion
- **Littering** on church or school property **3 demerits**
- **Messy** desk **3 demerits**

• Missing Sunday school/church service	5 demerits
• Writing or passing notes/objects	3 demerits & confiscation
• Running in building	1 demerit
• Slang or name calling	5 demerits to suspension (based on administrative review)
• Racial slurs or inappropriate language (1st offense)	10 demerits
(2nd offense)	25 demerits
(subsequent offenses)	administrative review
• Stealing school or church property	suspension to expulsion
• Talking about inappropriate videos, music, secular movies, tv shows , etc.	25 demerits to suspension
• Talking /communicating in class/unnecessary noise	1 demerit
(2nd offense same class period)	3 demerits
(3rd offense same class period)	5 demerits
• No Textbook in class (each book)	1 demerit
• Touching member of the opposite sex	10 demerits
• Threatening or striking a faculty or staff member	expulsion
• Throwing objects	3 demerits
• Turning around in seat	1 demerit
• Using school property without permission	5 demerits
• Vandalism of school property (see Damage Policy on pg. 19)	5 demerits
• No Supply (see supply list on p. 49)	1 demerit
• Playing with elementary students during school hours	5 demerits

The issues below are dealt with on an individual basis. Punishment would be a minimum of ten demerits and detention time. Most, if not all, would more than likely also result in a suspension of one to five 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” (see p. 18) or Fornication
- Breaking the law (3)
- Cell phones (see p. 38)
- Cheating/Plagiarism (3)
- Fighting (3)
- Gang associations (5)
- Graffiti (3) -see Damage Policy on pg. 19
- Inappropriate images (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 p. 39)
- 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, we will do all that we can to build strong Christian relationships with our student body; however, 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 3 Day Suspension

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 three day suspension. This includes between siblings. Bullying is using strength or influence to intimidate, typically to force someone to do what one wants. Bullying is not tolerated and will result in 10 demerits to expulsion.

At Pacific Baptist School, we desire to 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 secondary students, we have a no-tolerance philosophy. No physical altercations whatsoever. Suspension will be the result of any physical altercation, **if an initiator is determined by video or witness he will receive the severer discipline.**

Prohibited Items (5 demerits and confiscation)

- 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 face 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 are allowed. The use of a weapon, or something used as a weapon against another person, will result in a minimum five day suspension and most likely will result in expulsion!

DISCIPLINARY TERMS

Campused

A student who is campused **must report to the discipline office within 5-minutes of the lunch bell (12:30 PM). His lunch break will be reduced to 15-minutes.**

Suspended

A student can be suspended off-campus or on-campus. This decision will be made by the 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 the school office. A student will be counted absent if his lines are not complete. Due to incomplete lines, a \$25 fine per day of incomplete lines will be issued. The student cannot attend or participate in extra curricular activities. A student will receive unexcused absences for the days he is suspended. For their protection, a student is not to discuss the details of their suspension with others, with the exception of their parents and the Administration. Should there be a violation of this, a minimum of 75 lines will be issued.

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 eighty demerits, being suspended four 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 will lose credit for that semester and will not be allowed to return to school for a minimum of six 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 demerits for the first offense; a minimum of ten demerits along with a one day suspension, with lines, for the second offense; a minimum of ten demerits and a three 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 upon arriving on campus entering school. A student who comes to school in violation of any dress code standards will be given five demerits and may be sent home to change. They will be marked either unexcused tardy or unexcused absent. If the violation is at a church service or activity, we reserve the right to give five demerits for the offense. No warnings will be given for extra curricular activities. Students are expected to come to school showered, smelling good, and wearing clean clothes. A student who is guilty of continually violating the dress code can be given ten demerits to suspension for defiance. We require this dress code to be kept while students are out in the community as well (including activities such as snowboarding). 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 feet away.
- Hair is to be neat not sloppy, freshly cut, and cut off the ears, off shirt collar, and out of the eyes. Hair is not to be unusual or wild. It is not to be combed in different directions. No bald heads are allowed.
- 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 demerits will be given. After the fifth 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. The top of hair must be blended and the bangs may not exceed the eyebrows in length.

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 including apparel with the appearance of denim fabric. An exception for denim jackets will be made for Saturday ministries.
- Shirts are to be tucked in neatly at all times when on campus.
- Students may wear only sweaters, jackets, or sweatshirts that are red, black, white, or gray (emblems cannot be larger than two inches, unless it is a Pacific Baptist School emblem). The only exception to this would be college sweatshirts from approved Bible colleges.

Pants

- Appropriateness is required (modesty).
- 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. No denim/jeans

Accessories

- Belts are required. Initial or emblem belt buckles may not be worn at any time.
- Jewelry may not be worn at any time (i.e. bands).
- Sunglasses are not to be worn at school.
- 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.

DRESS CODE (LADIES)

Secondary girls must wear dress shoes that have a front and back. Nylons or ankle length socks (solid black) are optional for school. Patterned nylons are not permitted.

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.
- Color nail polish may be neatly worn with good taste (no neon or black colors).

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 three 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 one inch. Hoops must be one inch or smaller in diameter.
- No anklets are allowed.

Nylons/Leggings

- Nylons must be skin tone or black colored.
- Nylons with patterns are not allowed.
- Girls may wear leggings but the leggings must meet the following: 1) Leggings must be black. 2) Leggings may not be anything other than legging material—no hot pants, pajama bottoms, jeans, shorts, etc. 3) **Leggings must compress the skin and not be loose.**

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, wedges, and heels not exceeding two inches may be worn. Heels are not allowed for junior high girls.

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 two inches may be worn.
2. When wearing the shoes described in #1, dresses or skirts must be mid-calf length or longer.
3. 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
- The top of the boots must be covered by the skirt when standing, sitting, or walking (with the exception of ankle boots).

Dresses/Skirts

- 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. Additional proper undergarments must be worn underneath button-down dresses/skirts to avoid revealing visible flesh.
- 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, band of nylons). Full length slips should be worn with longer skirts.
- Wrap around skirts/dresses are not acceptable. This includes skorts.
- 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, 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. (including apparel with the appearance of denim fabric). An exception for denim jackets will be made for Saturday ministries.
- In keeping with the principle of distinction, pants; shorts; or gauchos are never to be worn. This will be dealt with on a case by case basis.

- Lace is permitted as long as the fabric underneath is the same color as the lace.

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.
- Additional proper undergarments must be worn underneath button down-blouses to avoid revealing visible flesh.
- 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, the base of the neck for the sides, and back. In addition, a V-neckline is allowed when a shirt worn underneath is not in contrasting colors against it.
- There is no wearing of tank tops, wrap around shirts, 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. The top button of a cardigan may be buttoned alone as long as there is no visible flesh between it and the blouse.
- Denim shirts or jackets may not be worn at any time (including apparel with the appearance of denim fabric).
- Lace is permitted as long as the fabric underneath is the same color as the lace. Long sleeve inside shirts are not allowed.

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 (emblems cannot be larger than two inches, unless it is a Pacific Baptist School 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 thirty 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. A student (secondary or elementary) may not walk without first clearing their balance.

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

8% discount (applicable to those who pay the full tuition rate)

2. Ten Month Payment Plan

First payment due August 1

Tenth payment due May 1 (Late fees are applied on the sixteenth of each month.)

If the first payment is not received by August 30, 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. 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 1
Payment Two	September 1
Payment Three	October 1
Payment Four	November 1
Payment Five	December 1
Payment Six	January 1
Payment Seven	February 1
Payment Eight	March 1
Payment Nine	April 1
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 6 - November 3

2nd Grading Period—November 6 - January 19

2nd Semester

3rd Grading Period—January 22 - March 29

4th Grading Period—April 1 - June 6

HOMEWORK/CLASSWORK

The responsibility for scholastic achievement is placed on the student. Missing homework/classwork will result in a grade of zero for that assignment. If a student has an unexcused absence they will not be able to make up classwork or quizzes given that day. If a student has an excused absence they will be given five school days to make up any classwork, quizzes, or tests received in class. Homework must be turned in the morning the student returns to school. It will not be accepted late. 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 and merits. 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. **Any one wanting to donate items for our newly revised merit store should contact the school office.**

LIBRARY

We have a library system to help keep track of books. The following are some guidelines concerning checking out these items from the library:

- No more than two books out per person.
- Check out period for a book is one week.
- Each book is allowed for two renewals only.
- There will be a fine imposed (5 cents a day) if books are not turned in before the due date. 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

If you do lose a belonging, contact the cleaning personnel. Because of the quantity of items received, lost and found items can only be held for two 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 or someone approved. 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.

Skipping Class and Truancy

Skipping class or leaving campus without permission will result in ten demerits for the first offense; a one day suspension for the second offense; and a three day suspension for the third 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. There will be a \$0.25 charge for each phone call. Students caught using the phone without permission from school staff will be given five 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. Hats may be worn outdoors. 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 demerits.

PROGRESS REPORTS

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. **Progress reports will be sent out in the fifth week of each grading period**, while report cards will be mailed home the week after the semester ends. Grades, **including report cards, and attendance** may be seen online **at any time at <https://secure.gradelink.com/gradelink>**.

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 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 students who are not registered three weeks before school begins may have to wait up to ten school 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 semester who have maintained a 96-100 percent grade average overall.

Principal's Honor Roll: This is awarded to all students each semester who have maintained a 91-95 percent grade average overall.

SCHOOL OFFICE

The school office is open between the hours of 8:00 AM and 12:30 PM Monday through Thursday and 8:30 AM and 12:00 PM on Friday. All school business should be taken care of during these hours.

Pacific Baptist School encourages the active participation of parents in the education of their students. However, we do request that prior arrangements be made to obtain time to speak with teachers. In particular, please refrain from initiating impromptu meetings with teachers before or after school in order to allow teachers to prepare for class or perform other assigned duties. Attempts to meet unannounced may disrupt the teacher's attention from both your child and others, creating undesirable results. Teachers may be contacted through the school office, by phone, or by email. Should an emergency arise, our school office staff will assist parents in reaching a teacher. We request that you do not contact teachers at home unless given permission by the individual teacher.

PBC members are asked not to conduct school business during church events, church services, or on weekends. The staff need 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.

Visitors who have an intent of staying on campus for a lengthy period of time should make a request through the school office at least 24 hours in advance.

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 game. Being thrown out of a game, and/or two technical fouls during a season will automatically result in a minimum of one 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 2.5. This will be checked every week!

SUMMER SCHOOL

Pacific Baptist School offers a six-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 twenty-two 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 AM
2. A maximum of twenty credits 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 day.
 - An accumulation of 45 demerits will result in a suspension of two days.
 - An accumulation of 56 demerits before the final four school days of summer school will result in automatic expulsion and loss of credit. If the 56th demerit is earned within the final four 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 in his assigned seat 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 AM bell. We require 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 in his assigned 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 unexcused tardies for any given class will be given an unabsence for that class. A student is considered absent when he is more than ten 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 church/school grounds or before, during, or after any school function. Only students with written permission from parents with valid reason, which must be approved by Administration, may possess a cell phone during the weekend or to any church services, activities, etc. Students who have gotten into trouble due to social networking accounts will no longer be permitted to check-in their cell phone at school. 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 ten 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, and the student will be suspended. The minimum number of days of the suspension is one to three days depending on the number of

offenses. The student will lose the ability to possess a cell phone if written permission has been previously obtained.

Other Devices (same consequences as Cell Phones section)

No audio or video devices (i.e. radios, laptops, iPods, iPads, Gameboys, any digital or film camera) are allowed on school grounds before, during, or after school hours. This would also include church or school 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. This includes but is not limited to Facebook, Instagram, Pinterest, Snapchat, Google Hangouts, Kik etc. Chat rooms or IRC 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). This includes posting videos, pictures, and/or comments through a another’s account.

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.

CLASSROOM VISITATION PROCEDURES

Who May Visit: The right to observe a child’s instructional program during classroom time resides solely with a child’s parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers as defined in Family Code Sections 6550-6552. A grandparent, close relative, or caregiver may schedule a classroom visit if a parent has provided written permission and the classroom teacher consents. Visits by grandparents, close relatives, or caregivers must be scheduled through the principal rather than the classroom teacher.

Scheduling: Visits shall be scheduled by the classroom teacher for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance.

Frequency and Duration: To minimize interruptions and distractions during valuable classroom time, parental classroom observations are limited to two visits per month per related student with a maximum duration of one hour per visit. If there is a need for more parental observation, additional

visits may be scheduled through the principal.

Parental Conduct during Classroom Visitation: Parents may enter and exit the classroom only once during each visit. Parents shall remain in the back of the classroom and may not interact with students or the teacher unless the interaction is initiated by the classroom teacher. Unnecessary noise and/or movement must be kept to a minimum.

The classroom teacher may direct a parent to leave the room if the parent's presence or conduct unduly interferes with the instructional program, and the parent must leave the classroom if directed to do so. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

Violation of Classroom Visitation Rules: A violation of the classroom visitation rules may be resolved by the classroom teacher through counseling the offending parent privately. If this form of correction is not effective, the principal may, as necessary, temporarily preclude a parent from visiting his/her child's classroom during regular school hours for a period of time not to exceed 14 continuous days.

SECONDARY

3

DRESS CODE

Men

Non-church Days (Monday-Wednesday & Friday)

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

Church Day (Thursday)

- Nice appropriate pants with belt
- Matching dress shirt
- Tie (no bow tie)
- Colored socks and dress shoes (*this is the definition for church dress)

Physical Education

- Current school P.E. T-shirt
- Black shorts (to the knees) or sweat pants
- Solid white or black socks and tennis shoes (school colors with no prints).

Ladies

Non-church Days (Monday-Wednesday & Friday)

- Red, black, or white (with short sleeve undershirt) buttoned-down collared blouse with pointed collar
- Black uniform skirt (school pattern/material only)
- Black dress shoes (must have front and back)

Church Day (Thursday)

- Church dress clothes with nylons/tights (skin tone, black, or gray are permitted- no patterns allowed)

Physical Education

- Current school P.E. T-shirt
- Black culottes (school pattern/material only; four pleats on each side, front and back, sixteen pleats total; or two full pleats on each side, front and back, eight pleats total) **Culottes must always look like a skirt. They can not resemble gauchos at any time. If your culottes do not resemble a skirt, it will be your responsibility to acquire ones that do.**
- Solid white or black socks and tennis shoes (school colors with no prints. Converse are not to be worn.
- Black leggings

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

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 (10 demerits - expulsion). Students who drive must park on-site (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 diligence and determination to do well with his 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). 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 four high school years to be eligible for salutatorian or valedictorian awards. See administration for more details. A student may not walk without first clearing their balance.

In addition to the required amount of credits, a student also needs to have a certain amount of credits in certain subjects.

Required Class Amounts

- Bible—40 credits (*Exceptions will be made for students transferring from a public school but require administrative approval*)
- English—40 credits
- Math (including Algebra I)—30 credits
- Electives—20 credits
- Physical Education—20 credits
- Science—20 credits

- Social Studies—20 credits
- Visual and Performing Arts (including 2 years of music)—15 credits
- Government/Economics—10 credits
- Foreign Language—5 credits

LOCKERS

All secondary students will need to either purchase or rent a locker from the school. Lockers need to be kept clean and neat. Physical Education related belongings may be stored above the lockers on Physical Education days only. Lockers must be locked with a school lock and remain locked when not in use (one demerit will be issued). During the school year, we will have locker checks without notice. Lockers are off-limits during non-school hours. A cleaning fee of \$5 will be implemented if a student's locker is not left properly cleaned on the last day of school (to be paid before registration of the following school year).

SCHOOL SUPPLIES

It is the responsibility of the student and parent/legal guardian to ensure that the student has his 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 child into a responsible young man and woman.

Supply List for Secondary Students

- Bible (King James)
- Blue or Black ink pens
- Pencils (and sharpener if not using mechanical pencils)
- Standard size lined paper
- Erasers
- Three ring binder
- Tab Dividers (for binder)

Those in Pre-Algebra, Algebra I & II, or Geometry you may also need the following:

- Protractor
- Ruler
- Compass
- Calculator/Scientific 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. Church attire is required for soul winning. On days there is no soul winning, students will wear regular uniform.

STUDENT CLASSIFICATIONS

A High School student is required to have completed 220 credits 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 class. Please notice the minimum requirements listed below:

Under 60 Credits:	Freshman
61-120 Credits	Sophomore
121-180 Credits	Junior
181-220 Credits and above	Senior

STUDENT GPA

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

98-100 %	A+	4.00	Above Excellent
95-97 %	A	3.66	Excellent
92-94 %	A-	3.33	Excellent
89-91 %	B+	3.00	Good
86-88 %	B	2.66	Good
83-85 %	B-	2.33	Good
80-82 %	C+	2.00	Average
77-79 %	C	1.66	Average
74-76 %	C-	1.33	Average
71-73 %	D+	1.00	Below Average
68-70 %	D	0.66	Below Average
65-67 %	D-	0.33	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 withdraw fail (**WF**) due to over absencing will also require summer school. 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.

ELEMENTARY

4

DRESS CODE

All dress code policies covered in the general and secondary portion of the handbook applies to the elementary unless directly addressed here.

K4 – 6th (Monday - Thursday)

Girls

- Red & black plaid bib-top jumper (4th-6th may wear a plaid skirt) with white collared blouse
- White, red, or black socks (no nylons)
- Tennis shoes (school colors with no prints) or black dress shoes or black boots (see p. 29)
- Red, black, white, or gray sweater (logos must be two inches or smaller)

Boys

- Black pants (a belt must be worn with belt loops) with red or black polo shirt
- Black socks (white socks may be worn with tennis shoes)
- Tennis shoes (school colors with no prints) or black dress shoes
- Red, black, white, or gray sweater (logos must be two inches or smaller)

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)

Boys

- P.E. shirt
- Black shorts (to the knees) 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. Color nail polish may be neatly worn with good taste (no neon or black colors). No “formal” looking nails may be worn (i.e. french tipped). No artificial nails may be worn.
- 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 slip 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 may be 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)

Back Pack

Three-ring Binder

Pencil Box

Notebook

Pencils

Black/Blue Pens

Erasers

Colored Pencils

Crayons

Lined Paper

Ruler (Upper Grades)

Compass (Upper Grades)

Protractor (Upper Grades)

**FORMS &
SIGNATURE PAGES**

5

**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 _____ Date _____
(parent may sign for student K4-3rd Grade)

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 29, 2023. Three demerits will be given each day until the sheet has been 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,



Charlie Chim

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

This sheet must be turned in to the school office no later than Friday, September 29, 2023. Three demerits will be given each day until the sheet has been turned in.



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🌐PacificBaptistSchool.com