

PURPOSE

Vision

Students from Pullman Christian School will exhibit the qualities of wisdom, knowledge and Biblical worldview as evidenced by a lifestyle of character, leadership, service, stewardship and worship.

Mission

Our mission: To Provide a Quality Education in a Wholesome Christian Environment.

A Quality Education

Children who attend a Christian school are positively affected by the careful and consistent influence of an educational perspective that honors God and His Word. At PCS, a Biblical worldview is integrated into daily instruction. This, coupled with academic challenge, provides students with both the knowledge and wisdom necessary to succeed in life. Pullman Christian School offers a strong academic program with an emphasis on viewing all disciplines with the mind of Christ.

In a Wholesome Christian Environment

At PCS, Bible classes are taught where students discuss Christianity, spiritual thoughts and spiritual goals. Christian values are reinforced in both the academics and activities of the school. Wholesome words and actions are expected from students. Students participate in Christian activities such as Bible reading, Bible memory, worship, and prayer. Charitable giving and missions programs are encouraged. Scriptural life principles such as the Greatest Commandment, the Golden Rule, and the Fruits of the Spirit are honored and practiced.

Core Purpose

To glorify God by providing quality, Christ-centered education dedicated to developing students of godly character who embrace biblical truth, understand and lead lives from a biblical perspective, and are prepared spiritually and academically to excel now and in the future.

And be not conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good, and acceptable and perfect will of God. ~ Romans 12:2

*Jesus said to him, I am the way, the truth, and the life.
No one comes to the Father except through Me. ~ John 14:6*

Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report; if there is any virtue and if there is anything praiseworthy – meditate on these things. ~ Philippians 4:8

But those who wait on the LORD shall renew their strength; they shall mount up with wings like eagles, they shall run and not be weary, they shall walk and not faint. ~ Isaiah 40:31

Goals

Academic

- To provide curriculum which will establish a thorough foundation for each student's future.
- To provide curriculum which thoroughly integrates a Biblical worldview.
- To stimulate independent, creative, and critical thinking skills.
- To help each student recognize, in every area of study, the revelation of God in creation and in the Holy Scriptures.

Spiritual

- To teach the Bible as the Word of God.
- To teach the basic principles of the Christian faith.
- To encourage each student to come into a personal relationship with Jesus Christ and grow in godly character.
- To encourage a pattern of life based on the standards set forth in the Bible.
- To help each student form a personal Christian philosophy that will permeate and integrate every area of life.

Social

- To encourage an individual sense of personal value as a unique creation of God and a recipient of His love.
- To promote wholesome personal relationships by helping each student accept others in Christian love, and learn to understand and respect the views of others.
- To help every student practice good citizenship, recognizing and assuming his or her responsibilities to family, community, country, and each other.

Physical

- To promote health, fitness, and coordination.
- To encourage good sportsmanship.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. In all matters of faith and practice, the Holy Bible is our final authority (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. We believe each believer, through a consecrated lifestyle and declaration of his/her faith, should be a witness to God's saving grace (1 Timothy 6:12).
9. We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
10. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

Final Authority for Matters of Belief and Conduct

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. When interpretation of the Bible's meaning and application is necessary, the Pullman Christian School administration will have final interpretative authority as it pertains to the faith, principle, policy, and discipline decisions of the school.

INTRODUCTION

Faculty and Staff

The faculty and staff of Pullman Christian School consist of school pastors, the principal, teachers, and various support personnel. The teachers in grades K-12 are called by God as teachers, and have additionally received state certification.

Through continuing education, faculty members regularly refresh their skills and demonstrate their commitment to excellence in education.

Steering Committee

The PCS Steering Committee is a group of parents who represent a good cross section of all the different grade levels (elementary, middle school, and high school).

They meet as needed for the purpose of:

- Giving input and insights to administration in the development of, interpretation, or implementation of policy.
- Acting as an Appeals Board in matters where a student/parent wants to appeal a discipline decision.
- Support both the parents and the administration/staff of Pullman Christian School to improve programs, achieve the PCS mission and grow the school.

Strategic Planning Team

The Strategic Planning Team is a group of parents, teachers, administrators, alumni, and sometimes students who gather with the dedicated effort to pursue God's plan and purposes for the ministry of Pullman Christian School. More than just a planning committee, the Strategic Planning Team works together to develop effective strategies for coping with the changes and challenges faced by the school both today and in the future. It helps to promote a clear future direction, provides a process for determining priorities for the long term, rethinks ways of allocating resources and prioritizing spending, and results in long term stability.

Approval and Accreditation

Pullman Christian School is a Washington State approved private school through the Office of the Superintendent of Public Instruction. This status allows us to participate in many programs that benefit the faculty and students. It also allows PCS transcripts to be transferred to other secondary and post-secondary institutions.

Affiliations

Pullman Christian School is a community ministry of Living Faith Fellowship and is an integral and inseparable part of its ministries. Additional affiliations include:

- Association of Christian Schools International
- State of Washington Department of Non-Public Instruction
- Washington Federation of Independent Schools

- City of Pullman Chamber of Commerce
- Mountain Christian League
- Grand Canyon University, Canyon Christian School Consortium

Application of the Parent-Student Handbook

The Pullman Christian School administration (the PCS Principal, Pastors and Steering Committee) has authority to grant exceptions to the policies and procedures contained in this handbook. Exceptions granted do not constitute a change in policy. All references to “parents” in this handbook shall refer to parents or guardians.

ADMISSIONS

Pullman Christian School seeks to enroll Christian families who support the mission and purpose of the school and who regularly attend a Bible-believing church. Families/students from a non-Christian background may apply and will be considered on a case by case basis.

Application Procedure

- Complete online application.
- Pay one non refundable application fee per family, submitted online with the application.
- Attend admission meeting with the Principal.
- Schedule placement testing (if needed).
- Complete online registration enrollment.
- Purchase school uniform.
- Read Parent-Student Handbook (distributed at Back to School Night in August).
- Complete records transfer and current vaccination record on file at school prior to admittance.

Admissions and Non-Discrimination Policies

Pullman Christian School admits students of any race, color, gender or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, gender or national and ethnic origin in administration of its educational policies, admission policy, scholarship and loan programs, athletics, and other school-administered programs.

Pullman Christian School reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including cooperating with Pullman Christian School's administration and policies. A student who seeks admission directly following an expulsion, suspension, or behavioral problems at another school will not be eligible for admission until he or she has experienced success at another school.

Pullman Christian School is not equipped with the resources required to serve children who are seeking to be admitted into special education programs. When possible, the school will accommodate students with minor special needs. Admittance may be based on participation in other needed programs offered in the community. See "Special Education" Section in this handbook.

Students seeking admission to kindergarten must be five years old by September 1st of that year. Exceptions may be granted based upon the readiness of the student. Readiness testing may be required.

Annual Registration

Each spring families will complete online Re-Enrollment for the next school year. Enrollment deadlines and fees are listed on the Tuition and Fees Schedule. Registration discounts are applied to those who register early.

Student Records

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." All permanent student records are confidential. The records are secured in fire files with access limited to authorized faculty and staff only. Parents of a student who is or has been in attendance at PCS and eligible students have the right to review all educational records of the student. PCS will not release the educational records of a student without the written consent of the student's parent or eligible student, unless required to do so by law or as stipulated in the FERPA regulations. Exception to this would be a request from school officials with legitimate educational interests and to other schools to which a student is transferring. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing with the steering committee. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

School Transfer and Withdrawal

Parents who find it necessary to withdraw their child should notify the school in writing indicating the child's last day of attendance. Parents should settle all accounts with the school office and request a records transfer to the student's new school. Tuition is due for the month in which the child is officially withdrawn. Parents who withdraw their children after August 1st or before the end of the school year are subject to a \$100.00 withdrawal fee per child plus the remainder of the Curriculum Fees for the billing months left in the school year.

ACADEMIC PROGRAM

Elementary, Grades K-4

The curriculum for students in Kindergarten through Fourth grade includes Bible, Reading, Mathematics, Writing, Spelling, Social Studies, English, Literature, and Science. In addition, classes may be offered in Art, Language, Music, Physical Education, and Computer as resources allow.

Homework

Homework is given to Elementary students to provide opportunity for practice and reinforcement at home, especially in reading and spelling. Additionally, homework may be given if a student is unable to complete his/her in-class work. Homework will gradually increase as a student progresses from one grade to the next.

Report cards

Report Cards are distributed quarterly. Parents are welcome to e-mail teachers with questions or concerns and may set up meetings if needed. Please refer to the Academic Program – Middle School and High School – section of this handbook for more information about *RenWeb*, an online attendance and gradebook program utilized by teachers, students, and parents for school/home communication and reporting.

Achievement Tests

Terra Nova Achievement Tests (First through Eleventh grades) are given each April. Results are sent home to parents.

Planners/Homework Folders

Students may be provided with a planner and/or a homework folder and trained in its use. Parents should check them daily to support this important life skill development and to improve this school/home communication.

Middle School, Grades 5-8

High School, Grades 9-12

Homework

Students are expected to take responsibility for their homework and complete it in a timely manner. The amount of homework a student will have is dependent upon the ability and responsibility of the student. Time is allotted in classes for work on daily class assignments. However, homework is more than work on daily assignments. It is personal preparation to succeed. Students should regularly be reviewing material in preparation for tests, presentation, and other course work.

1:1 Chromebook Program (7th-12th grade)

Technology has become an increasingly important tool in our lives. Pullman Christian School recognizes the importance of preparing students with the skills necessary to be successful at school and work in the 21st Century. The 1:1 program is being used all over the world with positive results in student learning and engagement. The 1:1 program allows teachers to better

meet individual student needs and facilitate the learning of each student. The 1:1 program is used by teachers and students to establish a professional learning community where students are engaged and excited to meet the demands of the 21st century. See the 1:1 Chromebook Handbook for specific information on the 1:1 Chromebook Program.

High School Credit

A complete list of courses offered for High School credit is located toward the end of this section. Students must have a High School and Beyond Plan on file in order to graduate.

Courses may be repeated at the recommendation of the faculty or when a student earns a C- or lower. Retaking a class does not mean the lower grade will be removed from the transcript. Both grades will remain on the transcript, but credit will be given for the higher grade and it will be used to compute the GPA.

All High School students must participate in the Christian training offered to qualify for graduation. That training includes Bible Memory, Chapel attendance, and passing Bible classes. Transfer students must complete at least one school year at Pullman Christian School, before receiving a diploma. All PCS students must have completed Apologetics and Contemporary World Problems in order to graduate.

Credit can be earned for successful completion of two varsity sports seasons. One half credit will be included on the transcript, graded as Credit/No Credit. It is the students' responsibility to provide the school office with a copy of the certificate of lettering (or related documentation) for any varsity sport completed at another school (Football, Golf, Tennis, Softball, Track, etc.) in order to receive PCS credit.

Grading

Middle School and High School classes use a standard grading system: A, B, C, D, F, and I (Incomplete). The breakdown is as follows:

<u>Letter Grade</u>	<u>Grade Point</u>	<u>Percentages</u>
A	4.0	94 - 100
A-	3.7	90 - 93.99
B+	3.3	87 - 89.99
B	3.0	83 - 86.99
B-	2.7	80 - 82.99
C+	2.3	77 - 79.99
C	2.0	73 - 76.99
C-	1.7	70 - 72.99
D+	1.3	66 - 69.99
D	1.0	60 - 65.99
F	0.0	< 60
IC*	0.0	0
CR/Pass**	-	70-100
NC/Fail**	-	< 69.99

* IC – Incomplete

**CR/NC – credit/no credit (pass/fail)

When an Incomplete is issued, the student must complete the course work as directed by the teacher, no later than the beginning of the next term. If the work has not been completed by the required time, the Incomplete will be changed to an F. These classes factor into the GPA.

For credit/no credit and pass/fail classes, students must earn at least a 70% course grade to receive credit. These classes do not factor into the GPA.

Dropping/Adding Classes

High school students may drop a class without penalty until the Friday of the 4th week of the semester in which the class began. Students dropping a class after that day will receive an F for the class. A Drop Request Form must be signed by the teacher and the parent and then returned to the school office.

A teacher, with administrative approval, may initiate a student dropping a class beyond the 4th week if the teacher determines that the student has been improperly placed in the class based on abilities. The teacher will process a Drop Request Form to be sent home and signed by parent and then returned to the school office.

Students may add a class until the Friday of the second week of the semester in which the class began. Students will be required to make up all missed assignments in a timely manner as determined by the teacher.

RenWeb

RenWeb is a safe-secure, web based school administration program designed so that parents and students can access grades, attendance, performance, upcoming assignments, online re-

enrollment, and more online. RenWeb's Parent Web provides easy access to information and fast communication for school families. Families are encouraged to make frequent use of this resource to stay updated on their student's status. Students and parents will receive log-in information and establish a password during the online enrollment process.

Report Cards

Report Cards are mailed home following the end of each semester. These grades are final and will be entered on the student's transcript. Parents are welcome to e-mail teachers with questions or concerns and may set up meetings if needed.

Transcripts

Official transcripts must be requested in writing two weeks in advance for processing. Please keep this in mind when requesting transcripts for scholarships and college admission. A Transcript Request Form is available at the school office and on our website. This service is provided free of charge.

High School Course List

Course Title	Credit	Prerequisites	Alternative Years
ENGLISH			
Grammar & Composition I	1		✓
Grammar & Composition II	1		✓
American Literature & Composition	1		✓
British Literature & Composition	1		✓
MATH			
Algebra I	1		
Geometry	1	Algebra I	✓
Algebra II	1	Algebra I	✓
PreCalculus	1	Algebra II & Geometry	
Advanced Math	1	PreCalculus	
Consumer Math	1		
SOCIAL STUDIES			
World History	1		✓
World Geography	1		✓
U.S. History	1		✓
American Government	½		✓
Contemporary World Problems	½		✓
SCIENCE (all include labs)			
Biology	1		✓
Physical Science	1		✓
Chemistry	1	Physical Science	✓
Physics	1	Physical Science	✓
OCCUPATIONAL EDUCATION			
Career and Technical Education	½		
Home Economics	½		
Teacher's Assistant*	½		
Office Assistant*	½		
HEALTH & FITNESS			
Physical Education	½		
Health	½	Offered to 11 th & 12 th only	✓
Varsity Sports	½		
FOREIGN LANGUAGE			
Spanish I	1		✓
Spanish II	1	Spanish I	✓
BIBLE			
Bible Survey – Old Testament	½		✓
Bible Survey – New Testament	½		✓
Christian Living	½		✓
Apologetics	½		✓
VISUAL OR PERFORMING ARTS			
Musical Theater	½		
Art	½		
Chapel Band (if offered)	½	by application	
ELECTIVES			
Internships	As Arranged		
Mission Credit	½		

* Students must have an overall GPA of 2.5 and receive a recommendation from the principal to enroll.

Graduation and Diploma Options

The chart below lists the graduation requirements for a diploma. An increase in credit requirements applies to the incoming freshmen for the current school year (see publication date at bottom of page). Students transferring in may have adjusted requirements in Bible and Bible Memory. Transfer credits are subject to administrative approval. Students must have a High School and Beyond Plan on file.

Subject	Min. Diploma Requirements (2017-2018)	Min. Diploma Requirements (2019)	Honors Diploma
English	4 credits	4 credits	4
Math	3 credits	3 credits	4
Social Studies ¹	3 credits	3 credits	4
Pacific NW History ²	½ non-credit requirement	½ non-credit requirement	½ non-credit requirement
Science	2 credits (1 lab)	3 credits (with 2 labs)	4 (with 2 labs)
Career & Tech. Education	1 credit	1 credit	1
Health	½ credit	½ credit	½
Fitness	1 ½ credits	1 ½ credits	1 ½
World Language ³	0 credits	2 credits	2
Bible	2 credits	2 credits	2
Visual/Performing Arts	1 credit	2 credits	2
Electives	2 credits	2 credits	2
Bible Memory	4 years of Bible Memory	4 years of Bible Memory	4 years of Bible Memory
TOTAL	20 credits	24 credits	27 credits

¹ Social Studies credits must include: U.S. History, American Government, and Contemporary World Problems.

² Pacific NW History: students must show one semester completion (non-credit requirement) of a Washington State or Pacific Northwest History course. Twelfth grade transfer students from other states as well as international students may have this requirement waived by letter of the principal.

³ World Language: both years must be in the same language.

Honors Diploma Requirements

The Honors student must satisfy the following requirements for an Honors Diploma:

- Complete required credits.
- Obtain a cumulative grade point average of at least 3.5.
- Math credits must include: Algebra I & II, Geometry, and Pre-Calculus

High School and Beyond Plan

The High School and Beyond Plan is a formal process designed to help students think about their future and select course work that will best prepare them for their post high school goals. Students create their High School and Beyond Plans in cooperation with parents/guardians and school staff. Students create their plans in 7th and 8th grade, if enrolled, and then continue to revise them throughout high school to accommodate changing interests or goals.

Pre-College Tests

Nationally standardized tests (such as the PSAT) may be administered at Pullman Christian School annually to Tenth and Eleventh graders. These tests help predict how students will perform on the SAT or ACT in their senior year and adjustments in study habits or course of study can be made accordingly.

Pullman Christian School recommends that students desiring entrance to a college upon graduation take the SAT and/or the ACT at the end of their junior year or the beginning of their senior year. These tests are not administered by Pullman Christian School. Students can register online at www.collegeboard.com or www.act.org. The Pullman Christian School code is 480934. The dates and locations of testing are listed online.

Achievement Tests

Terra Nova Achievement Tests (First through Eleventh grades) are given each April. Results are sent home to the parents.

Career Guidance

Post-High School education and direction is the responsibility of the student and his or her parents. Pullman Christian School seeks to familiarize parents and students with resources which are generally available. Parents and students are encouraged to begin planning for post-High School education and career development by actively seeking information about various universities, colleges, trade schools and other job training opportunities using resources from Pullman Christian School and the local universities.

Periodically, events will be offered to give students exposure to various types of careers and the skills needed for those careers.

Health & Sex Education

Every other year, High School Health Class is offered to juniors and seniors which will cover issues related to Biblical morality. The purpose of this class is to present the Bible as the foundation for a healthy lifestyle while integrating the physical, mental, social and spiritual dimensions of life. Parents having questions or concerns about the content of health class are encouraged to contact the Health teacher or the Principal directly.

Parents should take the lead role in their child's sex education. The school has resources available to assist parents in this important area of development and responsibility.

Internships and Independent Study Credit

Independent study credit or contract credit such as an occupational internship may be earned depending on the resources available at the time and at the discretion of the PCS administration. Contact the school office for more information. All credit will be awarded on a credit/no credit basis.

Mission Credit (elective option)

Pullman Christian School high school students have the opportunity to earn one half elective credit for their participation in a short (at least five days) term mission trip that is organized by a church, youth group, or other recognized missions organization.

The student must notify and get approval from the PCS administration for inclusion of this credit at the beginning of the semester in which the trip will occur. For missions trips that will occur

during the summer break, the student must have attended PCS the previous year and be registered to attend in the Fall. He/she must communicate with the administration prior to the end of the school year and this credit will be awarded as a summer session credit. The credit will be graded Credit/No Credit based upon the student's completion of the requirements.

Requirements:

- Mentoring by one of the adults organizing and supervising the mission trip.
- The mentor will verify that the student participated in the planning, fundraising and all activities leading up to and including the trip itself.
- The mentor will verify the accuracy of the student's time log.
- The mentor will verify and provide feedback on the student's reflection journal and written summary.
- The student will keep a time log that documents all planning, fundraising and activities leading up to and including the trip itself. This time log must be verified as accurate by the mentor and turned in to the PCS administration no later than the last day of the semester in which the trip occurs (or before the first day of the Fall session for all summer missions trips).
- The student will keep a reflection journal each day of the mission trip and then will prepare an overall summary of his/her experience. Both writing pieces will be turned in to the mentor no later than two weeks after returning from the mission trip. Upon getting it back from the mentor, the student will turn it into the PCS administration at the same time as the time log.
- The student will share at Chapel with the student body about his/her trip, including what was experienced and its overall impact. The sharing should be about 5-10 minutes in length and include a slide show of pictures from the trip. Please contact the PCS administration to schedule this Chapel service.

RESOURCES AND OPPORTUNITIES

Pullman Christian School recognizes the benefits of being in a resource-rich community. Families are welcome to pursue opportunities as needed through the various programs offered at Washington State University, Pullman School District, Living Faith Fellowship, and other churches and community organizations.

Special Education

Pullman Christian School does not offer special education services; therefore, we encourage families to use, as needed, the variety of educational assistance programs available in our local communities. Pullman School District offers services for speech therapy, occupational therapy, and learning disabilities to qualified individuals.

Intervention

Parents who are concerned about their child's progress in school should contact their child's teacher or the Principal.

When possible, the school will accommodate students with minor special needs. These accommodations will be documented and communicated to the parents. Any student needing a deviation from generally prescribed courses of study will have an individualized plan on record with the school office. Continued attendance may be based on participation in other special needs programs offered in the community. Accommodations may be reflected on the student's report card.

Jump Start

Students in Seventh and Eighth grades may have the opportunity to earn High School credit in courses such as Algebra I, Spanish I, Biology, or others. Parents must request that High School credit be awarded prior to starting class. Because grades for these courses are recorded on a High School transcript, students may opt to drop and/or repeat a Jump Start course again at the high school level. Whatever grade the student receives in the repeat course will appear on his or her transcript.

Summer Tutoring

Tutoring sessions may be available during the summer. They are led by a certified teacher and focus on developing strategies to help the students learn most effectively in the coming school year. Credit recovery may also be obtained through a summer tutoring program.

Traffic Safety Education

Neither PCS nor PHS offers a traffic Safety Education Course. Private student driving courses are available in the region.

College Preparatory

Running Start

Running Start is a program offered through Washington State University and Pullman School District. Students enrolled in the Running Start program can take WSU courses for college and high school credit at the state's expense. See "Late Arrival or Early Departure" in the Attendance Policies section of this handbook for more information. Not all Running Start classes will be

allowed to replace the same courses offered at PCS because of the importance of the Christian Worldview component. Contact the Principal to discuss options.

CLEP

If a High School-aged child is interested in taking the College Level Examination Program (CLEP), please contact the Office of the Registrar at the University of Idaho (208-885-6731).

Grand Canyon University Canyon Christian Schools Consortium

Dual enrollment is an excellent opportunity offered through Grand Canyon University and Pullman Christian School where students who qualify may take GCU online classes or (in some cases) a class taught at PCS and receive both high school and college credit. Because there are several conditions that must be met for dual enrollment, an appointment with the principal is necessary to determine a course of action that meets the needs of both the family and the school.

There are also scholarships available (ranging from \$2,500-\$5,000 per year) for PCS graduates desiring to attend GCU. See the High School advisor for more information.

CHRISTIAN TRAINING

Biblical Integration

Biblical integration is making a connection between the truths of God's Word and the content of the subject being taught. Biblical integration is more than teaching Bible classes or including a Scripture in a lesson. As a Christian school, our teachers have the privilege of integrating the Bible into all areas of the curriculum.

Bible Memory

The value of Bible memorization is immeasurable as God's Word is deposited in the heart of each student. We believe learning God's Word is the most beneficial education a student can obtain. Even before they can understand all the spiritual truths presented in God's Word, students have a wealth of Scripture committed to memory. The Holy Spirit can quicken these Scriptures as needed in the student's lives and guide them into Truth.

Your Word have I hidden in my heart, that I might not sin against You. - Psalm 119:11

Your Word is a lamp to my feet and light to my path. - Psalm 119:105

A selection of Scripture is assigned to 1st-12th grade students each school year for the purpose of memorization. The school rotates through four Bible Memory Scripture selections so that, after four years, the yearly Bible Memory draws upon what students have previously put to memory. The Bible Memory passage is broken down into monthly portions. Each month the students memorize and recite to an adult, in one sitting, approximately 15-20 verses. Memory work is adjusted at the younger levels for students learning to read.

Monthly Bible Memory is a requirement for Honor Roll in Middle and High School. If a student misses one month, he or she may make it up before the end of the semester for Honor Roll. Missing a month of Bible Memory disqualifies a student from the Bible Memory award at the end of the year unless the student chooses to say Cumulative Bible Memory. Completing the monthly Bible Memory is a requirement for participation in extracurricular activities and athletic contests. Bible Memory is also a High School graduation requirement.

Adaptations may be made by the teacher for students with established learning challenges. In such cases the student would still qualify for varsity sports and Bible Memory awards. Also, as needed, students new to Bible Memory may be given some assistance or accommodations in their first few months at PCS.

Students may also choose additional challenges in Bible Memory by pursuing the Advanced Bible Memory Award described in the Awards Section. If a student should decide they no longer want to participate in the Advanced Bible Memory Award, they will need to say Bible Memory for the previous months, in order to withdraw.

Monthly Bible Memory Guidelines

The entire monthly Bible Memory selection must be correctly recited to an adult in one sitting according to the following guidelines:

- The student will be allowed three prompts (a word given that has not been previously said by the student).

- The adult may repeat anything that the student has already said correctly.
- The adult may tell the student what verse the student is currently on.
- The adult may tell the student if he or she said the verse correctly or incorrectly.
- The student must say the month's Scripture reference at the end or the beginning of the recitation (or before each section if multiple scriptures are used).

Bible Memory must be recited by the last day of the month. The verification form is due to the student's Bible teacher (First through Twelfth grades) no later the end of Bible class on the second school day of the following month. If Bible Memory is not said by the last day of the month, it is a lunch detention each day it remains unsaid. The fourth day it remains unsaid, it becomes a work detention. If a student gets three work detentions, he or she will receive a progressive suspension until completed.

Cumulative Bible Memory Guidelines

If a student chooses to say Cumulative Bible Memory, the entire year's Bible Memory selection and Scripture references must be correctly recited to an adult in one sitting according to the following guidelines:

- The student will be allowed three prompts (a word given that has not been previously said by the student).
- The adult may repeat anything that the student has already said correctly.
- The adult may tell the student what verse the student is currently on.
- The adult may tell the student if he or she said the verse correctly or incorrectly.
- The student must say the Scripture reference at the end or the beginning of the recitation (or before each section if multiple Scriptures are used).

The verification form for Cumulative Bible Memory must be turned in to the school office by the due date on the school calendar.

Bible Class

Bible Class is taught several times each week. Students are encouraged to have a daily relationship with the Lord. A basic understanding of the Bible, its origin and content, and a Biblical worldview are taught from Kindergarten through Twelfth grade. Principles of practical Christian living are also presented and students are given opportunity to share their insights from the Word.

Chapel

Through worship, preaching, and teaching, Chapel is a source of spiritual exhortation and enrichment. Teachers, pastors, parents, and missionaries are among those chosen as Chapel speakers. Parents are welcome to join the student body for chapel services.

Christian Character Recognition

Christian Character is recognized during Chapel services or at other assemblies to encourage students for various demonstrations of good character, godly choices, or kind acts.

Christian Patriotism

Christian Patriotism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberty to educate in order to preserve freedom. We teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law,

and love for God, flag, and country. Opening exercises each morning include pledges to the American flag, the Christian flag, and the Bible and a school wide prayer.

Pledge to the American Flag

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Pledge to the Christian Flag

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

Pledge to the 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 and I will hide its words in my heart that I might not sin against God.

Prayer

Almighty God, we acknowledge our dependence upon You and we ask for Your blessings upon us, our parents, our teachers, and our country. Amen.

STUDENT ACTIVITIES

From sporting events and academic competitions to field trips, students may exercise their interests and talents in a variety of ways during the course of the school year. As these opportunities arise, parents and students will be informed of requirements and fees.

Eligibility

Participation in extra-curricular activities can and often does enhance a student's academic performance. However, extra-curricular activities require time and effort. Therefore, students are required to maintain a satisfactory academic status and be in attendance at school in order to participate.

In order to be academically eligible for extracurricular activities, students must attend 4 class periods of school on the day of the event or the Friday before, if the event is on a weekend. Academic eligibility, including having assignments turned in and meeting Bible Memory requirements, may also be instituted based on the event. Students with more than one class with a grade of "F" will be ineligible. Academic eligibility is determined on the last day of the month and will be in effect for the following month.

For the purpose of academic eligibility, extra-curricular activities are any non-credit bearing activities offered by the school, which include but are not limited to athletic activities, student leadership group, and some overnight field trips. Attendance at the high school formal and the senior class adventure are not included.

Events

High School Formal Dinner and Cultural Outing

The purpose of the High School Formal Dinner and Cultural Outing is to provide opportunity to our high school students to practice, in a formal setting, the character qualities indicative of ladies and gentlemen and to learn proper etiquette during a formal dinner and while attending a cultural event. Class time will be given to etiquette instruction, including table setting, table manners, appropriate dress, and social graces. The event will include a formal dinner and attendance at some sort of cultural outing such as a symphony, a play, an art gallery, etc. The attire for the event should contribute to the overall purpose of character development. The dress code requirements for this formal event are as follows:

- Gentlemen: Suit or tuxedo, dress shirt, tie, and dress shoes.
- Ladies: Formal dresses of floor or tea length, modest neckline with no cleavage showing, and dress shoes.

An invitation, outlining all of the details and cost, will be sent home with students prior to the Formal. Students desiring to attend must RSVP.

Speech Meets

Speech Meets are scheduled at the school for Elementary and Middle School students. Winners qualify to compete at regional levels.

Field trips

Classes will have opportunities to enjoy a variety of fun and educational field trips during the course of the school year. These types of experiences can extend and enforce learning in interesting and unique settings. Students may travel on either day trips or overnight trips and this may include additional fees. A blanket permission slip is included with enrollment at the beginning of the school year, granting permission for students to attend field trips. As field trips occur throughout the year, families will receive an email notification prior to the trip which they will need to RSVP to on behalf of their student.

National Parks Trip

As a part of the Bible curriculum at the High School level, students have the opportunity to take trips touring National Parks in the Southwest or Pacific Coast States, in Mount Rainer National Park and to Mount Saint Helens National Monument. Students have found these trips to be some of the highlights of their high school experience. Fundraising is done to offset the cost of this trip for families who participate in the fundraisers.

Washington, D.C. Trip

Students in 7th and 8th grade, on alternate years, will have the opportunity to attend a special field trip to our nation's capital. Fundraising is done to offset the cost of this trip for families who participate in the fundraisers.

Mission Trips

Students in Middle School and High School often have the opportunity to attend missions trips organized by Living Faith Fellowship. More information will be given as these opportunities arise. See Academic Program for more information on earning credit at the High School level.

Senior Adventure

In early fall, seniors will attend a day-long, team building "adventure" designed to build the group together and set direction and goals for how they will leave a positive impact on the school and student body.

Senior Class Outing

The Senior Class may choose to celebrate their senior year with an outing. The outing may not interfere with classes. No fundraising may be done for this trip. The school will allow the use of a school vehicle provided an approved driver and chaperones accompany the seniors. Seniors must pay for all of the costs associated with the trip.

Fundraising

As a non-profit organization and according to the Washington Administrative Code (WAC), specific regulations must be followed when fundraising for school programs, events, and activities. PCS administration must approve and be involved in any form of fundraising. Please contact the school for a Fundraising Request Form and a copy of the specific policies.

Special speakers

Upon occasion, Pullman Christian School schedules special speakers to broaden the learning process. Students may have the opportunity to hear lectures given by members of the military, world travelers, missionaries, community leaders, etc.

ATHLETIC PROGRAM

Athletics promote healthy bodies as well as the opportunity for healthy competition. In both Physical Education classes and the interscholastic sports program, students are encouraged to participate with enthusiasm and sportsmanship that is consistent with our Christian faith.

Health and Fitness

PE classes are offered beginning at First grade. At the High School level, students must earn ½ credit of Health and 1 ½ credits of Fitness to meet graduation requirements. Classes that meet this requirement include Health, PE, and Varsity Athletics (see the High School Course list for more information). Please refer to the uniform components list regarding PE uniform requirements.

Interscholastic Athletics

Pullman Christian School is a member of Mountain Christian League. A comprehensive review of policies related to the Interscholastic Athletics program at Pullman Christian School is found in the Athletics Handbook.

Team sports offered, if numbers and interest allow, are:

	GIRLS	BOYS
Fall	Volleyball	Soccer
Winter	Basketball	Basketball
Spring	Jr. High Basketball	Jr. High Basketball

Students will be required to maintain academic eligibility during the sports season.

Letter Awards may be earned by High School students for varsity sports. Junior Varsity sports will be offered in addition to Varsity sports as determined by player turnout.

At the beginning of each sports season, athletic fees will be assessed on the monthly billing statement. Uniforms will be issued to student athletes for use during the sports season.

If PCS does not offer a particular sport, the student has the option to participate in that sport at the local high school in the district where his/her family resides. PCS Student Academic Eligibility rules will still apply.

AWARDS PROGRAM

Students can work throughout the year to earn various awards presented at the Awards Assembly each spring.

Awards by Grade Level

Grades K-12

- Literature Award
- Bible Memory Award (differs for K)
- Perfect Attendance Award
- Character Trait Award

Grades 1-12

- Cumulative Bible Memory Award
- Golden Apple Award
- Golden Harp Award
- Golden Lamb Award
- Christian Soldier Award

Grades 5-12

- Honor Roll Awards

Grades 9-12

- Pullman Christian Student of Excellence Award
- Athletics Letter Awards

Awards Defined

Literature Award - Grades K-4 Guidelines:

- Read and report to parent or teacher on at least **20 books** beginning June 1 and continuing through the current school year.
- Books should be at or above the student's reading level.
- All books must be approved by the teacher or parent prior to reading.
- Books required for classes may be included.
- Books must be read by the student, not be read to the student by an adult.
- Books may not include anti-Christian material such as witchcraft, vampires, etc. If you have questions about what would or would not be accepted, please contact the teacher.
- A documentation form must be completed and turned in by the May deadline.
- Bible reading may be included. Each book of the Bible counts as one book read.

Literature Award - Grades 5-12 Guidelines

- Read and report to parent or teacher on a minimum of **4000 pages** beginning June 1 and continuing through the current school year. In addition to listing book titles and authors, total pages should also be listed in the "Total # Pages" column. The student needs to add up total pages and write this at the bottom of the form.
- Books should be at or above the student's reading level.
- All books must be approved by the teacher or parent prior to reading.

- Books must be read by the student, not be read to the student by an adult.
- Books required for classes may be included.
- Bible reading may be included.
- Books may not include anti-Christian material such as witchcraft, vampires, etc. If you have questions about what would or would not be accepted, please contact the teacher.
- A documentation form must be completed and turned in by the May deadline.

Monthly Bible Memory Award

In order to earn the Monthly Bible Memory award, each monthly selection assigned to the student must have been recited to an adult and the verification form turned in according to the requirements stated in the handbook.

Cumulative Bible Memory Award

A student who wishes to earn the Cumulative Bible Memory Award must quote the entire year's selection in one recitation to an adult and turning in his/her form by the deadline.

Advanced Bible Memory Awards

In lieu of the regular Bible Memory, students who want an additional challenge may choose one of the following four awards:

- Golden Apple, The Book of Proverbs
- Golden Harp, The Book of Psalms
- Golden Lamb, The Book of John
- Christian Soldier, The Books of Romans, Galatians, Ephesians, and Philippians

Specific guidelines for achieving these awards may be obtained from the school office.

Perfect Attendance Award

This award is presented to students who have not missed a day of school. Elementary students must be at school 3.5 hours or more a day. Middle school and high school students must attend at least four class periods. Excessive tardiness, which results in any in-house suspensions, will disqualify a student from receiving this award. Students with more than one unexcused absence to any class per semester will be disqualified from receiving this award.

Character Trait Awards

Character trait awards are voted on by the students for the students. Certificates are awarded to Elementary, Middle School, and High School students.

Honor Roll Awards

Students in grades 5-12 are eligible for Honor Roll according to the following requirements:

A Honor Roll:

- 5th – 8th: All “A”s for the year / High School: GPA for the year of 3.5 or higher
- Bible Memory completed for the year
- No D’s or F’s for the year
- Credit received for all CR/NC and Pass/Fail classes taken

B Honor Roll:

- 5th-8th: Only “A”s or “B”s for the year / High School: GPA for the year of 3.0 or higher

- Bible Memory completed for the year
- No D's or F's for the year
- Credit received for all CR/NC and Pass/Fail classes taken

Letter Awards

High school students may earn Letter awards in activities such as Varsity Basketball, Varsity Soccer, Varsity Volleyball as well as other areas. A Letter award recipient receives a certificate and the appropriate activity pin at the end of the sports season. Letter jackets and chenille letters may be purchased by the student.

Requirements for lettering will be announced at the beginning of a sports season, or at the beginning of an activity or program. Coaches, activity advisors, or teachers reserve the right to recommend that any student receive or not receive the award for reasons separate from the general requirements.

Pullman Christian Student of Excellence Award

High school juniors and seniors may apply for the Pullman Christian Student of Excellence Award by qualifying in four of the following seven categories: Academic Excellence, Individual Research, Technology, Public Service, Health and Physical Fitness, Leadership, and the Arts. Applicants must meet all the deadlines during the application process to be considered. The applications will be evaluated by school faculty and administration, and awards will be given based on both qualitative and quantitative accomplishment in each category. Applications are available from the school office.

PARENT RESPONSIBILITIES

Parent/Student Handbook

Parents and students are required to be familiar with the policies contained in this Handbook. A signed “I Have Read the Handbook” form must be turned in by the first day of school.

School-Home Communication

Requirements

To provide for the safety and care of the students, parents are required to inform the school of:

- Absences or tardies; by 8:10 a.m.
- After-school plans or changes to that plan. Parents picking up children after school should be here when school is dismissed (no later than 15 minutes after dismissal).
- Any significant change in the health status of a child. Parents must provide accurate and required paperwork for any medications needing to be taken at school, as well as the delivery of the medication by an adult to the school office.
- A change in address, telephone number, email address, or emergency contact information.
- Plans when both parents will be away, including who is responsible for their child in their absence, where the child is staying, and a plan for illness or emergency.
- When writing a note to the school, please remember to sign and date it and include as many details as possible.

Recommendations

It is also in the best interest of every student that parents take time to be supportive of their children’s education. It is recommended that parents:

- Be familiar with school calendar, school and teacher newsletters and class syllabi.
- Regularly check student status via RenWeb and Google Classroom. Regularly check for email communications from the school or teachers.
- Praise accomplishments and participation.
- Communicate any family circumstances which may impact the student’s school performance or behavior.
- Provide their children a time and a place to read and study each day. If a child does not have homework, encourage reading.
- Ask their children questions about school each day.
- Assist their children with Bible Memory, as needed.

E-Newsletter

Newsletters will be emailed to families periodically. Parents are expected to read the contents of the newsletter in order to stay informed on upcoming events, programs, and calendar changes at the school. Please configure your email so that these do not go to promotions or spam folders.

Communication of Concerns

Although our goal is to maintain an enjoyable learning environment, we recognize that conflicts, questions, and concerns are at times inevitable. We strongly urge students and parents not to involve third parties in a conflict or concern, including via social media such as Facebook, Twitter, etc.. To do

so is a violation of the Parent Agreement. We ask that students and parents communicate problems to the appropriate persons or personnel with the goal of resolution, in an open, forthright, and constructive manner according to principles set forth in Scripture. (*See Appendix – “The Matthew 18 Principle for Solving School Problems”.*) We welcome the opportunity to grow and to learn because of your constructive input and we appreciate your support.

Phone Messages

If you need to call your child during the school day, please be prepared to leave messages with the Receptionist who will deliver the message as soon as possible. We cannot interrupt class sessions unnecessarily.

Students will be permitted to call parents only in cases of emergency. Discretion on the part of staff and faculty will be used in allowing student to parent phone calls. Parents are not obligated to bring in forgotten PE uniforms, homework, etc. to their children during the school day. Students who have a cell phone should use it in accordance to school policy (see Campus Policies: Cell Phone Policy). This would include receiving and responding to texts or calls from a parent.

Financial

The annual tuition fee is paid in 10 monthly payments, due on the 20th of each month starting in August and ending in May. A 12-month payment plan is also an option, billed June-May (see Tuition and Fees Schedule for details). Prior to August 20th, families may also pay the entire year’s tuition up front in order to receive a 5% discount. This discount does not apply for families already receiving financial aid, an employee discount, an alumni discount, or a ministerial discount.

Tuition payments received after 5:00 p.m. on the 20th of each month are considered late and are subject to a \$25 late fee. If written communication explaining the reason for the late payment is submitted to the school office prior to the 20th, the late fee will be reduced or waived. If partial payment is made prior to the 20th, the late fee will be reduced or waived.

Tuition is due through the entire month a student is enrolled. For example, if a student is planning on moving mid-October, tuition is due for the entire month of October. PCS does not prorate tuition. Any and all tuition paid to Pullman Christian School is non-refundable, even if a student has withdrawn or been suspended or expelled from Pullman Christian School. A student is subject to dismissal if financial obligations remain outstanding. Students withdrawn from the school after August 1st are subject to a \$100 withdrawal fee per child plus the remaining Curriculum Fees for the school year. This fee helps cover the expenses of transferring records, adjusting class rosters, and curriculum purchases.

Other expenses will be incurred throughout the year. These expenditures may include, but are not limited to; uniforms, supplies, pictures, student activities, expenses and field trips. Any activity that requires significant financial contribution will be pre-communicated by the school.

Event Involvement

Back to School Night

Back to School Night is a fun and informative event for parents and students. During the event, parents will receive important information regarding the upcoming school year, 7th-12th grade students will receive class schedules and choose an elective, classrooms will be open for families to visit and greet

faculty members, students may bring their school supplies to place in the lockers/desks, etc. Attendance of all families is required and childcare for younger siblings is provided.

Annual Fundraiser

In the Fall, Pullman Christian School holds our major, annual fundraiser. This fundraiser brings in money for the school and may culminate with students, faculty, and volunteers participating in a community service project to benefit our region.

School families participate in this fundraiser by asking for donations from family, friends, and local businesses. Through this fundraiser, Pullman Christian School seeks to identify those in the community and in relationship with our school families who believe in Christian education and would like to support the school through a financial donation.. More information on this fundraiser will be given out at the Annual Fundraiser Kick-off Dinner in the Fall.

Reader's Theatre and Silent Auction

The annual Reader's Theatre/Silent Auction is our other main fundraiser for the school year. The proceeds help to offset the cost of tuition and fees, allowing us to keep our rates at a modest level for the benefit of our families. Additionally, PCS has been able to provide some needy families with additional financial aid so that Christian education for their children has become a reality.

For these reasons, we ask that each Pullman Christian family procure at least one major item to be auctioned off. Some ideas include donating a service you are uniquely talented to provide (a gourmet meal, pies for a month, car maintenance, etc.), giving an item from home that is of value, giving a specialty item you can obtain (an autographed WSU football), or contacting a business owner to ask for a donation for the school. You will be contacted in the spring with more information about this important fundraiser. Thank you in advance for your help!

Conferences

For students in grades K-6, parent/teacher conferences are scheduled after the first quarter. In addition, a parent, student, or teacher at any grade level may schedule a conference as needed by appointment.

STANDARDS OF CONDUCT & DISCIPLINE

Training, Teaching and Management

Vision

Discipline comes from the word “disciple.” Webster’s 1828 dictionary defines a disciple as :

A follower; an adherent to the doctrines of another. Hence the constant attendants of Christ were called his disciples; and hence all Christians are called his disciples, as they profess to learn and receive his doctrines and precepts.

Discipline is the process of preparing children for all the choices they will be making and ensuring that they are ready to handle them in such a way that honors God and fulfills His will. It is setting expectations for children to do right and then teaching and training them that this is the only option in making godly choices. Consequences are a part of the training and are used to support making right choices rather than being a reaction to wrong behaviors. Proper discipline is preventative and positive in nature.

A student has the right to:

- A meaningful education that will meet his or her needs to the greatest extent possible.
- Know the rules and standards that affect school life.
- Physical safety and protection of his or her personal property, including the right to clean and safe school buildings and facilities.
- Confer with teachers, administrators and/or the school pastors.
- Submit suggestions to school faculty or administration.

A student must be responsible to:

- Strive toward Christ-like character in dress, conduct, and attitude.
- Show respect and consideration for others and the property of others.
- Respect the school property and adhere to rules of building access.
- Attend all classes, be punctual, be studious, and complete assignments on time.
- Be truthful at all times.
- Be legal. Observe the laws of the land.
- Be safe. Remain on campus. Watch out for others, set a good example, and report dangerous activities to the Principal or another faculty member.
- Be diligent to follow policies in regards to technology use. See the PCS Network Acceptable Use Policy and PCS Digital Citizen Contract..
- Adhere to uniform code and standards.
- Be a good representative of Pullman Christian School, both on and off campus.
- Refrain from discussion about subjects which undermine the wholesome Christian environment of the school. If the faculty or staff deem any discussion or behavior inappropriate, disciplinary measures may be administered. Also refer to the “Campus Policies” Section of this handbook.
- Handle conflict and concerns Biblically.

Elementary (K-4) Discipline

Therefore be imitators of God as dear children. And walk in love, Christ also has loved us and given Himself for us, an offering and a sacrifice to God for a sweet-smelling aroma. ~ Ephesians 5:1-2

The principles that will govern the discipline being promoted at the kindergarten through fourth grade levels will be:

- Training in Responsibility
- Training in Relationships
- Training in Respect

Practical Application of these Concepts:

- Students should care for their schoolwork and learning environment by learning the importance of stewardship.
- Students should be kind to each other, using only edifying and positive language.
- Students should speak respectfully and carefully in conversation with adults.

Middle School and High School (5-12) Discipline

The principles that will govern the discipline being promoted at the fifth through twelfth grade levels will be:

- **Respect for God** (Matthew 22:37-39)
- **Respect for Others** (Matthew 22:39, Luke 6:31)
- **Respect for Creation** (Genesis 2:15, Psalm 24:1, Matthew 25:14, 21 and 1 Corinthians 4:1-2)

Jesus said to him, “You shall love the Lord your God with all your heart, with all your soul, and with all your mind.’ This is the first and great commandment. And the second is like it: ‘You shall love your neighbor as yourself.’” ~ Matthew 22:37-39

And just as you want men to do to you, you also do to them likewise. ~ Luke 6:31

Then the Lord God took the man and put him in the Garden of Eden to tend and keep it. ~ Genesis 2:15

The earth is the Lord’s, and all its fullness, the world and those who dwell therein. ~ Psalm 24:1

For the kingdom of heaven is like a man traveling to a far country, who called His own servants and delivered his goods to them. His lord said to him, “Well done good and faithful servant; you were faithful over a few things, I will make you a ruler over many things. Enter into the joy of your lord.” Matthew 25:14, 21

Let a man so consider us, as servants of Christ and stewards of the mysteries of God. Moreover it is required in stewards that one be found faithful. ~ Corinthians 4:1-2

Practical Application of These Concepts:

- Ladies and Gentlemen use common courtesy, including compliance with school rules and obedience to school personnel.
- Ladies and Gentlemen practice deference, selflessness, humility and avoid presumptuousness.
- Ladies and Gentlemen are aware of their surroundings.
- Ladies and Gentlemen practice good manners.
- Ladies and Gentlemen practice code switching – adjusting behaviors appropriately to fit the situation, surroundings, circumstances or people involved.
- Ladies and Gentlemen let no unwholesome talk come out of their mouths.
- Ladies and Gentlemen are encouraging in word and deed.

Discipline for All Levels (K-12)

There are a few actions that will likely result in immediate probation, suspension or expulsion. Proper behavior is expected whenever on or off campus.

- **School Property Violations:** Students may not have unauthorized access to the building or vehicles, or cause or aid in the deliberate destruction or unauthorized removal of school property or equipment.
- **Plagiarism and Cheating:** Plagiarism and cheating demonstrate a lack of integrity and character that is inconsistent with the goals and values of Pullman Christian School. Consequences for plagiarism and cheating will vary depending on the age of the students involved and the nature of the incident(s). Be aware that cheating is often a joint undertaking. Cheating is always harmful to all parties involved. It sacrifices the integrity of the person who provides the materials and robs the copier of the opportunity to learn. When cheating is not an individual activity, all parties involved are guilty and will be subject to appropriate consequences. Intellectual honesty on the part of all students is fundamental to their ethical development.
- **Technology Infractions:** All students must read and sign a Network Use Agreement at the beginning of the school year. 7th-12th grade students must also sign a Chromebook Program Agreement & Student Code of Conduct. Students with cell phones and other electronic devices must also submit an Electronic Device Registration. Each of these forms has the guidelines for use of these technologies. Consequences for infractions of these policies are outlined on these forms and in the Chromebook Program Handbook.
- **Controlled Substances:** Students may not use or have controlled substances (i.e. tobacco, alcohol, marijuana, or illegal drugs) in their possession. Additionally, students still enrolled in PCS after age 18 may not use or possess tobacco.
- **Weapons:** Students may not carry, store, or use firearms or any other weapons on school property during school hours, before and after school, or during school related activities. Weapons include firearms, bows and arrows, knives of any type, or any other deadly or dangerous weapon.

- **Pornography and Unscriptural Sexual Behavior:** Students may not view or possess pornography of any kind. Students may not participate in unscriptural sexual behavior of any kind.
- **Endangerment and Violence:** Students may not create an atmosphere of intimidation including bullying and fighting. Students may not have unsupervised use of open flames, lighters or matches. Students may not use or have in their possession any restricted or dangerous materials.
- **Violation of the Law:** Furthermore, some conduct is also a violation of state or federal law. This includes bringing a weapon to school property or school events, setting off or tampering with a fire alarm, possessing explosives, making a bomb threat, writing false names or information on school forms, theft, defacing school property, arson, willfully creating a disturbance on school premises during school hours or at school activities, interfering with or intimidating school personnel, etc. The fact that prohibited conduct is also a violation of state or federal law will be considered in evaluating appropriate disciplinary action, and the matter also may be referred to law enforcement.
- **Honesty Clause:** Any student who voluntarily admits to conduct which is in violation of school rules may have the consequences reduced.
- **Association:** If a student is present where any of the above mentioned violations are occurring, even if not directly participating in the behavior, he/she will be considered to be in violation of school rules. A student who is put unknowingly into a situation that is in violation should make an immediate and clear effort to disassociate from the ongoing situation. Such efforts will be taken into consideration when discipline is determined.

Probation, Suspension, Expulsion

These disciplinary measures may be implemented progressively or may be administered immediately based on the severity of the offense.

Probation

The student and/or parents will meet with the Principal. The length of probation will be set, and the student will be advised of the conditions during the probationary period. A student on probation may be requested to meet periodically with the Principal or an assigned teacher for the purpose of evaluating progress toward specified goals.

Suspension

If the situation deems it necessary, or when the conditions of probation are not met, the student may be suspended. Suspension is the removal of a student from the classroom or from the school premises. After suspension, the parents and/or student will meet with the Principal to discuss re-admission and any conditions that apply to the student's return to the school.

Expulsion

This is the removal of the student from the school for the remainder of the school year and possibly permanently.

Searches and Seizures

Any personal property brought on the campus is subject to searches by PCS administration, faculty, and staff, if deemed necessary for safety or the fulfillment of PCS's vision, mission, and goals. The need for, timing of, and scope of any search are solely within the discretion of the administration,

faculty, and staff of Pullman Christian School. The Pullman Christian School facilities, including, but not limited to, lockers, desks, and classrooms, are the property of the school and are subject to searches by PCS administration, faculty, and staff. School personnel will confiscate any weapons, restricted substances, or dangerous materials upon discovery. If illegal, confiscated materials may be turned over to the police. If the material is not illegal, it becomes the property of PCS. It may be returned to the student's parent(s) at the end of the school year.

Social Relationships

All students are encouraged to be friendly to others in both word and deed. The practice of expressing Christ's love in practical ways is promoted to foster positive relationships with fellow students. Students will be encouraged to handle relational difficulties in a responsible and Biblical manner.

The school recognizes parents as the primary authority in monitoring the social relationships of their child. However, during school hours, if a staff or faculty member determines a social relationship is interfering with classroom management or student learning, appropriate action will be taken such as adjusting the seating arrangement, etc. Public displays of romantic affection are not permitted during school hours or during school-sponsored events or anytime on campus.

Biblical Morality Policy

Pullman Christian School's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion, to refuse admissions of an applicant or to discontinue enrollment of a student on the basis of biblical morality. A student may be refused admittance or have his/her enrollment discontinued if the atmosphere or conduct within the student's particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, condoning, or promoting sexual immorality, homosexual activity, bisexual activity, pornography, gambling, the use of illegal or controlled substances, or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27.)

Bullying and Harassment

It is the policy of Pullman Christian School to maintain a working and learning environment that is God-honoring and free from harassment and bullying for its employees, students, parents, volunteers, and others involved in school activities. This includes emotional, physical, or sexual harassment or other intimidating behavior. Pullman Christian School is committed to establishing clear lines of communication between parents, students, and administration when addressing incidents of bullying and harassment which occur on campus or during school functions.

Definition

Bullying and harassment include, but are not limited to, any verbal or physical behaviors or communications that create an intimidating, hostile, or offensive environment. Pullman Christian School considers bullying and harassment behavior that which causes the victim to feel helpless or threatened. This behavior violates Pullman Christian School's commitment to be a safe haven for all.

The following may create a hostile environment:

- Sexually explicit, lewd jokes or comments
- Derogatory comments regarding a person's race, religion, physical or mental handicap, physical attributes, etc.
- Posters, pictures, or items that make others feel uncomfortable
- Inappropriate physical touching
- Swearing
- Inappropriate social media posts

Specifically, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and communication or conduct of a sexual nature when:

Such conduct or communication has the purpose or effect of substantially interfering with an individual's performance or creates an intimidating, hostile, or offensive working/school environment; or

Submission to or rejection of the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, grades, work opportunity, or other benefit.

The range of behaviors related to sexual harassment includes but is not limited to the following:

- Display or circulation of written materials or pictures derogatory to a gender
- Writing or drawings of a derogatory nature
- Remarks and sexual comments or gestures
- Spreading sexual gossip
- Pressure for sexual activity
- Unwanted physical contact, or inappropriate public displays of affection
- Gay and lesbian comments or jokes
- Sexting and inappropriate social media posts

Procedure

If an individual believes he/she is being harassed, the information should be reported to the Principal, a pastor, or a teacher who shall report to the administration of Pullman Christian School. Upon presentation of the complaint, an impartial investigation of the complaint will be undertaken immediately.

Any person who retaliates against a person who, in good faith, has registered a complaint or reported an incident of harassment will be subject to appropriate disciplinary actions up to and including expulsion or immediate dismissal. Claims of harassment, sexual or other, between school employees, agents, and volunteers, shall be handled in accordance with the employment manual.

Protections

Pullman Christian School recognizes that the question of whether or not a particular action or incident is harassment requires an objective determination based on all facts and the totality of the circumstances. Great care in the exercise of discretion and confidentiality will be observed throughout the filing of the complaint and investigative stages for the protection of the privacy of the victim and the accused.

Any school faculty, staff member, volunteer, parent, or student who has questions regarding bullying or harassment should consult with the Principal or with one of the school pastors.

Appeals

If a disagreement arises between a parent or student and the school administration regarding a disciplinary consequence placed upon a student, parents and students have the ability to appeal to the Steering Committee. All appeals must be submitted in writing to the school office. Upon receipt of appeal, all disciplinary consequences will be placed on hold until the Steering Committee reaches a decision. The decision reached by the Steering Committee is final.

UNIFORMS

Clothing and Personal Appearance

Pullman Christian School has established an official uniform which is required for all students. Uniform components are purchased through French Toast Uniforms, an online company, unless otherwise noted on the uniform handout. If special orders are required, please try to place them as soon as possible. Special orders are factory made and take several extra weeks to process.

Uniforms

Studies have shown that uniforms have numerous positive effects, such as:

- Identification for building school *esprit de corps*.
- Reduction in yearly clothing costs and elimination of the daily decision of what to wear.
- Providing appropriate standards of modesty for all students.
- Helping prevent opportunities for offense and competition.
- Contributing to higher discipline and better academic performance.

The designated school uniform is to be worn during school hours, Monday through Friday. School uniforms may also be required attire for school-sponsored events outside of school hours. At times, other appropriate attire will be recommended based upon school activities. This would include School Spirit days, field trips, or school sporting events.

Students who attend official school activities before, during, or after school hours (either on or off campus) must wear clothing consistent with the standards set by the school for that activity. Students must remain appropriately and modestly attired when in the school hallways before, during, or after an athletic practice, contest, or while on campus.

Students may only wear approved outerwear if a garment is needed for warmth in the classroom. Hats, blankets, etc. are not permitted. Hats and hoods are not to be worn inside the building. Parents should, on a regular basis, evaluate the state of their child's uniform. Uniform components may be worn for more than one year if they still fit and are in good condition. Be sure to check if they are the same components as the previous year. Please be prepared to replace items that are too small or too worn. Worn and improperly fitting components should not be used even as "back-ups". Skirt/skort length must be at the knee and pants must be of appropriate length to the size of the child. Uniforms may not be adorned, altered or defaced in any way, except to adjust the hemline or waist. Repairs may be made to uniforms if it is unobtrusive and the rest of the component is in good condition. All uniform components should be labeled with permanent ink or iron-on labels to avoid confusion and misplaced articles.

In addition, we ask parents and students to use discretion regarding all aspects of appearance including a clean and well-groomed body, neatly groomed hair (cut/style/color), accessories/jewelry, and make-up. For boys, hair should be off the collar, no longer than to the eyebrows, and should not be distracting. Girls' hair should not be a distraction or a barrier to the learning environment. The school may require that a female student keep her hair out of her eyes during school hours.

School faculty and staff have the authority to intervene when a student's appearance is deemed inappropriate. Boys may not wear earrings. Girls may wear conservative earrings. All other body piercings and all tattoos may not be visible, even when in athletic or PE attire. Since shoe selection is somewhat subjective in nature, PCS reserves the right to determine if a selection meets intended standards.

PE Uniforms

PE classes are offered beginning at the First grade. PE uniform shirts are ordered through a local company at the beginning of the school year.

Letter Jackets

Letter Awards may be displayed at school in student lockers or on a letter jacket. Pullman Christian School provides the certificates and pins. Students may purchase jackets and chenille letters through Crimson and Gray, located at 1096 SE Bishop Boulevard in Pullman. No additional decoration may be added to the letter jacket unless it is issued for an express purpose by the school. Letter jackets may be worn on campus at any time except chapel but not as a substitute for required uniform components.

Eagle Spirit Days and Other Theme Dress-Up Days

Periodically, the school will determine fun days for students to show their school spirit. The specifics for these spirit days will be communicated to the students and parents. Students not wishing to participate must wear the PCS uniform.

At all times, clothing must be modest, appropriate to the weather, and in good condition (no rips, tears, etc).

ATTENDANCE POLICIES

Regular classroom attendance is required by law and is necessary to maximize learning, mentoring, and discipleship. Students are required to be present and ready for class at the beginning of each period according to the daily schedule. This includes having all necessary learning material and being in proper uniform.

Tardies

A student is considered tardy if he is not in the classroom ready to begin when the teacher starts the class. Students who arrive at the school at or after class begins must check in at the Receptionist's desk to obtain a Tardy Slip so they can be removed from the absentee records. Tardies will be excused for pre-scheduled appointments, such as orthodontist and doctor, and for unsafe driving conditions such as snow and ice.

Because punctuality is important for a student to be ready to learn, and because coming in late to a class is considered disruptive and disrespectful to the teacher and other students, excessive tardiness will receive consequences. The consequences for tardiness at the K-4 level will be determined by the teacher. At the 5th-12th grade level, the following policy will be enforced. For every fifth tardy received, the student will serve a Tardy Detention. A second Tardy Detention will be given at the tenth tardy and a third Tardy Detention will be given at the fifteenth. Failure to report for detention on time requires additional minutes in detention the following day. Failure to serve the additional time will result in an in-house suspension. If a student receives a fourth Tardy Detention (twenty tardies), he/she must serve an in-house suspension during the school day. The student will be marked as absent for the entire day and will be disqualified from earning perfect attendance. If a student should accumulate enough tardies for a fifth Tardy Detention, it will result in suspension. At semester, each student will return to a clean slate.

Absences

Once a student has missed 20 minutes or more of any class period, he/she is no longer considered tardy, but absent from the class. Furthermore, if students at the high school level miss more than three out of seven class periods they are considered absent for the day for the purpose of the perfect attendance award and extra-curricular, academic eligibility. If students at the elementary level miss more than half of the school day (3.5 hours), they will be considered absent for the day.

Unexcused Absences/Truancy

Students who are 20 minutes or more late to class or who skip class without parental permission **and** school approval are considered truant. Oversleeping will not be an excused reason to miss class but grace will be given in relation to consequences for one occurrence each semester. No work due that day will be accepted for the unexcused absence and tests or quizzes given will receive a zero. Repeated truancy will incur additional consequences as well as possible legal action as defined by compulsory attendance laws. Furthermore, truancy will disqualify students from attendance at all extracurricular events that day, and on Saturday if the truancy occurs on a Friday.

Late Arrival or Early Departure

All students who, for any reason, arrive after school begins or leave before the school day ends must sign the Visitor and Student Log at the Receptionist desk. A student leaving campus early will not be released without a note that includes the date, time of departure, and parent signature or verbal confirmation from the parent.

Any regularly scheduled late arrivals or early dismissals must be communicated to and approved by the school prior to the schedule change. The school may require documentation to verify a student's schedule.

When a student seeks early dismissal for educational or vocational opportunities, the following list must be considered:

- There should be no conflict with the student's PCS class schedule.
- The student's graduation needs should not be compromised.
- There will be no PCS tuition reduction.
- No classes can be taken to replace courses offered at PCS.
- Credit will not be given for PCS classes missed for Running Start, Pullman High, Schweitzer classes, or a job.

Loss of Credit

Any student with more than fifteen absences per half credit class, will not receive credit for that class (exception: more than 20 absences in a year for Bible classes will result in loss of credit). Retrieval of credit may be petitioned to the school administration and steering committee if a parent believes there are extenuating circumstances justifying an exception (such as a protracted illness under doctor's care). When credit is lost, a student must pursue either recovery of credit or repeat the class if it is required for graduation.

Exceptions

PCS school-sponsored activities (speech meets, athletic events, etc.) will not be counted as absences. Additionally, parents may choose to keep students home for religious observance (Good Friday, etc.) without loss of credit or any negative consequences.

Excused Absence Request

When the majority of the students in the class will be gone (away sports games, National Parks trip, etc.), so that direct instruction will not happen in the class, and a student who is not attending the scheduled school function wishes to be excused from coming to school, permission may be granted if the student is caught up in their classes. The student must obtain an Excused Absence Permission Request Form from the receptionist (also available on website) and turn it in one day prior to the absence. Policy applies to 7th – 12th grade students only. If approved, this absence will not count towards the student's total and won't affect loss of credit.

Make-Up Work

It is the student's responsibility to arrange for all make-up work following an absence. How work will be made up is at the discretion of each teacher. Students with planned absences must make arrangements with their teachers beforehand to make up work.

CAMPUS POLICIES

School Hours

School begins at 8:10 and ends at 11:40 for kindergarten and 3:15 for 1st -12th. Students may begin to arrive on campus after 7:50 a.m. Students are not to remain on campus after 3:30 p.m. unless they are involved in approved and supervised after-school activities. If a student arrives prior to 7:50 a.m. or is not picked up by 3:30 p.m., the parents will be contacted and will need to make adjustments so their child is adequately supervised. Kindergarten students must be picked up by 11:40 a.m.

Onsite extended child care is available through Pullman Christian Childcare Center if needed. See PullmanChristianChildcare.com for more information.

Student pick-up

Parents should notify the school in writing when another person is picking up their child or they desire their child to walk or drive to a designated place. If necessary, verbal authorization may be made to a faculty or staff member. A person who has been authorized to pick up a child may be asked for identification.

Closed Campus Policy

Pullman Christian School is a “closed campus,” which means students are required to remain on the campus during school hours, including lunch period, unless special permission from the school office or parents is obtained. Parents should send a note to the school if they would like their child released during the school day for any reason as stated under late arrival or early departure. Anyone visiting the school must sign the Visitor and Student Log at the receptionist desk and wear a name tag.

Building Access

Students are not to be in the classroom without teacher supervision before, during, or after school. During after school hours, 7th-12th grade students may sign in at the receptionist desk in order to work in the lunch room if Wi-Fi access is needed.

No student should ever have possession of a building key for the purpose of accessing the school, nor should a student gain access, by any other means, when the building is locked. This applies to both Family Center (school) and Worship Center facilities.

School Bus and Van Safety

Student conduct on the bus or van is expected to be the same as the responsible conduct demonstrated at school. Inappropriate behavior includes actions that distract the driver, blocking the aisle, not wearing seatbelts (vans), or any other action that compromises safety or is inconsiderate of others. Any requests of the bus driver and chaperones must be complied with immediately.

Parking Lot Safety

In order to ensure safety for all students, parents and students are required to use extreme caution as they approach the school building in their vehicles. It is important always to follow the flow of the traffic. The speed limit coming into the parking lot in front of the condominiums and in the

parking lot itself is 10 mph. Students violating these standards may be restricted from driving to school.

Drivers are not to park in the fire lane in front of the school building, nor are they to leave vehicles unattended with engines running. Carpool participants will be given specific instructions regarding parking lot use and other policies.

Students are not to hang out to wait for rides in the parking lot or on the sidewalk. Snowballs may not be thrown in the parking lot and snow may not be brought into the building.

Bikes and scooters should be locked on the rack provided in the parking lot. Bikes, scooters, roller blades, and skateboards may not be used in the building at any time and cannot be used during school hours, unless it is a school-directed activity. Bikes and scooters left at the school or on the ground for an extended time may be donated to the Hope Center in Moscow.

Vehicles

Students choosing to drive a vehicle to school must register their vehicle and license with the school office and must follow all the rules as delineated in that registration. Failure to comply with vehicle rules and regulations may result in a revocation of driving privileges on school grounds. Registration forms must be completed the first day the vehicle is driven to school. The registration form is valid for the entire school year. Students may not give rides to other students without parental permission and communication with the school.

Property Damage

If damage is done to school property as a result of deliberate or careless behavior by a student, the student will be responsible for replacement or repair of the property or equipment. Means for replacement or repair will be determined by the administration and parents will be billed as needed. Additional consequences to correct the behavior may also be implemented if appropriate.

Student Lockers

Lockers will be assigned to 7th-12th grade students. Locks are required for lockers, and the lock combination or duplicate key must be given to the school office.

Students may decorate the interior of their lockers with materials that are easily removed and cleaned (magnetic versus strong adhesives). PCS faculty and staff have the authority to direct necessary changes if a student's locker is distracting or inappropriate. Exterior decorations are not allowed. Prior approval for decor related to special events and athletics is required.

Textbooks

Textbooks are lent to students and must be returned at the end of semester or school year. Students must pay for textbooks which are damaged, lost, or not returned.

Telephone Use

The school phone is primarily for official school business and emergencies. All school phones are off limits to students without permission from a faculty or staff member.

Electronics Policy (other than Chromebooks)

All electronic devices must be silenced (cell phones may not be on vibrate) and, unless if otherwise directed by a teacher, may not be used during class time, assemblies, chapel, and other times when student attention is required. Students are required to turn electronic devices in to a

collection area during class time. Electronics may be used before or after school, during lunch break, and during breaks between classes as long as it is not interfering with the student's responsibilities during that time. Students must register their electronic device with the school. A registration form may be obtained from the school office.

Head phones and ear buds are only permitted for schoolwork purposes while in the computer lab. Aside from this exception, students may not use them at anytime while on school campus. Head phones and ear buds do not foster positive social interactions or community-building and, therefore, are not beneficial to students while at school.

Consequences for violating the electronics use policy are listed below. These consequences would apply when a student uses electronics in blatant violation of the policy, not just for forgetting to turn off the ringer on the cell phone. The term "confiscation", as used below, will entail the student giving the device to the receptionist upon arrival to school and picking it up at the end of each day of the scheduled confiscation period.

- **First offense** will be a one-day confiscation (the remainder of the day when the offense occurs and all of the next day).
- **Second offense** will be a one day suspension and a five day confiscation (plus the remainder of the day when the offense occurs).
- **Third offense** will be a two day suspension and confiscation for the remainder of the school year.

Parents will be contacted each time an offense occurs. Students who fail to bring their electronic device to school during the scheduled confiscation period will remain in the waiting room until the parent can bring it in to the school or confirms it is at home.

Lost and Found

Articles that are found on school property will be placed in the appropriate Lost and Found bin in the receptionist office by administration until claimed. Locker rooms have their own bins that will be emptied as needed. Keys, wallets, and eye glasses are given to the Receptionist and need to be claimed in a timely manner. See the Receptionist to claim items that have been lost.

On the last Friday of each calendar month, Lost and Found items will be placed on a table in the lunchroom for students and families to go through and claim. At 5:30 pm on Friday, all lost and found items will be free for anyone to claim throughout the weekend. On Monday morning, these items will be donated to the Hope Center in Moscow. Usable uniform components will be kept for use by needy families and students. Every effort will be made to return labeled items to their owner. Continual poor stewardship of personal items will result in disciplinary action and may require parental involvement.

STUDENT HEALTH AND SAFETY

Student Health

Medical History

Medical History information is included with enrollment. Please your child's information on RenWeb, regarding any changes in your child's medical history during the school year.

Medical Release

A Medical Release is included in enrollment and kept on file for that school year. During the course of the school year, additional Medical Release Forms may need to be completed for other special events or athletics.

Immunization Records

No child will be admitted into PCS without current immunizations, or a completed Exemption to Immunization Form. Each student's immunization record will be evaluated annually in accordance with current health regulations mandated by the state.

Administering Medications

Whenever possible, medicine should be given at home. There are occasions where it becomes necessary for the medicine to be given during school hours and school sponsored events. Washington State law makes no distinction between prescription and nonprescription medications.

Please help us in this matter by cooperating in obtaining the necessary authorizations before asking the school to give medicine to your child. No faculty or staff member will be allowed to administer any medications, prescription, or over-the-counter, without written, dated, and signed physician and parent authorization.

If your child needs medication during the school day, obtain an "Authorization for Administration of Medication at School" form at the school office or the school's website and get your doctor's signature and instructions. The authorization form may be signed by a medical doctor, nurse practitioner, physician's assistant, or dentist. The authorization can be obtained anytime throughout the year or at your child's annual physical appointment and can be signed for a date range (example: 8/22/16 through 5/26/17). All medications must be checked in to the school office, in its original container with the original label and are not allowed to remain in lockers or backpacks. Personal inhalers, epi-pens, and diabetic supplies are exceptions, by law, to this policy and may be kept in the student's possession as long as the student has the maturity to manage them and the proper paperwork is on file at the school.

Non-oral medications must be administered by a family member or self-administered in the presence of a school faculty or staff member. All medications must be checked in by a parent, secured, and administered in the school office.

Physical Examinations

We recommend a physical examination before your child enrolls in kindergarten at approximately age five. For students in Seventh through Twelfth grades, a physical must be taken every 24 months in order for the student to participate in athletics.

Vision and Hearing

Vision and hearing examinations are recommended every two to three years, or more often if needed, especially following a growth spurt. PCS will provide opportunity for vision screenings, but please remember that this is not to be considered examinations; rather, it is a screening tool to help indicate whether further examination is necessary.

Illness at Home

If your child has a fever over 100 degrees with any other accompanying symptom such as vomiting, diarrhea, persistent cough, distracting pain (i.e. earache, headache, etc.), rash, yellow or green drainage from eyes, loss of appetite, or other symptoms of a contagious nature, he/she must be kept at home until he/she has been well for 24 hours. It is our desire that your child is healthy enough to be alert and learn in school and that your child does not infect others. Please use discretion as you consider sending your child back to school after being ill. Ask yourself the following questions:

- Is my child well enough to learn?
- Has my child been well for 24 hours? (*Not just on antibiotics*)
- Would I want other parents to send their child to school who is as ill as my child is?

Illness at School

For students who become ill at school, parents will be called to pick up their child if:

- The illness is contagious in nature (high fever, vomiting, diarrhea) and/or
- The student is unable to continue participating in learning.

Pandemic Procedures

In the event of a widespread health concern, such as a pandemic, increased measures to insure the health of all students and staff may be implemented. Parents will receive notification of these policies.

Pediculosis (Head Lice)

Students affected by head lice are not allowed to attend school. Students found to have lice will be sent home. An information packet regarding treatment will be given to the family at that time. Copies of the packet can be picked up from the school office. Students must receive a form of treatment for head lice and be found “nit free” for 24 hours before returning to school. Students meeting the 24 hour “nit free” criteria must be checked by a school nurse, school administration, or the child’s physician before being re-admitted to school. All other students in the family should be checked daily by their parents while there is reason for concern.

Other Medical Conditions (Example: Allergies, Asthma, Diabetes, etc.)

Students with severe allergies and/or potentially life-threatening reactions to exposure must provide a physician’s written instruction to keep on file at the school for emergencies. Students needing medical treatment during school due to medical conditions, such as asthma or diabetes, must have written instructions for care signed by their physician on file at the school office.

Reporting Abuse and Neglect

Under Washington law, when professional school personnel – including, but not limited to, teachers, counselors, administrators, child care facility personnel, and school nurses – have reasonable cause to believe that a child or adult dependent or developmentally disabled person

has suffered abuse or neglect, they must report the incident (or cause a report to be made) to the proper law enforcement agency or to the Department of Social and Health Services (DSHS), or to Child Protective Services (CPS), at the first opportunity, but in no case longer than 48 hours after there is reasonable cause to believe that the child, adult dependent, or developmentally disabled person has suffered abuse or neglect. Failure to make a report as required by law is a misdemeanor.

Student Safety

Evacuation Drills

Evacuation/fire drills will be held monthly during the school year. At the sound of the alarm, students are to walk out of the building in an orderly manner to a designated place. They will return to the classroom in the same orderly manner. Students must walk in line and are to refrain from talking, pushing, or running. Teachers will be responsible to take attendance for their group upon returning from the drill.

Emergency lockdown and bomb threat drills will be held at least twice a year during the school year. In the event of an emergency, parents will be notified of the situation as soon as it is safely possible to do so. Parents who wish to come to school will be directed by the police or other first responders.

APPENDIX

Matthew 18 Principle for Solving School Problems

*Author: Dr. Paul Kienel, former president,
Association of Christian Schools International*

The “me generation” philosophy of “I’ll do it my way” sometimes spills over into the Christian community. For example, when differences develop between individuals, some Christians take matters into their “own hands” and bypass the biblical procedure of solving problems. A Christian school is made up of people—parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God’s will that we live and work together in harmony. Jesus said, “A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if ye have love one to another” (John 13:34-35, KJV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, KJV, Jesus gives His formula for solving person-to-person problems. I call it “the Matthew 18 principle” for solving school problems. The following are the words of Jesus:

Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglect to hear the church, let him be unto thee as an heathen man and a tax collector.

There are several clear principles that Jesus taught in solving people-to-people problems:

One: Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “An hypocrite with his mouth destroyeth his neighbor; but through knowledge shall the just be delivered” (Proverbs 11:9, KJV).

Two: Keep the circle small. “If thy brother shall trespass against thee, go and tell him his fault between thee and him alone....” The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.

Three: Be straightforward. “Tell him his fault.” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says “Faithful are the wounds of an friend” (Proverbs 27:6, KJV).

Four: Be forgiving. “If he shall hear thee, thou has gained thy brother.” This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1, KJV, reads “If a man be overtaken in a fault, ye who are spiritual restore such an one in the spirit of meekness, considering thyself, lest thou also be tempted.”

As I mentioned earlier, most school problems are resolved at the two-people level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not “hear” you, or openly disagrees with your version of the problem? Let’s say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

Five: The parent and teacher should agree to share the matter with the school principal. At this stage the counsel of Jesus would be “Take with thee one or two more, that in the mouth of two or three witnesses every word may be established.” Both parent and teacher should rehearse their version of the issue or issues with the school’s administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

I estimate that 80% of school problems are solved at the two-people level. Another 18% of school problems are solved at the three- and four-people level which includes the school’s administration. This leaves 2% to be resolved at the level of the school board. The board represents the church or church community. Let’s say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

Six: The school principal should explain the problem to the chairman of the school board. The chairman will decide how the matter should be presented to the board. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord’s way of solving people-to-people problems.

A Christian school is a ministry in Christ’s name. Everything that is done in the context of the school must be done Christ’s way. The world’s methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord’s work. The Bible is clear on this. “Dare any of you, having a matter against another, go to law before the unjust, and not before the saints?” (1 Corinthians 6:1, KJV).

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

School Calendar

2016-2017

August

22 School Starts / Sport Practices Start

September

5 Labor Day, No School

17 Homecoming

20 Vision Screening

26 Picture Day

October

3 Annual Fundraiser Kick-Off Dinner

12 1st Quarter Ends

13-14 ACSI Educator's Conference - no school

15 JH Volleyball Tournament in Cocolalla, ID

17 Professional Development Day – no school

19 PSAT Testing

27-29 Mountain Christian League Soccer Tournament in Post Falls, ID

31 Parent Teacher Conferences, ½ day of school (8:10-11:40)

November

1-4 Parent-Teacher Conferences, ½ days of school (8:10-11:40)

4-5 Mountain Christian League Volleyball Tournament (location TBD)

7 Picture Retake Day

10 Falls Sports Awards Ceremony & Basketball Parents Meeting

11 Veterans Day

14 Basketball Practice Begins

23 Thanksgiving Break Begins, ½ Day of School

24-25 No School

December

14 Christmas Program

21 Christmas Break Begins, ½ Day of School

22-Jan.6 No School

January

9 2nd Semester Begins

16 Martin Luther King Jr. Day, No School

24 Elementary Mother-Daughter Tea

27-28 JV Boys Basketball Tournament in Kootenai, ID

30 District Spelling Bee in Spokane

February

9-11 Mountain Christian League Basketball Tournament at PCS

14 Valentine's Day

20 Presidents' Day, No School

March

6 Open House, ½ Day of School

- 10 District Speech Meet in Spokane, WA
- 10 3rd Quarter Ends
- 13-17 Spring Break
- 30-April 1 Reader's Theatre and Silent Auction

April

- 6-8 JH Basketball Tournament
- 14 Professional Development Day, No School
- 18-21 Terra Nova Testing

May

- 4 Musical Theater Performance
- 5 Literature Award Due
- 8 Elementary Father/Son Mini-Golf
- 9-17 High School National Parks Trip
- 10 Kindergarten Visitation Day
- 19-20 Imagine Tomorrow Competition at WSU
- 26 Last Day of School: Kindergarten Graduation & Awards Ceremony

**Living Faith Fellowship - Pullman Christian School
Agreement to alternative dispute resolution (adr)**

Living Faith Fellowship (LFF) and Pullman Christian School (PCS) and the undersigned parent or guardian of a Pullman Christian School student (further referred to as parent) believe that the Bible commands that any disputes between Christians or between Christians and the church must be resolved in private or within the Christian church, and that the Bible prohibits them from bringing civil lawsuits in the event of such a dispute (see 1 Corinthians 6:1-8, Matthew 5:23-24, Matthew 18:15-20). Therefore, LFF, PCS, and the parent agree that any controversy, claim, or dispute between the parent and LFF, PCS, or any of LFF’s or PCS’s employees, agents, or volunteers, including statutory claims, will be settled by biblically-based mediation or, if necessary, binding arbitration.

If there is such a controversy, claim, or dispute, the parties to the dispute will use their best efforts to reach resolution by consulting and negotiating with each other in good faith as befits Christians. If they do not reach resolution within sixty (60) days, the parties will submit to mediation conducted by the LFF Board of Directors or its delegate. If the claim or dispute is not resolved through mediation, or if both parties waive mediation, the matter will then be submitted to the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana [(406) 256-1583]. The mediation and arbitration process will be conducted in accordance with the “Rules of Procedure for Christian Conciliation” contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation* (copy available upon request).

The parties agree that these methods will be the sole remedy for resolving any such controversy or claim and expressly waive their right to file a lawsuit against one another in any civil court, except to enforce a legally binding arbitration decision. This agreement is intended to cover all LFF and PCS employees, agents, volunteers, ministries, activities, etc., whether past, present, or future.

The parties acknowledge that the resolving of conflicts requires time and financial resources. In an effort to fully encourage and implement a biblically faithful process, Living Faith Fellowship agrees to pay all fees and expenses, which may be required by the mediator, case administrator, and / or arbitrator, related to such proceeding. The issue of final responsibility for such costs will be an agreed issue for consideration or determination in the mediation or arbitration. The parties agree they will endeavor to exchange information with each other and present the same at any mediation, or, if to arbitration pursuant to the ICC Rules of Procedure, with the intent to minimize costs and delays to the parties. They will seek to cooperate with each other and may request the mediator, case administrator, and / or arbitrator to direct and guide the preparation process so as to reasonably limit the amount of fact-finding, investigation, and discovery by the parties to that which is reasonably necessary for the parties to understand each other’s issues and positions, and to prepare the matter for submission to the mediator and / or arbitrator to inform the mediator and / or arbitrator. Each party will bear his or her own attorney fees, subject to any contrary provision in the *Guidelines for Christian Conciliation*.

COPY

Signature (parent)	Printed name	Date

COPY

Signature (parent)	Printed name	Date

COPY

Signature (for LFF/PCS)	Printed name	Date

