



# **Parent/Student Handbook**

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## PEN BAY CHRISTIAN SCHOOL MISSION STATEMENT

As a ministry of Littlefield Memorial Baptist Church, our mission is to provide quality Christ-centered education based on the authoritative Word of God. In partnership with parents and our Christian communities of faith, we will prepare students spiritually, physically, and intellectually to glorify our Lord and Savior Jesus Christ in all that they do.

By partnering with parents we strive to:

- By example and through the teaching of Scripture, show our students how to love the Lord with all their hearts, souls and minds. (Matthew 22:37)
- Emphasize Christian morals and ethics in the classroom.
- Provide excellence in education and equip students to live fulfilling lives of service to God and their neighbors.
- To encourage our students in the development of their God given talents and abilities.

We will instill our core values:

- Honesty -
  - I can speak the truth in love. (Ephesians 4:15)
  - I can speak truthfully to others as members of the body of Christ. (Ephesians 4:25)
- Gratitude -
  - I can thank the Lord for all He does for me daily. (Psalm 9:1)
  - I can serve others where I see a need. (1Peter 4:10)
- Respect -
  - I can respect those entrusted with my care. (Romans 13:7)
  - I can be a good steward of what I have been given. (1Corinthians 4:2)
  - I can do things decently with good manners. (1Corinthians 14:40)
- Perseverance -
  - I can work to the best of my ability. (Colossians 3:23)
  - I can trust God when things get difficult. (James 1:12)

*"Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6*

## HISTORY OF PEN BAY CHRISTIAN SCHOOL

Pen Bay Christian School was founded in 1975 as a ministry of Littlefield Memorial Baptist Church. At that time, it started with seven preschoolers and was called Littlefield Christian Nursery School. The school progressed through the years. In 1978 there were two preschool sessions with 16 children in each class. In the fall of 1981, the first kindergarten class was formed with grades 1, 2 and 3 added in the ensuing years. In the mid 1990's, Littlefield Memorial Baptist Church voted to construct the Henderson Memorial Wing to house the school. In November of 1996 the wing was completed and the name of the school was changed to Pen Bay Christian School. The school has seen ebbs and flows in enrollment and is currently over 130 students, offering PreK through 12th grade. The Lord's blessings are evidenced by its growth and stability over the years.

## STATEMENT OF FAITH

We believe:

- The Scriptures, both Old and New Testaments, to be the inspired Word of God without error in the original writings, the complete revelation of His will for the salvation of man, and the Divine and final authority for all Christian faith and life. (2 Timothy 3:16, 2 Peter 1:21)

- In the Trinity of the Godhead – one God, eternally existent in the persons of Father, Son and Holy Spirit. (Matthew 28:19)
- In the Deity of Christ (1 John 5:7,20), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3), His resurrection (John 11:25, 1 Corinthians 15:4, Acts 2:24), His ascension to the right hand of God (Mark 16:19, Romans 8:34), His personal return in power and glory (Acts 1:11, Matthew 25:31). He is our High Priest and Advocate. (1 John 2:1, Hebrews 9:11)
- In the absolute necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of human nature (Titus 3:5). People are justified on the single ground of faith in the shed blood of Christ and 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)
- In the creation of the universe and of man by a direct act of God apart from any process of evolution. (Colossians 1:15-17)
- In God immutably creating each person as male or female. These two distinct genders are made in the image of God. (Genesis 1:26-27)
- In marriage as the uniting of one man and one woman in a single exclusive union. (Genesis 2:18-25)
- In God intending sexual intimacy to occur only between a man and a woman who are married to each other. (Hebrews 13:4)
- In the personal existence of angels, demons, and Satan. (Revelation 12:7-9)
- In the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-29, Ephesians 4:3-4, Colossians 3:12-14)
- In the eternal salvation of sinful people through personal faith in Jesus Christ, whose blood was shed for the remission of sin. (Acts 13:38,39)
- In the bodily resurrection of all men; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting punishment. (John 5:28-29, Matthew 25:46)
- In the personal return of our Lord Jesus Christ in power and great glory. (Luke 17:23, 24)

## PHILOSOPHY OF EDUCATION

Pen Bay Christian School believes that a complete education is one in which the whole child is considered. Our goals reflect our concern for the academic, spiritual, social and physical development of each child. As a Christian school, we are committed to teaching with a Biblical worldview, integrating a biblical perspective and making disciples of Jesus Christ in every aspect of education and life.

Our goals with respect to ***Spiritual development:***

- To teach the Bible as the Word of God, a source of doctrine and a guide for daily living;
- To teach the basic tenets of the Christian faith;
- To encourage each student to come into a personal relationship with Jesus Christ, honoring Him as Lord and Savior by seeking to know and do the will of God;
- To stimulate a pattern of life based on the standards set forth in the Bible;
- To aid each student in the formation of a personal Christian philosophy; which will permeate every area of their life.

Our goals with respect to ***Academic development:***

- To teach the skills necessary for effective comprehension, communication, and computation;
- To provide a sound curriculum that will thoroughly prepare each student for his or her future academic and vocational goals in the 21st century and beyond;
- To stimulate creative thinking and appreciation for beauty in the fine arts;
- To develop each student's ability to make inquiries, do research, and critical thinking;
- To help students recognize in every area of study, the revelation of God in creation and in the Holy Scriptures.

Our goals with respect to ***Social development:***

- To encourage the sense of each individual's worth as a special creation of God and a recipient of His love;

- To foster wholesome interpersonal relationships;
- To encourage responsible behavior;
- To help prepare students for Christian leadership.

Our goals with respect to ***Physical development:***

- To help each student achieve physical fitness;
- To help each student develop respect for the body as a gift from God and the temple of the Holy Spirit, to be treated respectfully for a lifetime of physical, spiritual, and emotional health.

## **SCHOOL STRUCTURE**

### **PEN BAY CHRISTIAN SCHOOL BOARD of DIRECTORS**

In consultation with the Deacons of Littlefield Memorial Baptist Church, Pen Bay Christian School has a governing board of directors elected from the membership of Littlefield Memorial Baptist Church. This board sets forth the policies of the school and is responsible for the overall operation of Pen Bay Christian School. The Board of Directors also appoints a Head of School (Administrator) to oversee the daily affairs of the school. The primary responsibility of the PBCS Board is to act as an adviser to the administrator of the school in regard to fulfillment of the school's mission statement. From time to time, the administrator may request board members' assistance or advice in certain areas of their administrative duties. The function of the Board may manifest itself in direct aid to the school administration.

### **FACULTY**

Members of the Pen Bay Christian School faculty have been selected on the basis of academic credentials, as well as their dedication to the goals of Christian education. Our faculty either hold degrees in education or have significant experience in the field of education. All teach under our Administrator or Head Teacher who hold Professional Certificates.

All are active members of a Bible-believing church. Each teacher has also expressed a desire to serve God through teaching at a Christian school and has a professed personal relationship with Jesus Christ. Elementary teachers are responsible for all basic subjects (English, math, science, social studies & Bible). Special teachers, Ed Techs., or volunteers chosen for their expertise and background teach physical education, art, music, technology, and library skills.

Parents should take responsibility to maintain close contact with their child's teacher. Most issues can best be solved at this level. If a problem cannot be resolved directly with the teacher of your child, then a parent is encouraged to contact the Administrator who will seek to find a peaceful solution. However, a parent always has the right to contact the Administrator for further information. The Administrator acts on disciplinary problems sent by the teachers and acts as a liaison between the teachers and the School Board of Directors.

### **School Identifiers**

SCHOOL LOGO Academic, Social, Spiritual

SCHOOL MASCOT The Knights

SCHOOL COLORS Blue, Gray, and Gold



## ADMISSIONS

Pen Bay Christian School admits students of any sex, race, color, religion, or national or ethnic origin. No discrimination is permitted against any student by virtue of sex, race, color, religion, or national or ethnic origin.

### Re-enrollment

Current students and their siblings have priority in the re-enrollment registration process for the upcoming school year at Pen Bay Christian School. Our office will have all the necessary forms available in March. While this may seem early, our registration fees are heavily discounted at this time to encourage early enrollment. This allows us to order classroom materials at a discounted price and we pass this savings on to our school families as a courtesy. Our school board also uses this information in its preliminary budget process and staffing decisions. **Families wishing to re-enroll must be current in their tuition payments and owe no school fees.**

### New Admissions

New admissions begin after March 15. Parents who wish to enroll their children in Pen Bay Christian School are required to submit an application with the registration fee. An admissions application for enrollment is available in the school office. The full amount of the registration fee, along with a copy of your child's birth certificate and immunization record must accompany the application in order for it to be accepted for processing. By law, we must have your child's birth certificate and full immunization record in order to attend classes. These health records are required under our Pen Bay Christian School Immunization Policy.

Legal Reference:

20A MRSA6352-6359, Chapter 126 (Me. Dept. of Ed. Rules).

After applying for admission to Pen Bay Christian School, the student and his/her parent(s) may need to participate in an interview with the Administrator.

### Students will be admitted based on the following criteria:

- The student has demonstrated the ability to profit from normal school instruction.
- The student has shown a behavior pattern reflecting a desire for an education and is in agreement with school policies.
- The parents express an agreement with the philosophy of the school and are willing to have their children trained in accordance with this philosophy.
- It may be necessary for a student to take an entrance exam to determine the appropriate grade status. The decision to test a student will be made by the administration upon receipt of the student records or sooner if the situation warrants.

All parents are required to sign the Parent's Statement of Cooperation which is part of the Application process. Students in grades 4 – 12 must sign the Student's Statement of Cooperation that appears on the back of the application.

No student is admitted or allowed to remain in Pen Bay Christian School who does not agree and cooperate with the overall purpose and program of the school. New families will receive written and verbal notice of admission to Pen Bay Christian School following a review of the admission application.

We do not offer full special education services at Pen Bay Christian School. However, teachers do their best to meet individual needs. We do cooperate with surrounding school systems in scheduling I.E.P. meetings for those students with special needs.

### PREKINDERGARTEN ADMISSION REQUIREMENTS

All students entering our Prekindergarten program must turn four years old by October 15th to be accepted at the September start date.

## **KINDERGARTEN ADMISSION REQUIREMENTS**

To be eligible for kindergarten, students must be five years old by October 15th of the year they are entering school. All students entering first grade must have completed a year of kindergarten. The Administrator may alter this rule, at his/her discretion, after assessing the development of the child.

## **FINANCIAL INFORMATION/FINANCIAL STATEMENT**

Pen Bay Christian School is an extension of the ministry of Littlefield Memorial Baptist Church. The church supports the school by providing the use of the facilities, covering the cost of wear and tear on the building, and janitorial services. However, the school itself is responsible for meeting all of its own financial obligations (such as teachers' salaries, books, insurance, utilities, etc.) School accounts must be kept current in order for the school to meet its obligations. The School Administrator /Administrative Assistant acts as a liaison between the parents and the School Board in this matter.

If an account is over 30 days past due on the statement due date, the Pen Bay Christian School Board reserves the right to ask the parent or guardian to withdraw the student(s) from the school. This will be a last resort after all efforts to work with parents to bring their account current have failed. Transcripts and report cards will be withheld until accounts are current. Please read carefully the rules in your financial agreement.

## **FINANCIAL AID**

In an effort to make Christian education affordable for as many families as possible, the Pen Bay Christian School Board of Directors has established a financial aid program. Applications for financial aid are available in the school office and should be submitted by May 15th for the upcoming school year. Your financial aid award will be distributed to your account monthly provided you are current with your portion of tuition. If you are not current with your portion of the tuition your financial aid will be withdrawn for the following month. Financial aid may be reinstated upon request once your account is current. If your tuition payments are repeatedly past due, your financial aid may be removed from your account.

## **TUITION AND FEES**

Tuition payments can be paid in full to the school by August 15th or can be paid monthly at Pen Bay Christian School. Invoices/Payments are due by the 15th of each month beginning with August and ending with the May payment. Payments are on a ten-month schedule (August-May).

If there are multiple students from one immediate family attending Pen Bay Christian School, we do offer discounts which are applied to the lesser tuition and are as follows:

Discount rates are based on full-time students and begin with the first full-time child in the family.

First Child - Full Rate, Second Child - 25% discount, Third Child – 75% discount, Fourth Child – FREE

## **TUITION RATES:**

PreK4-12:      \$4,600.00      (5% discount if paid in full by August 15th)

## **REGISTRATION(Curriculum) FEES: DUE AT ENROLLMENT**

PreK4 -12:      \$400.00 Before May 31 - \$450 After May 31

Registration(Curriculum) fees are non-refundable and must be paid to be enrolled for the next school year. Families who have not paid registration(curriculum) by the first day of school or have past-due accounts will not be allowed to start school until past-due registration /payments are made in full.

TEXTBOOKS: The curriculum fee covers part of consumable books. Pen Bay uses additional textbooks that are property of the school. Beginning 2025-2026 fees will be assessed for damage of school textbooks.

Other expenses, including participation fees for athletics, special activities, school pictures, and contributing to various projects are completely optional.



## **ACADEMICS**

### **PREKINDERGARTEN/KINDERGARTEN CURRICULA**

Both programs are designed to prepare the students spiritually, socially, and academically. The pre-kindergarten program teaches children a well-rounded readiness program enriched by music, art, and physical activities within the classroom and in the community through various educationally enriching trips. Bible stories and memory verses are taught in both programs. Music, Art and PE are activities kindergarten students enjoy weekly. The kindergarten program is designed to develop beginning reading, writing, and thinking skills and includes an introduction to science and social studies through hands-on activities.

## **CURRICULUM**

Our curriculum includes Bible, reading, language arts, mathematics, social studies, science, physical education and fine arts. BJU Press textbooks are used from PreK4-12th grade. Although textbooks are an important part of our curriculum, the true curriculum is the teacher and how they follow our scope and sequence to best approach each child's learning characteristics. The most important part of the curriculum is the inspired Word of God. We currently use the KJV, NKJV, NASB, ESV and NIV (pre 2011). Students are expected to provide their own Bibles in one of these versions. All scripture memory is done in the same version as dictated by the individual teachers. Faith impacts our approach to every subject, and discussion of the Bible/Bible integration continues throughout the day. Grading in classes is based upon assessment of concepts taught and participation in class including hands-on activities.

### **HOMEWORK**

Homework is given to reinforce work done in the classroom and is begun in the early grades to help children develop good work habits and study skills. Reading is an essential part of a student's growth and development and will therefore be a focus of homework.

## **REPORT CARDS AND GRADING**

The purpose of the reporting system is to give parents and students an accurate indication of the progress, or lack of progress, being made. Grades are accessible 24-7 on Quickschools, our school information system. Each reporting period is approximately nine weeks.

Our grading system is as follows:

- A. 100-93
- B. 92-85
- C. 84-77
- D. 76-70
- F. Below 69

The final report cards are sent home on the last day of the school year. Student records are collected and maintained to promote the instruction, guidance, and educational progress of each student, and for legitimate educational research. Parents have the right to inspect and review official records, files, and data directly related to their own children. Also, parents are allowed copies of materials contained in their child's records. A complete statement of policy, pertaining to the Family Educational Rights and Privacy Act, is available in the main office.



## **HONOR ROLL**

The honor roll recognizes students in Grades 3 – 12 who have maintained a high level of achievement as well as satisfactory effort and conduct. The honor roll is awarded to students earning no grade lower than an A or a B, with an average of 85 or higher in every subject. High honors are awarded to students earning no grade lower than an A, with an average of 93 or higher in every subject. Unsatisfactory effort or conduct in any class will disqualify a student from earning honors.

## **STANDARDIZED TESTING**

Standardized Tests are administered in the fall and spring in Grades K – 8 to help us measure each student's academic progress and evaluate the schools' curriculum strengths and weaknesses.

## **PROMOTIONS**

Students are promoted to the following grade level on the basis of academic achievement. If there is a question after the first two quarters, the parent will be notified by the teacher. If, by the fourth quarter, there has not been adequate progress, a conference will be held with the teacher, parents, and the Administrator; to consider the best possible placement for the student. A final decision will be made after standardized academic testing is completed. A conference will be held with the parent, teacher, and administrator about the best possible placement for the student.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

### **College Preparation\*\***

**(22.5 credits)**

- 4 English**
- 3 Math**
- 3 Science (1 with a lab)**
- 4 History/Social Studies**
- 1 Physical Education**
- 1/2 Health**
- 1 Fine Arts**
- 2 Foreign Language**
- 4 Bible\***

### **General Education\***

**(20.5 credits)**

- 4 English**
- 3 Math**
- 2 Science (1 with lab)**
- 3 History/Social Studies**
- 1 Physical Education**
- 1/2 Health**
- 1 Fine Arts**
- 2 Electives**
- 4 Bible\***

**Each student is required to do 20 hours of community service.**

**\* (or 1 for each year attending PBCS)**

**\*General Education – Minimum graduation requirements**

**\*\*College Preparation – Recommended requirements for students interested in attending college. Students should check with each individual college they are interested in attending to determine the admission requirements.**

### **THE HOME - SCHOOL (A WORKING PARTNERSHIP)**

We at PBCS are ever mindful that God has charged parents with the important responsibility of training their children.

“And thou shalt teach them diligently unto thy children and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and thou liest down, and when thou risest up.” Deuteronomy 6:7  
“Train a child in the way he should go: and when he is old, he will not depart from it.” Proverbs 22:6

We realize that it is our responsibility as a staff, to be actively involved with parents in preparing students for a Christian life. When parents assume the Biblical responsibility of training their children and work in harmony with a Christian school and church that support their values, we have a “threefold cord which is not quickly broken,” (Ecclesiastes 4:12). When parents entrust their children to us, we are careful to see these students as gifts from God, thus to be loved as ones for whom Christ gave His life.

Effective communication between the home and school is a crucial element of a child's success. Parents may often have questions and/or concerns about their children's education and rightly so. We should always remember that the key to effective communication is clearly outlined in God's Word.

“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 has 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 neglects to hear the church, let him be unto thee as a heathen and publican.” Matthew 18:15-17

### **COMMUNICATION**

In order to keep our school's focus on the Lord Jesus Christ, we ask that parents observe the following guidelines whenever you have a question or concern about your children or their education:

1. **Discuss any issue with the classroom teacher first.** Remember that the classroom teacher spends the most time in school with your child and clearly will have the best insight as to what is going on with him/her at school. More often than not, most issues can be dealt with and resolved at this level.
2. **Consult with the Administrator if need be.** Occasionally, the parents and teacher may feel after the initial meeting that the insight and input of the school Administrator might be beneficial to an issue. Please be mindful that **this should only occur after the parents and teacher have initially discussed the matter.**
3. **School Board, Administrator, Teacher, and Parents Meeting.** In very rare instances, an issue may need to be taken to the school board for evaluation. This will only occur after the first two meetings have taken place. Parents should be aware that, depending on the issue, students may be asked to be at the meeting.

It is our prayer here at PBCS that with the Holy Spirit to lead, direct, and complete His purposes through us, we will touch these young students' lives for eternity. Romans 12:3-6 reminds us that although “we have many members in one body” we still must work together to accomplish God's objectives in our school.

**Slandorous, inflammatory or accusatory emails will not be answered by PBCS teaching staff or administration.**

*We aim to fulfill our responsibility to communicate closely with parents through:*

- **Orientation** will be held at the end of August for all students and parents for the purpose of giving vital information on school vision, procedures and expectations. Each student is expected to have at least one parent/guardian at this orientation. On the same evening, prior to and following orientation, there will be an **Open House**, providing an opportunity for parents and guests to visit classrooms, meet teachers and ask questions. An additional Open House for Preschool and Kindergarten may be held in mid-April.
- **Weekly emailed notices** from the school office informing parents of what is happening at school.
- Our **school website** and social media accounts will contain current information.
- Elementary **class websites** will contain information specific to your child's class.
- **Report cards** are completed four times a year which report not only a student's grades but personal comments about each student's achievements, effort and conduct. Report cards will be sent (reported) through Quickschools.
- **Parent-Teacher Conferences** will be scheduled as necessary to discuss in person each child's progress. Preschool conferences are held in the spring.
- Availability of the Administrator to respond to parent concerns.
- Opportunities for parents to join us in the classrooms and on field trips. If a parent wishes to observe their student in the classroom, arrangements must be made with the Administrator and teacher prior to the day of the desired observation.

*In return, we ask parents to fulfill their responsibility to the school by:*

- Supporting the school in **prayer**. Please pray daily for your child, their teacher, and each of us who work in this school community.
- **Keeping informed** by reading materials sent home from school. Please ask your child for notices and insure that backpacks are emptied nightly.
- **Check your email frequently** as it is the most frequent and efficient means of communication we use.
- **Keeping informed** by reading the weekly newsletter (emailed and posted on the school website).
- **Responding to teacher/school emails.** Please respond to teacher and administration emails.
- **Attending** scheduled conferences, special events, and Pen Bay Association (PBA) meetings.
- **Supporting our fund-raising activities.** In effort to keep tuition affordable, we rely heavily upon our generous donors and support of our community.

- **Following school procedures for communication with teachers.** We are grateful for each child entrusted to our care and value parent communication. Since time off from school is minimal, we ask that you NOT call teachers at home. Phone the school office and ask the teacher to call. After school hours our phone is covered by voice mail. Write a note or email to the teacher. Teachers are busy with meetings and duties before and after school. Teachers also have devotions each morning before school. Please understand we know that communicating about your child is very important. We want to make this as efficient and manageable as possible for all. Following the above procedures allows teachers to better reserve a time just for you.
- Communication with teachers and administration should **be kind and gracious**. As partners in Christ we want to show love and respect to one another.
- Bringing unresolved concerns or problems to the attention of the Administrator.

## CONDUCT AND DISCIPLINE

Code of Pen Bay Christian School "Love your neighbor as yourself." Matthew 22:39

### PURPOSE AND PHILOSOPHY OF DISCIPLINE

The word discipline is one of several words in the family of words that includes disciple. The word disciple is defined by Webster as "a pupil or follower who accepts and helps to spread his master's teachings." Our school is a Christian community of learners which seeks to guide students through Biblical correction and encouragement creating a classroom and school environment where learning can flourish. As Christ disciplined His disciples to produce a change in attitude, action, word, and thought, Pen Bay Christian School seeks through prayer, counseling, and consistent loving correction, and discipline to produce a life change. Student behavior in the classroom and school is crucial because without an orderly atmosphere, very little teaching or learning can occur. Discipline fosters an atmosphere where learning is optimal for all learners. Because learning can occur in a variety of settings and structures, we recognize the importance at times of action, inquiry, and open discussion. Our conduct policies are built on and stress respect and safety for all at Pen Bay Christian School.

### CONDUCT - FOR STUDENTS

Every member of the Pen Bay Christian School student body is expected to use good judgment in evaluating appropriate behavior for school. The following rules reflect what we consider to be proper conduct at school, at recess and lunch, and when representing PBCS at any function/field trip. **Policies and rules are determined by the Pen Bay Christian School Board of Directors, school faculty and administration, and may be revised without notice during the school year.**

- **Practice courtesy**, consideration and honesty in your association with teachers, school employees, fellow students, parents/volunteers and visitors. Respect the authority of all teachers and adults serving in the school setting, whether staff or volunteer. Disrespect shown through back-talk or non-verbal communication (ex. facial expressions or gestures) is not Christ honoring.
- **Respect your fellow students.** Respect their personal property. Every person has the right to remain free from intimidation or physical, verbal or psychological harassment. Name calling and teasing are not permitted. Students are not permitted to enter another student's belongings or personal area (ex. desk, locker, etc.) without his/her specific permission. Students must respect the right of their fellow classmates to learn.
- **Respect church/school property.** Any misuse is a serious offense. If such an incident should occur the student may be held responsible for either the repair or the replacement of the damaged property.
- The use or possession of any illegal drugs, smoking, drinking etc. will not be tolerated and may result in immediate suspension or expulsion.
- There is absolutely no carrying of any weapon or any object used as a weapon.
- Profane, vulgar, rude or abusive speech or actions of any kind has no place at Pen Bay Christian School. Eph.5:3-4

- Help keep the school clean and orderly by: Discarding litter in trash containers, not leaving books or personal items in the halls, in the bathrooms, entry ways or in any lane of travel, limiting eating only to your classroom or lunch room and refraining from gum chewing.
- Classes are to pass through the hallway quietly and with no running so as not to disturb the other classes. Running is a safety hazard.
- **Do your own work.** Claiming another person's work as one's own is a punishable offense and in adulthood is illegal. Cheating, lying, and stealing are serious offenses and parents may be involved in the first offense.
- Any party to be held during the school hours must be approved through the school office.
- Classrooms are to be kept orderly. Coats are to be hung, and personal belongings placed on hangers & racks. This fosters responsibility. **All students are expected to help in the clean-up routine at the end of the day.**
- Students are not allowed to roam in and out of the school building before or after school. Unless staying for extra help or a supervised after school activity, students must remain in the supervised area until they are picked up. Once at school for the day, a student may not leave the school until regular dismissal time unless there is specific parent permission. The student will be dismissed through the school office and must be signed out by a parent.
- Students are never allowed to use the elevator unless accompanied by an adult.
- **Students are expected to make all arrangements for after school activities prior to coming to school.**

**Boy-Girl Relationship / Physical Affection** Pen Bay Christian School believes that a Christian school is a place where caring and age appropriate relations based on respect should be developed in a healthy manner between young men and young women. All students are encouraged to spend time together in open and non-secretive ways while developing Godly, Christ-honoring relationships. The school strongly discourages boyfriend-girlfriend relationships and encourages students to develop healthy relationships in group settings. Students are not permitted to pair up and seclude themselves in classrooms or other places on school grounds, in vehicles, or at school-sponsored events. All displays of physical affection are prohibited during school or at school functions. Holding hands, kissing, and sensual embracing are considered inappropriate in a school environment. Students are expected to act becomingly and appropriately as young men and women of Christian character.

**Cell phone/electronics policy** - Cell phones and smart watches will be turned in to the homeroom teacher every morning and will be given back to the students at the end of the day. Cell phones/smart watches are not to be used at any time during the day including early morning drop off and after school pick up. If a student needs to contact a parent during the day, they will be able to use the school phone in the office. Parents should call the office if they need to speak to a student in cases of emergency. Students may be permitted to contact their parents after school with permission and in the presence of a teacher on rare occasions. Personal electronics such as tablets, laptops, iPods etc should not be brought to school. Students are provided with a school laptop as needed. Any misuse of the school laptop will result in disciplinary actions.

***It is understood that attendance at Pen Bay Christian School is a privilege. Any student who does not abide by the standards and principles of this school may forfeit this privilege.***

## **DISCIPLINE PROCEDURES**

"He who heeds discipline shows the way to life, but whoever ignores correction leads others astray."  
Proverbs 10:17

At Pen Bay Christian School, most discipline is carried out by classroom and special subject teachers. All teachers have classroom management plans to promote positive behavior and correct misbehavior. Teachers will communicate with parents when misbehavior is consistent and will discuss a plan of action to help curb the behavioral issues. As we address behavioral issues, we do not seek to merely punish a student so that they may act a certain way, but to address the matter of the heart and guide students to positive constructive behavior. Consequences may simply be a conversation with the teacher which reminds the student of the correct behavior. Loss of recess time is a frequent consequence. Loss of recess reminds students that they have choices that they make and sometimes their choice results in a negative consequence. This process helps our students monitor their own behavior, and encourages self-control, responsibility and maturity. There may be occasions when a short time in the school office or Administrator's office may be appropriate or necessary. Parents may be notified depending on the offense.

Misbehavior that persists will not be tolerated and will be handled with the following Minor and Major procedures. Misbehavior, resulting in Minors and Majors, will be recorded in Quickschools under the Discipline tab. It will include a date, time, description of the behavior and consequences. Each time a student Minor or Major is recorded, the parents will receive an email through Quickschools. Consequences resulting in detentions may include sitting silently in the office, talking with a teacher/Administrator about the situation or doing some work around the school. Students will be expected to express/write about their actions and their responsibility to correct the misbehavior with the understanding that this correction is a matter of the heart and not just an action.

### **Minor**

Definition: (Misbehavior) Any minor disturbance that interferes with classroom order, instruction, or school procedures including safe practices.

*Examples of Minor behaviors are:*

- Inappropriate/Excessive Talking
- Dress code violation (Possibly Changing Clothes)
- Horseplay/Roughhousing
- Distracting other students
- Electronic Misuse
- Chewing gum/eating in class

### **Consequences for Minor Misbehavior**

1st Offense - Student will speak with teacher  
(Student may receive detention at recess or after school)

2nd Offense- Parent receives email through Quickschools  
(Student receives detention at recess or after school)

3rd Offense - Teacher will issue a detention, mark in Quickschools and calls the parent  
(Student receives detention at recess or after school with the Administrator),

4th Offense - Student is sent to the Administrator who will also contact the parent.  
(Student Receives multiple detentions and possible in-school suspension)

If misbehavior continues, student may no longer be able to attend Pen Bay Christian Schools either temporarily or permanently.

### **Major**

Definitions: Misbehavior resulting in Disobedience, Disrespect, or Defiance.

Activities and attitudes that show a lack of respect for authority.

*Examples of Major 1 behaviors are:*

- Talking back or other disrespectful actions
- Facial expressions or gestures showing a lack of respect.

- Cheating
- Teasing
- Lying
- Disobedience
- Fighting
- Bullying
- Verbal, Physical, Electronic (internet or text) abuse
- Profanity
- Stealing

### **Consequences for Major misbehavior**

Discipline report with description is completed by the teacher and recorded in Quickschools  
 Administrator or teacher will directly contact parents (a meeting may be set to discuss actions/consequences)  
 Student will receive detention(s) at recess or after school

Repeated Major 1 offenses will result in multiple detentions, in-school or out-of-school suspension and/or possible expulsion.

### **PLAYGROUND EXPECTATIONS**

Safe fun is our goal here.

Please remember our Code of Honor applies at all times while you are at Pen Bay Christian School.

WE CARE ENOUGH TO BE ...

FAIR, HONEST, KIND, RESPECTFUL and RESPONSIBLE because...

IN ALL WE SAY AND DO IN CHRIST WE HONOR OTHERS!

#### **Going to recess:**

- Walk quietly until you are out of the building as others are in school or working.
- As you exit, hold the door for the person behind you.

#### **At Recess and After School:**

Be aware of where you are.

- Stay in view of teachers, staff, or volunteers.
- Play away from classroom windows.
- Stay out of the bushes and prayer garden and away from the garage and shed.
- The cross is the boundary of the play area.

Use playground equipment appropriately.

- Sit on the swings without twisting or jumping off.
- Sit and slide, feet first, one at a time, without stopping in the middle.
- Do not kick playground balls past the cross.

Play safely and positively during games and activities.

- Games of killing and violence are not allowed.
- Edify one another and refrain from name-calling, teasing, or profanity.
- Avoid play which includes fighting, tackling, tripping, pushing, pulling on clothes, and throwing anything except items of play.

At Winter Recess:

- Wear appropriate WARM clothes, including socks.
- Snow pants, boots, hats, and gloves are required for students, prekindergarten – grade 12, who are playing in the snow.
- Students not wearing boots may walk to the swings or play on the tar. Depending on the depth of the snow, play may be restricted to plowed areas for students not wearing boots.



- Be respectful of snow sculptures and forts unless the “owner or creator” gives permission to destroy them.
- Snowballs should only be thrown at a designated target.

Returning to School:

- Line up promptly and wait quietly for instructions
- Return playground equipment to its proper place.
- Walk quietly back to your classroom.

## **EMERGENCY RETURN TO BUILDING**

- Sometimes due to weather conditions or other unforeseen reasons students may need to line up early. Students need to follow directions without question.
- If thunder is heard, students must leave the playground immediately and enter the building as instructed.

### ***PLEASE NOTE:***

We discourage bringing in toys from home. Toys brought from home will be placed in the student’s backpack or locker to be returned home unless it is a show and tell item. This prevents lost or broken toys and sharing issues. Pen Bay Christian School is not responsible for lost or broken toys. The school will provide games and toys for student use.

## **LUNCHROOM/SNACKS**

### **BEHAVIOR/EXPECTATIONS**

#### **ENTERING/LEAVING THE LUNCHROOM:**

- Walk in quietly and sit in designated area
- Hold the door for the person behind you.
- Students should not need to go back to their classrooms.

#### **IN THE LUNCHROOM:**

- Quieter voices. This is the time for eating. The more students focus on lunch the quicker everyone will be outside where it is most appropriate for students to use their energy.
- Walk always.
- Students are permitted to get up and throw away their trash.

#### **AT THE TABLE:**

- Remain seated
- Sharing food is not permitted.
- Clean up after you are finished eating.
- Remain seated until dismissed.

Students should never be in the kitchen without a teacher. Microwaves are available in the cafeteria for grades 6-12 to heat their own lunch. Elementary students may occasionally bring food to be heated, but please remember that a teacher or lunch monitor must heat it up for them which often results in not enough time for them to eat.

## **HOT LUNCH WEDNESDAYS**

Students bring their own lunches on Monday, Tuesday, Thursday and Fridays, but Wednesdays are always a treat. Our volunteer parent organization, PBA, provides lunch for the entire school body each Wednesday (except early release days). Students may still bring their lunch if they wish. A lunch menu is provided in the weekly announcements and on the school website. The lunch is at no cost, however a donation of \$5 or more per month would be greatly appreciated to help offset the cost. The PBA raises all the money or accepts donations to provide for these lunches.

## **SNACK/LUNCH**

Students are encouraged to bring a nutritious snack to eat during their recess break(s). High sugar foods are discouraged such as cookies, sweets, soda, etc. A better selection would be fruits, crackers, yogurt, vegetables, and fruit juices. This enhances the students' ability to stay on task.

Students must bring their own healthy lunches and drinks. Anything in glass bottles should not be brought to school. Energy drinks are not permitted in school.

## **ALLERGIES/CONTINGENCIES**

Some students have severe allergies to certain foods and nuts. At times, the school may ask for cooperation and contingencies from all families to assist in providing a safe environment for these students.

## **DRESS CODE**

The dress code at Pen Bay Christian School is a set of standards designed to uphold our Biblical standards as well as promote a positive academic environment.

Biblical Standards Honor God

- Dress modestly (1 Timothy 2:9).
- Don't cause another person to stumble (Romans 14:16-21).
- In all you do, do it all for the glory of God (1 Corinthians 11:31)

A Positive Academic Environment Honors Others.

- A clean, neat, and tidy appearance.
- Freedom to engage comfortably in all educational activities including physical education.

Any violations of dress code policies will result in a Minor and possible change of clothing (See Discipline Procedures above). If no clothes are available, then parents may be asked to bring a change of clothes or students may be sent home.

## **DRESS CODE EXPECTATIONS FOR ALL STUDENTS**

Pants, shorts, skirts, etc. must follow these guidelines:

- Blue jeans must not have holes above the knees. They should not be overly long or tight. If excessively loose, a belt is required.
- Shorts, (weather permitting), must be at least fingertip length and may not be spandex material.
- Leggings are permitted in grades **PreK - 2** only.
- Dresses and skirts must be modest in length.
- T-shirts, shirts, turtlenecks, sweaters, sweatshirts, etc. must follow these guidelines:
- Pictures and logos must be appropriate (without profanity or references to alcohol, tobacco, drugs, death, torture, or anything that could be considered objectionable.)
- Athletic teams or events are acceptable as long as slogans/artwork is not offensive.
- Hooded tops may be worn as long as the hood is down/off in school.
- Conservative necklines
- Tank tops, midriff tops, tube tops, or strapless tops are not permitted.

Additional guidelines:

- Ensure that all undergarments are not exposed
- Hats are not worn by boys or girls in the building except for special events.
- Only ear piercings are permitted
- Tattoos or writing on the skin is not permitted, including stick-on tattoos.
- Shoes must be worn at all times inside and outside of the building.
- We strongly discourage flip-flops/slides during school hours. If flip-flops/slides are worn by students, parents bear full responsibility for any injury to their student that is caused by wearing flip-flops/slides.

### PHYSICAL EDUCATION ATTIRE

- All students will need sneakers on PE days. Clothing should be comfortable for physical activity while following the above-mentioned guidelines for appropriateness.
- The Office Administrator or Administrator will contact the parent if the student's attire does not meet any of the dress code requirements of Pen Bay Christian School.

## GENERAL POLICIES AND PROCEDURES

### SCHOOL SCHEDULE

Monday - Friday:

8:00am – 3pm

8:00am – 11:30am (early dismissal days)

8:00am-8:10am Homeroom and preparation for the day

Students are considered tardy after 8:10am. See below.

### MORNING ARRIVAL

PreKindergarten: Children will be received through the front doors of the school. Parents or an authorized adult can drop off their children 10 minutes prior to the start of school (7:50am) and students should be picked up promptly at the end of the session.

School begins at 8:00. Early drop off begins at 7:30 as a convenience for parents that need to be at work early and should not be viewed as a time for more play and social time for students. With a larger enrollment than in previous years, it may be necessary to adjust morning drop off to consider supervision and safety. **Please use the early morning drop off only if necessary.** The closer to 8:00 that children can be dropped off, the better it will be.

Students need to be dropped off at the cafeteria entrance. They are to enter the cafeteria door and be seated at their class table in the cafeteria until the teacher on duty dismisses them at 8:00. All students who arrive after 8:00 am are to enter through the front doors of the school. **Students who arrive after 8:10am must check in WITH PARENT and will be marked tardy.**

### SCHOOL DISMISSAL

3:00pm Dismissal: Students are to be picked up promptly at 3:00pm. After-school teacher coverage is provided until 3:15pm. Please drive through the dismissal area (near the playground, behind the school) to pick up your children.

Students will not be allowed to walk through the parking area to your car as this is potentially dangerous for your children. If students need to walk or ride a bicycle home, parents should give written permission to the office in advance. Students in elementary will not be permitted to walk or ride a bicycle home without an older sibling or adult accompanying them.

### **PLEASE HELP US Keep your child safe!**

We ask that you provide a list of who has permission to pick up your child from school. This list will be kept in the school office and will be shared with your child's classroom teacher. There will be a form available for you to fill out. Thank you for your help. This is to help us keep your child safe. Please keep this list current. If plans change at the last minute, please call the school to ensure a smooth pick up transition for your student. Be ready to provide the car description and the name of the person picking up your student. Please realize your student's safety is our priority. Until we can assure the identity of the driver, your student's dismissal may be delayed.

If an emergency case warrants, please contact the school immediately to request coverage. We do realize that traffic or other situations beyond your control may interfere with your ability to comply with our dismissal policy on rare occasions. Students will be sent to the school office for dismissal if they remain following the normal dismissal period. Please come into the school office using the front door to pick up your student if you are picking up your student following the normal dismissal time. Parents that stay after school with their children to play on the playground, etc., are responsible to supervise their children and observe all playground guidelines.

### **TARDINESS/ABSENCES**

All students must be ready to participate in class by 8:10am. **Students who arrive after 8:10am need to enter through the front doors and must be accompanied by a parent.** All tardiness (excused or unexcused) must be recorded for state records. An excused tardy would include traffic delays, car problems etc. An unexcused tardy would include oversleeping, not leaving on time etc. All tardies result in disruption of classroom instruction and students missing important instruction/classwork. Tardies and absences may have an effect on student education and grades. More than 5 tardies and/or absences in a semester will result in a call from the Administrator to address the issue and will result in further action if tardies continue to occur which may also include an additional fee. **Missed class time cannot be duplicated through make-up work.**

Parents are asked to phone or email the school by **8:00am** each day that a child will be absent from school. (It is fine to call earlier and leave a dated message on the answering machine). Attendance is taken first thing in the morning. For safety purposes, any unreported absence will be followed up with a phone call to the parent's home or workplace. Any absences not reported to the office will be considered unexcused.

The following are considered acceptable reasons for absence:

- Illness
- Death in family
- Emergency (please specify)
- Medical appointments that cannot be rescheduled at any other time
- Severe weather conditions

Requests for work should be called into the office with 24 hour notice. We appreciate your support in keeping your child caught up with classroom work. Attendance in school is very important as class discussions and hands-on class activities are difficult to repeat apart from a school setting. Unexcused absences should be avoided. On the 3rd unexcused absence in a semester, parents will receive a call from the Administrator to address the issue and will result in further action if absences continue to occur.

### **PRE-APPROVED ABSENCES AND MAKE-UP WORK**

Students will be expected to complete assignments missed during an absence or illness. A list of make-up work, including due dates, will be prepared by the teacher of students in Kindergarten - Grade 12 at the discretion of the teacher.

The school calendar provides vacation time however, we realize that parent work schedules do not always coincide. **Non emergency absences (vacations)** must be pre-approved by the administration at least 2 weeks in advance and student assignments are due upon return to receive full credit. Excessive absences will hinder the academic success of students.

### **LEAVING EARLY**

If a student must leave school before the end of the day, he/she must be signed out in the school office, and a parent must communicate the reason for the early dismissal. If someone other than a parent is authorized to pick up a child for early dismissal, a parent must communicate this prior to pick up as well.

### **VISITS TO THE SCHOOL**

Parents and visitors are required to check in at the school office. A visitor's pass may be issued before visiting any other area in the school building.

### **EARLY DISMISSAL DAYS**

Periodically during the school year, Pen Bay Christian School will have early dismissal days where the school day ends at 11:30am. There will be no lunch times on these days. Regular pick up procedures apply.

### **EMERGENCY EVACUATION/LOCKDOWN**

The route to follow for emergency evacuation is posted in each classroom.

All students will participate in periodic lockdown drills. Pen Bay Christian School is a secure, locked campus. Security preparedness is in partnership with local safety authorities.

### **PARKING AREA**

PLEASE DRIVE SLOWLY when entering and exiting the parking lot. SAFETY is our utmost concern! Please park in the designated parking areas. DO NOT park in front of the walkway to the entrance to the school and DO NOT block the driveway. Free passage is absolutely necessary for safety reasons.

If you have a child in the Prekindergarten program, we ask that you please escort your child to their classroom door and leave them with the teacher or aide. Please encourage them to walk.

If you are dropping off an elementary student you may drop them off at the appropriate entrance. If you are walking into the school with your child, please take your other children in with you. Please do not leave your car running in the parking lot and never leave children unattended in your car. This is very dangerous. Accidents happen and we would not want to see your child hurt in any way.

When picking up a student from school other than at dismissal time, come into the school office to sign your child out. Students will not be dismissed to a parent waiting in the car. We thank you for adhering to the parking policies.

### **STUDENT DRIVERS**

All student drivers must register their cars with the school. Copies of the student's driver's license, the car registration, and the insurance card must be on file at the school office. Cars should be parked in the designated area in front of the church. If necessary, student cars may be subject to search. Students should not go to their cars during the day without permission.

### **INCLEMENT WEATHER – SCHOOL CLOSING**

During inclement weather, parents should tune to News Center Maine– Storm Center (Channel 6 NBC) frequently check email and the school website as well as facebook, for an announcement if the school will close or have a delayed start time. If we have a two hour delay, drop off will be at the front of the school at 9:45. If we are open and conditions in your area are too severe to travel, please call the school to report the student for an excused absence. We will not close school early except under extreme conditions. Social media and on-line news services will also be updated as to our status. PLEASE CHECK FREQUENTLY AS DELAYS MAY GO TO A CLOSING.

## **STUDENT LOCKERS**

Middle and High School students may be assigned a locker. Students may decorate the inside ONLY with magnets. No stickers of any sort. Lockers are always to be kept clean and neat. Lockers are subject to search. If a student wishes to use a lock, the combination or an extra key must be submitted to the office.

## **RECESS**

Students need an opportunity to exercise and be refreshed after working several hours. K-8 students will have a mid-morning recess, and all students will have a recess after lunch. An afternoon recess is also held in elementary grades. Except on days of inclement or excessively cold weather, all K-8 recesses will be held outdoors. The exception to the above would be to complete late work or for a disciplinary time out. Both are at the discretion of the teacher and/or Administrator.

## **HEALTH POLICIES AND PROCEDURES**

The following are indications that a child should NOT be in school:

- Fever above 100° F
- Strep Throat or pending throat culture
- Vomiting or Diarrhea
- Conjunctivitis
- Pediculosis (head lice)
- Contagious diseases (chicken pox, among others).

When your child returns to school, we would appreciate a note describing the reason for their absence. A student who becomes ill during the school day will wait in the office until parents can make arrangements for the child to be taken home. Please be sure to keep the office informed of changes in your telephone number or emergency contacts.

Students receiving antibiotics for strep throat or other contagious infections must have been on their medications a full 24 hours before returning to school. Students who have had fevers or vomiting must be symptom-free for 24 hours before returning to school.

If your child is in school, he/she is expected to participate in all activities. A doctor's note is needed to be excused from an activity.

## **Medications**

The school, by law, is not allowed to prescribe or give medication this includes prescription and over the counter medication. If medication is to be administered to a student during school hours, it must be brought to the school office. It must be in its original container with directions clearly marked and must have a written doctor's directions. A written note from the parent authorizing administration of the medication must be filed in the school office prior to our giving a child medication.

## **Student Immunizations**

It is the family's responsibility to make sure that each child has received the appropriate immunizations. A student will not be admitted to Pen Bay Christian School until the parents have completed the Student Health Information form provided in the admissions packet. Maine State Law requires that all school children be protected against polio, diphtheria, pertussis, tetanus, measles, rubella, and varicella. Parents may have their family physician email immunization records to the school at [pbcbs@penbaychristian.org](mailto:pbcbs@penbaychristian.org). (Legal Reference: 20A MRSA 6352-6359, Chapter 126 (ME Dept. of Ed. Rules)).

### **Health Screenings**

Pen Bay Christian School has a school nurse who may perform hearing and vision screenings and records the height and weights of each child. The nurse also must keep an accurate account of the student's immunization records (see above). The school nurse will provide direction and oversight for the vision and hearing screening programs at PBCS. Screenings will take place pursuant to Maine statutes.

## **SPECIAL PROGRAMS AND PROCEDURES**

### **PRAYER**

Pen Bay Christian School opens each day with prayer during the homeroom period and pauses for prayer before lunch. Students are offered opportunities to lead in prayer as well as class devotions. The faculty begins each morning with devotions and prayer.

### **CHAPEL**

A regular part of Pen Bay Christian School's life is our weekly chapel service. Guest speakers, faculty, musicians, visiting missionaries, as well as our own staff are featured. There are opportunities to present skits and special musical numbers as well.

Chapel dates and times vary from year to year but are consistently held the same day and time each week. Parents, family and friends are encouraged to attend and need to sign in and out at the school office.

### **FINE ARTS**

Pen Bay Christian School places great emphasis on its fine arts program. Participation in fine arts programs allows a student to use and improve his talents for Christian service. Students perform at various functions throughout the school year. Music and Art are offered to students as part of the regular elementary curriculum. Specific program offerings in the fine arts may change but we remain committed to providing instruction in the fine arts to our students.

### **LIBRARY**

Our library is located on the ground level. The Library offers fiction and nonfiction, on easy reader, juvenile and young adult levels, as well as picture books, chapter books, reference material, biographies, science section, Maine studies, social studies, Bible studies, art, music, etc. K-5 students have scheduled library time at least once a week.

#### **LIBRARY GUIDELINES:**

- Books may be checked out for two weeks and renewed once unless otherwise stated.
- Encyclopedias may not leave the building and have to be returned to the library at the close of each school day.
- Food and drinks are NOT allowed in the library.
- Damaged or lost library materials will be paid for based on replacement costs. Unsettled accounts will result in ineligibility for re enrollment and the withholding of school transcripts.
- Students in the library must be under the supervision of an adult
- Students will be encouraged to check out library materials that are age appropriate.



## **ATHLETICS**

Athletics provide an opportunity for students to further develop in physical, spiritual and mental areas. We believe that not only do athletics reveal character but also gives opportunity to build character. When able, we offer coed soccer and basketball for grades 4-12 as part of the Maine Christian School Sports League. Other sports may be available as well throughout the year. An athletic fee will be established for each student based on the cost of uniforms and to help offset the cost of travel, officials and equipment.

Soccer \$50                      Basketball TBD                      Others TBD cross country and cheer

## **FIELD TRIPS**

Pen Bay Christian School takes part in various field trips throughout the year. Notice will be sent home with details for parents (or guardians). Students will not be permitted to attend field trips without a signed permission slip or verification from parents (or guardian).

The school often relies upon parents to help with transportation to and from field trips and to act as chaperones. Because this is a trip for our students, we can unfortunately not accommodate younger siblings. All parents wishing to help with transporting students must provide the school with evidence of their valid driver's license as well as a copy of your current car insurance (the office will make a copy of these to keep on file). Bureau of Motor Vehicle checks will need to be done for all volunteers wishing to help with transportation to and from field trips or activities. This information is needed for insurance purposes and to provide "safety first" for all students. Also, parents must follow the school policy on adhering to the schedule provided for that specific field trip. Please bring your documents to the school office well before the day of the trip.

Some field trips because of the size of the site will need to limit how many parents may attend. Teachers reserve the right to select and group their children with chaperones.

## **VOLUNTEERING AND CHAPERONING**

There are many volunteer opportunities throughout the school year. It is the parent's responsibility to respond to these opportunities. Background checks (Department of Motor Vehicle, Department of Human Services and Criminal History Records checks) will be done for all persons volunteering and working at Pen Bay Christian School (as referenced earlier). All fees charged for background checks must be paid by the volunteer and/or parent.

Volunteers will need to sign in at the front door office and may be asked to wear a volunteer badge while at PBCS. We appreciate your help and thank you for helping us keep all our students safe.

Should you be a volunteer at our school, please respect the privacy of our students and staff. Volunteers must also follow school, playground, classroom, and lunchroom rules during their volunteer time and encourage students to do the same. Due to privacy laws (see below) we ask you not to discuss our students with other parents. Please be mindful of student privacy if you post on social media.

## **PEN BAY ASSOCIATION**

Our volunteer parent group is called the PBA (Pen Bay Association). The group's goals are to provide enrichment for the school, teachers, and students through various activities. In the past, the group has enabled the soccer team, field trips, school presentations, staff appreciation, school lunch on Wednesdays and more. All activities and/or events sponsored by the PBA and PBCS must have prior approval by the PBCS Board of Directors. Fundraising is done to offset the expenses of monies spent. Officers are elected yearly at the end of each new school year. Meetings are held monthly and are announced in the school communication. The PBA sponsors a Facebook page for all PBCS parents – [www.facebook.com/groups/pbcdparentsgroup](https://www.facebook.com/groups/pbcdparentsgroup). If you have a child attending PBCS and are not part of this Facebook group, please request to join.

## **FEDERAL AND STATE MANDATES**

### **ASBESTOS**

Our school has conducted an extensive asbestos survey of our building and a comprehensive management plan is maintained through the trustees. This plan is available for review upon request.

### **FERPA LAWS**

The Family Educational Rights and Privacy Act grants parents the right to inspect or review their child's education records within a reasonable period of time, but in no case later than 45 days after they have made a request. If parents ask, the school must provide explanation and interpretations of the records. In addition, school units are required to provide annual notice to parents of their rights with regard to education records. These rights pass to students once they reach the age of 18.

### **PEST CONTROL**

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, good turf and plant care, and—as a last resort pesticides. This holistic approach is often called Integrated Pest Management (IPM). Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk approach available. If higher risk pesticides must be used, notices will be posted at application sites and advance notice will be sent home with students.

Parents, legal guardians, and school staff will be notified about certain pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before and until 48 hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. This school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records and information on the School's Integrated Pest Management Policy and Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting the school. Building Maintenance is under the Littlefield Memorial Baptist Church Board of Trustees.

For further information about pests, pesticides, and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm).

## **STUDENT COMPUTER AND INTERNET USE**

Pen Bay Christian School has computers, networks and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities. The Board believes that the resources available through the Internet have value in the learning process and in the preparation of students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of this technology. When students use school computers, tablets, networks and Internet services, it is a privilege not a right. This includes personal devices. Students are required to comply with our policies and accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

Through constant supervision of students using the internet and strict filters, we do everything in our power to protect our students from outside influences on the internet. In spite of those constant efforts it should be understood that Pen Bay Christian School cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of Board policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet in spite of direction and oversight of assignments and projects. Students are required to log into the school laptops with their PBCS email account only and thus be subject to filters as set up by the school. Students logging in with personal accounts will be subject to disciplinary actions including loss of use of the device and possible dismissal from school. Before a student is allowed to use any school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgment available in our school office. The signed acknowledgment will be retained by the school in the student's records.

Students and parents/guardians shall be informed of this policy/procedure on an annual basis through the handbook.

The Administrator shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any further amendments or revisions to the policy/rules. The Administrator may develop additional administrative procedures/rules governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the Board's policy/rules. The Administrator may delegate specific responsibilities to others as he/she deems fit.

## **STUDENT COMPUTER AND INTERNET RULES POLICIES AND PROCEDURES**

The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. This would apply to any technology used, whether on or off school property during school hours or after hours if a school device checked out for home use. Failure to comply with Board policy and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

- **Computer Use** is a Privilege, Not a Right - Student use of any PBCS computer, network or Internet service is a privilege, not a right; use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.
- **Acceptable Use** - Student access to PBCS computers, networks and Internet services is provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communication. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks and internet services.
- **Prohibited Use** - The user is responsible for his/her actions and activities involving PBCS computers, networks and Internet services and for his/her computer files, passwords, and accounts.
- Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:
  - Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal materials;
  - Illegal Activities – Using PBCS computers, networks and Internet services for any illegal activity or activity that violates other Board policies procedures, and/or school rules;
  - Violating Copyrights – Copying or downloading copyrighted materials without the owner's permission;
  - Copying Software – Copying or downloading software without the express authorization of the system administrator;

- Non-School- Related Uses – Using PBCS computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes;
- Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;
- Malicious Use/Vandalism – Any malicious use, disruption or harm to PBCS computers, networks, and Internet services including, but not limited to, hacking activities and creation/uploading of computer viruses;
- Unauthorized Access to Chat Rooms/News Groups/Blogs – Access to blogging or other web 2.0 services including, but not limited to, social networking sites (ex. Facebook), wikis, communication tools, and folksonomies without specific authorization from the supervising teacher.
- No Expectation of Privacy - PBCS retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school unit. PBCS reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including email and stored files.
- Compensation for Losses, Costs and/or Damages - The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs, or damages incurred by the school related to violations of policy and/or these rules, including investigation of violations.
- Pen Bay Christian School Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use - PBCS assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.
- Student Security – A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a parent and teacher. Students should never meet people they have contacted through the Internet without parental permission and supervision. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
- System Security - The security of PBCS computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.
- Parental Permission Required – Students and their parent/guardian are required to sign and return the Computer Agreement Form before being allowed to use school computers.

### **CLOSING STATEMENT**

This Student/Parent Handbook has been provided for informational purposes of Pen Bay Christian School. The contents within are to be used as a guide. It is not a legal document. The school reserves the right to revise policies or procedures without notice during the school year as deemed necessary.

We wish to acknowledge and credit the Bangor Christian School Handbook and Heritage Christian School for some guidelines found in this resource. We are indebted for ideas and in some instances, we have specifically adopted their language.