



Parent/Student Handbook

Revised August 2026

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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 academically, spiritually, and physically to glorify our Lord and Savior Jesus Christ in all they do.

In the same way, let your light so shine before others, that they may see your good deeds and glorify your Father in Heaven. Matthew 5:16

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)

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 sixteen 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. It has only been since 2018 that we reinstated the middle school and the high school has been as recent as 2020.

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

BOARD of DIRECTORS

Pen Bay Christian School has a board of directors selected from the membership of Littlefield Memorial Baptist Church and is directly accountable to the church's Board of Elders. The school board functions as a board of governance and not one of management. Their primary role includes, but is not limited to, setting the overall vision and mission of Pen Bay Christian School, ensuring the school's founding principles and educational philosophy are maintained, providing spiritual oversight, and planning for the future.

Their duties include: appointing an administrator, hiring of faculty and staff, writing school policies, budget, and financial aid assistance. The board does not manage the day to day affairs of the school, but instead is responsible for its overall operation. .

ADMINISTRATOR:

The administrator is hired and appointed by the school board of PBCS. He/she serves as the leader of the school, responsible for its daily operations. Their primary role is to work with the school board and leadership of Littlefield Baptist Church to fulfill the school's vision and mission statement. From time to time, the administrator may request board members' assistance or advice in certain areas of their administrative duties.

The administrator serves as a liaison between the school board and the staff and parents.

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.

Each teacher has expressed a desire to serve God through teaching at a Christian school and has professed a personal relationship with Jesus Christ. All are active participants of a Bible-believing church.

Elementary and middle school teachers are responsible for all basic subjects (English, math, science, social studies & Bible). Special teachers and volunteers are chosen for their expertise and background to 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, a parent is then 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.

School Identifiers

SCHOOL MOTTO: Faith, Virtue, Knowledge (2 Peter 1:5)

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 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 the 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.

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. With input from the teacher, 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 and 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.

Tuition statements are emailed the first of each month, starting in August. The due date for tuition payments is the 15th of each month. If tuition due is not paid by the last day of the month in which it was billed, the parent(s) will need to contact the school office and make payment before your student(s) can return to school. Please understand that tuition payments are the source for teacher salaries and must be paid timely. 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 the payment is made after the 15th day of the month (or the first business day thereafter) there is an automatic \$35 late fee charge. If the account is not current by the last day of the month billed, the parent will be asked to keep their child home from school until the account is current. A credit card may be used to make payments.

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, remainder of children— 50% discount

TUITION RATES:

K-8: \$4,600.00 (5% discount if paid in full by August 15th)

REGISTRATION(Curriculum) FEES: DUE AT ENROLLMENT

K-8: \$400.00 Before May 31 - \$450 After May 31

For High School tuition and registration fees, please see the school office for a schedule of fees.

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. A fee 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

KINDERGARTEN

In our kindergarten program, we aim to inspire wonder and excite a true love for learning in young minds. This is where a student's interest is kindled and they begin to build foundations of lifelong learning. Classes focus on hands-on activities, games, and projects that appeal to the five senses. Our kindergarten students participate in Bible memorization and listening to Bible stories. The habits they practice at this young age are foundational to the character traits they are building for life. The curriculum used in the kindergarten program is from BJU Press. The program is designed to develop beginning reading, writing, thinking skills, and includes an introduction to science and social studies through hands-on activities. It is enriched by music, art, and PE.

ELEMENTARY

At PBCS, the wonder inspired by the kindergarten years, blossoms into exploration in the elementary school years. It is during those years that the teacher nurtures a love of learning that helps students establish a foundation of knowledge on which to build the rest of their lives. Our curriculum includes Bible, language arts, reading, mathematics, social studies, science, physical education. Students pursue both music and art in these years. Most importantly, elementary teachers invite their students to pursue the knowledge of God with the purpose of getting to know Him better. It is during these years they begin to build habits that may lead to a life well-lived. BJU Press textbooks are used in all of our elementary grades.

MIDDLE SCHOOL

By the time students reach middle school, they have hopefully acquired a love of learning and laid a foundation of knowledge. At this age, they begin to question everything and enjoy digging deeper to find answers. PBCS takes that natural inclination into account and invites students to explore and question, to find answers based upon biblical wisdom. We offer the basics of Pre-algebra, natural science, English, history and Bible through the Bob Jones curriculum. Students can also add a LUOA (Liberty University Online Academy) course to their normal academic load, for an additional fee. Middle schoolers enjoy practical, hands-on learning and we seek to provide various opportunities for them to learn in this way. We encourage our students to evaluate everything in the light of God's word and begin to practice Christian values in their own lives. Our core subjects are enriched by art, music and phys-ed.

HIGH SCHOOL

Students at this stage of their life, long to express themselves. After gaining knowledge and understanding through their years in the lower grades, high school students like to express their own opinions and judgements. Our high school curriculum is a mix of LUOA courses, traditional teaching, and hands-on, practical life skills offered throughout the academic year. As with each academic stage, faithfulness to Christ is the first and last goal. Our high school level students are expected to model godly character traits to the watchful eyes of the younger students. We encourage them to lead by serving and walking in the grace and knowledge of Christ.

THE BIBLE'S ROLE AT PBCS:

The Bible records these words to describe itself: *"Thy Word is a lamp unto my feet and a light unto my path"* *"All scripture is given by inspiration of God and is profitable for doctrine, reproof, correction and for instruction in righteousness.* The Bible is central to the education of our students and is invaluable to the students' success and happiness in life. Although there are many good versions, PBCS currently uses these versions: KJV, NKJV, NASB, ESV and NIV (pre 2011) We ask that each student has a copy of the Bible in one of these versions for their personal use in class. Their Bible should remain at school at all times *OR* if taken home for homework purposes, it *must* be returned the following day. For simplicity and consistency within the whole student body, **the NKJV will be used for memorization.**

Daily reading from Psalms/Proverbs, weekly chapel services, regular Bible classes, and weekly scripture memory are all ways the Bible is implemented in the life of PBCS.

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 honor.

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*

*** (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 Parents Page: THE HOME and SCHOOL—A VITAL PARTNERSHIP

The goal of PBCS is to see children thrive in their school years in order to build a strong foundation going into their adult life—biblically, academically and socially. The students' success is greatly affected by the home and the involvement of parents. We believe that the Bible teaches that it is essentially the parents' responsibility to be in charge of the education of their children. When parents assume the Biblical responsibility of training their children and work in harmony with a Christian school and church that supports their values, we have *"a threefold cord which cannot quickly broken" Eccl. 4:12*. Teachers and staff are partners with parents and have committed their time and knowledge to aid in the goal of educating each child who enrolls at PBCS.

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 a vital part of the student's growth and development and will therefore, be a focus of homework. We encourage parents to regularly read aloud to their children of any age. For students in the younger grades that are in the process of improving their reading skills, daily practice at home is a practice that will reap huge benefits for the child and their progress as a student. We ask that parents give attention to ensure that their children are following through and completing any assigned homework each day.

COMMUNICATION

Parents will naturally have questions and/or concerns about their children's education. Effective communication between the home and school is a crucial element of a child's success. Please communicate respectfully. Be kind and gracious in your discussions with staff and administration. No slanderous, inflammatory, accusatory emails will be answered by PBCS teaching staff or administration.

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.

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

- **Orientation** will be held at the end of August for students and parents for the purpose of giving vital information on school vision, procedures and expectations. To receive the full benefit of the education of PBCS, it is strongly encouraged for at least one parent to attend the orientation of their children. We encourage the students to accompany parents. On the same evening, following orientation, there will be an **Open House**, providing an opportunity for parents and guests to visit classrooms, meet teachers, and ask questions.
- **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 twice each year to discuss in-person the child's progress. The first will be at the end of the first quarter and the second parent-teacher conference will be at the end of the third quarter. It is ***strongly encouraged*** that at least one parent/guardian attend. This ensures greater success throughout the school year for the student.
- **Availability of the Administrator** to respond to parent concerns.
- **Parental involvement** in classrooms and 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 response, we ask parents to fulfill their responsibilities to the school by:

- **Keeping informed** by reading materials sent home from school. Please ask your child for notices and ensure their 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. 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.

- Bringing unresolved concerns or problems to the attention of the Administrator.

CONDUCT AND DISCIPLINE

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 of STUDENTS: *All policies and rules are determined by the PBCS board of directors and spiritual leadership of LMBC.*

Although PBCS is a *Christian* school, we understand that not all students have made that personal decision to follow Christ. But, as a Christian school we uphold conduct and behaviors that would be considered Christ-like in every aspect of the day. He is our model and example. Clear communication concerning conduct and behavior expectations will be given to our students, so that there will be no misunderstanding of what is expected of them while in attendance at PBCS. We take the conduct of our students very seriously. Just as good behavior of one student can positively affect the whole student body and bring blessing, the foolish behavior of one can affect the whole body in a negative way. It is always our intent to help students understand these expectations and prevent many difficult conversations and actions. When needed, discipline and/or correction will be administered lovingly and patiently towards each student.

Conduct towards the Teachers and Staff:

All teachers and volunteers serving in the school setting will be expected to be shown proper respect by our students at all times, whether in the classroom, lunch room, playground or when representing PBCS at any function or fieldtrip. Disrespect shown through back-talk and non-verbal communication (facial expressions or gestures) will not be tolerated.

Conduct Towards Other Students:

A foundational biblical command and principle clearly taught in the scripture is that we are to treat one another as we want to be treated. We realize that children may not have a deep understanding of that principle yet, but our goal is to clearly teach and explain what that means and how that can be put into practice. We want to help children be sensitive to the feelings of their fellow students. Bullying, name-calling, intimidation, or teasing is not acceptable behavior. When mistakes happen the student will be expected to make amends, apologies given and forgiveness granted, which is the biblical model. On the other hand, on-going and persistent meanness will not be allowed to continue and parents will be notified and necessary action will be taken.

In the Classroom:

Student behavior in the classroom is crucial, because without an orderly atmosphere, very little teaching or learning can occur. Discipline fosters an environment where learning is optimal for all students. Particular attention is paid to the behavior of students within that classroom setting. Any behavior that interferes with classroom order, instruction, or school procedure will result in disciplinary action. This behavior includes, but is not limited to: inappropriate/excessive talking, horseplay/roughhousing, or distracting other students. Our students need to understand that their actions affect their fellow classmates who are there to receive an education. We believe that parents who send their children to PBCS should be confident that their child will be given a quality education in a controlled and orderly classroom setting, conducive to learning. Any of the aforementioned behavior may result in a detention and/or a visit to the administrator's office and an email or phone call to parents.

INAPPROPRIATE SPEECH

Pen Bay Christian School exists to provide a quality Christian education. We desire to accomplish this within a wholesome and healthy environment free from the effects of hurtful and inappropriate language. We take a very strong stand against foul, abusive and unwholesome talk. We expect our students to control their tongue and instead use it in a way that will “*minister grace to the hearers*”. We all understand the power of words and the effect that they have on our surroundings. Swearing; crude, coarse, or unwholesome jokes; gossip; slander; bullying; teasing will not go uncorrected. The Bible gives very clear instruction about the use of the tongue.

Ephesians 4:29 ***Do not let any unwholesome talk come out of your mouth but only what is good for building others up.***

Colossian 3:8 ***But now you must rid yourself of all such things as these...slander and filthy language from your lips***

Ephesians 5:4 ***Nor should there be obscenity, foolish talk or coarse joking, which is out of place, but rather thanksgiving.***

These verses are just a small sampling of biblical instruction concerning the use of the tongue. If this is a problem with a student, he/she will be spoken to, with the hope that it might not happen again. If the behavior is persistent and unchanged, parents will be notified and necessary discipline will be taken.

Other helpful and important rules:

- **Practice courtesy, consideration, and good manners with teachers and fellow students.**
- **Respect your fellow students' personal property.** Students are not permitted to enter another student's belongings or personal area. (ie. desk, locker etc) without his/her specific permission.
- **Respect church/school property.** Any misuse is a serious offense. If such an incident should occur the student will 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 will result in immediate suspension or expulsion.
- There is absolutely no carrying of any weapon or any object used as a weapon.
- **Help keep 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. Eating should be limited to the classroom or lunch room. Refrain from gum chewing. Coats are to be hung, and personal belongings placed on hangers and racks. **All students are expected to help in the clean-up routine at the end of every day.** This is a good way for students to take responsibility and invest in the care and keeping of their school.
- 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 will 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.
- 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.
- **The conference room and church sanctuary are off limits to students as a place to hang out. Students who are waiting around before and after school must be in a designated location. approved by the administration and staff.**
- 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: 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. 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. . 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, kindergarten – 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.

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. We want our students to maintain a clean, neat, and tidy appearance that does not distract from the learning atmosphere. We believe that setting these standards is a way of teaching our students at a young age, that throughout the seasons of life there will be "dress code" expectations and standards placed upon them in many different work environments. If parents can help ensure that their child/children are carefully following the dress code standards, it will be much easier for everyone.

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 infraction and possible change of clothing (See Discipline Procedures above). If no clothes are available, parents may be asked to bring a change of clothes or students may be sent home.

DRESS CODE EXPECTATIONS FOR ALL STUDENTS

Pants, joggers, 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 when worn under a tunic or dress.
- Dresses and skirts must be modest in length.
- T-shirts, shirts, turtlenecks, sweaters, sweatshirts, etc. must follow these guidelines:
- Graphics 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.

Shoes: For safety purposes no, open-toed shoes. Certain activities (shop, phys ed, field trips, etc..) may have additional footwear requirements for safety reasons.

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.

GROOMING:

Hair should be clean and neat at all times.

Only natural colors for hair.

CHAPEL DAY:

The dress code for chapel days and other days when PBCS is hosting special speakers or events will be the approved school uniform.

Male students:

Shirts: Solid color long-sleeved or short-sleeved polo shirts in navy, white or gray. Button-up Oxford shirts in white or light blue are also permitted.

Bottoms: Chino pants or shorts in khaki or navy blue-(shorts must not have cargo pockets). Solid color belt to be worn with pants.

Shoes: Solid-color oxford, loafers or sneakers in navy, brown, black, gray, or tan.

Socks: solid colored navy, tan, black, or white

Female Students:

Tops: Solid colored long-sleeved or short-sleeved polo shirt in white, navy, or light blue. Must be tucked in at all times. A white blouse or polo shirt is also permitted.

Bottoms: khaki or navy skirts, skorts or jumpers. Middle school and high school skirts must be directly at the knee or below. Younger girls wearing skorts must be no shorter than directly above the knee (no more than 3 inches)

Shoes: Solid-color Mary Janes, loafers, and simple sneakers in white, navy, brown, black, tan, or gray are permitted.

Socks or tights: solid-color white or navy blue tights, knee socks or ankle socks are to be worn.

Layering:

Girls: Solid-colored navy blue button-up cardigan or sweater may be worn.

Boys: Solid-colored navy blue full zip, ¼ zip, or pullover sweater may be worn.

OUTERWEAR:

Midcoast Maine presents some cold, wintery weather and we want our students to be dressed warmly and appropriately when playing outside. Please ensure that during the cold winter months your child has the proper clothing to keep them warm and dry. Mittens, a knit hat that covers their ears, snow pants, snow boots and a warm winter jacket are all necessary articles of clothing. We ask that every effort be made to send them each day with what they need to keep warm.

- The Office 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

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. **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 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 pbcs@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 *Bible reading, prayer, and reciting the Pledge of Allegiance* during 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, musicians, visiting missionaries, as well as our own staff are featured. There are opportunities to present skits and special musical numbers as well. We will have some of our students take up an offering each Wednesday so that we can provide a gift card for our visiting speakers. We encourage each of our students to bring some small donation. 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, unfortunately cannot 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 provided for 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 beginning 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/pbcsparentsgroup. If you have a child attending PBCS and are not part of this Facebook group, please ask 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

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.