

# **PRINCETON CHRISTIAN SECONDARY SCHOOL**

**A Ministry of Princeton Church of the Nazarene  
1957-2012**

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Princeton Christian School admits students of any race, color, national and ethnic origin.

**Accredited by**

**Florida Association of  
Christian Colleges and Schools**



**Southern Association  
of Colleges and Schools**



## **ADMINISTRATIVE PREROGATIVE**

The intent of this handbook is to give general overall guidelines to be adhered to by students and parents. Sometimes new situations or circumstances will occur which are not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations.

**Rev. 08/01/11**

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## INSTRUCTIONS TO PARENTS AND STUDENTS

This handbook is designed to provide the essential information that all students and parents need to be an integral part of the Princeton Christian School family. We require that all students and parents read and understand this handbook and refer to it on a regular basis. The school operates on the assumption that students and parents are aware of the contents of this handbook.

After reading this handbook, the following forms need to be completed, signed, and returned to the school office by Monday, October 10, 2011.

- Handbook Contents Acknowledgement
- Responsible Use of Technology
- Photograph Release Form

**Students must return the above listed forms by October 10 to avoid consequences.**  
**Forms are located at the end of the handbook.**

# STUDENT/PARENT HANDBOOK

## I. INTRODUCTION

### WELCOME

Welcome to Princeton Christian School, a **ministry of the Princeton Church of the Nazarene since 1957**. For fifty-three years we have had the privilege of helping families in South Dade provide a quality education for their children. We believe that **each student** who attends PCS is a **special creation of God**. Therefore, we pledge that our faculty and staff will do everything within our power to see that they are shown love and given that which is necessary to excel in wisdom, the virtues, and academics.

We would encourage you to be supportive to your child(ren) as they learn and grow this school year. While the physical development of your child(ren) is important, we would also encourage you to help them develop the spirit within them. **God's word says that man is not only a physical being but also a spirit**. We would urge you to help develop their spiritual life by taking them to God's house and worshiping as a family. If you do not presently attend a church, may we extend to you a very **special invitation to join us for worship** each Sunday morning at 10: 30 A.M. We also have great opportunities on Wednesday nights for your children to be involved in children's and youth activities. If you would like information on these various ministries, please contact us in the church office at 305-258-3181.

**Thanks again** for making PCS your education choice. Our prayer is that this will be a wonderful year as together we invest ourselves in the development of God's special creations.

Pastor Jim Spear and the Princeton Christian School Board



## **HISTORY**

Princeton Christian School is a ministry of Princeton Church of the Nazarene. This ministry began in 1957 by the Princeton Church of The Nazarene as a heartfelt avenue through which to affect change in the lives of children and their families. From this beginning, the mission of the school continues to impart in students' spiritual knowledge, Christian character, and the way to eternal salvation through the Lord Jesus Christ. Through impacting students, our ministry is able to reach into the families of students so that Princeton Christian School is not merely viewed as a school but a family.

## **MISSION STATEMENT**

We approach education with the understanding that God is the creator and sustainer of all things and that true wisdom comes through Him. Our objective is to provide a high quality education in a distinctly Christian environment. We desire that all students establish or deepen their personal relationship with Jesus Christ. We endeavor to provide all students a sound academic base, which will prepare them equally well for the rigors of college or direct entry to the work force.

## **STATEMENT OF FAITH**

We believe that ...

- God is the creator and sustainer of the universe and that Jesus Christ is the Son of God who came to earth to die for the sins of mankind.
- Salvation is by grace through the faith in the atoning blood of our Lord and Savior Jesus Christ and that those who accept Jesus as their Lord and Savior and His salvation enter into a personal relationship with Him.
- The Bible is the inspired Word of God and is the source for guidance in matters of faith and the principles of everyday life.
- Christians should live in harmony with one another.

Most importantly, we believe that Christians should portray Christ's love for His creation toward all people regardless of their race, origin or ethnic background as well as toward the environment.

## **PHILOSOPHY**

We view the school as being in partnership with the home in the God commissioned responsibility of training children. Princeton's most important contributions to this are academic training and social development within a Christian environment. Behavioral training, as well as further social and academic training, is viewed as the parent's important contribution to this partnership. Accordingly, we feel strongly that there must be a high degree of consistency and harmony between the philosophy and expectations of the school and that of our parents.

We believe that the Bible gives us nine principles upon which our philosophy of education is built:

**Principle #1:** The education of children and youth is the primary responsibility of parents.

**Principle #2:** The education of children and youth is a 24-hour-a-day, 7-day-a-week process that continues from birth till maturity.

**Principle #3:** The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation.

**Principle #4:** The education of children and youth must be based on God's Word as absolute truth.

**Principle #5:** The education of children and youth must hold Christ as preeminent in all of life.

**Principle #6:** The education of children and youth must not hinder the spiritual and moral development of the next generation.

**Principle #7:** The education of children and youth, if and when delegated to others by parents, must be done by teachers chosen with utmost care to ensure that they all follow these principles.

**Principle #8:** The education of children and youth results in the formation of a belief system of worldviews of the person's teachers.

**Principle #9:** The education of children and youth must have a view of the future that includes the eternal perspective.

### **CHAPEL AND ASSEMBLIES**

The secondary school gathers weekly for worship, celebration, and the preaching of God's Word. These chapel services are intended to supplement, and not to replace regular church attendance. All-school chapels as well as various assemblies are also held during the year on special occasions. Student attendance at these services is mandatory. Parents are always welcome to attend our chapel services.

### **SPIRITUAL LIFE**

The purpose of our Bible classes and Chapel is three fold:

1. We are concerned that our students have a faith in God, and we pray that every student will accept Jesus Christ as their personal Savior.
2. We are concerned that the Bible becomes THE guidebook for life, and that we accept God's Word as Absolute Truth.
3. We promote prayer as the means to building a relationship with Jesus Christ our Lord and Savior.

Because of these three priorities, we intentionally make opportunities for students to be impacted by Biblical truth. Among the opportunities we provide are:

1. Weekly chapel services
2. Bible taught as a course in each grade in our school
3. Biblical concepts and lessons are integrated into all subject matter
4. Teachers who take a personal interest in the spiritual lives of their students

**SCHOOL MOTTO** Christ, the Key to Knowledge

**SCHOOL COLORS** Green and Gold

## **SCHOOL SONG**

Princeton Christian, Princeton Christian  
We thank God for you,  
For the training that you give us  
Day by day and all year through  
Training of the mind and soul,  
Training of the body whole,  
So we lift our voice in praise to God  
For Princeton Christian School.

## **FACULTY**

Princeton Christian School employs highly qualified, degreed teachers who openly profess their love for the Lord Jesus Christ and whose primary ambition is to instruct young people both academically and in the ways of the Lord. All of our full-time faculty hold a minimum of a bachelors degree in the field in which they teach or a closely related field.

## **II. ADMISSIONS & FEES**

### **ADMISSIONS POLICY**

Princeton seeks to enroll students who are interested in a Christian education. It is imperative that prospective and current students understand and embrace this unique educational opportunity in all of its parts. In order to make this experience successful the following admission requirements have been set forth. This is not an all-inclusive list but does cover the major criteria.

- a. Student must have a minimum of a 2.0 GPA
- b. Student must score at least average or a stanine of five (5) on the entrance exam. The student should be of good character as evidenced by no discipline infractions requiring suspension or expulsion from previous schools.
- d. Student should have acceptable scores on standardized tests taken.
- e. Students must display a desire to attend Princeton.
- f. For 10-12<sup>th</sup> graders, students should have earned at least six (6) credits for each year prior to enrolling at Princeton.
- g. Student and parents must be interviewed by the principal or designated person.
- h. Parents and student must demonstrate assurance and willingness to support the goals and objectives of the school.
- i. Parents and student must follow the enrollment procedures below.
- j. Fulfilling these criteria does not guarantee admission. The final decision for admitting a student into the school rests with the principal.

### **ENROLLMENT**

The enrollment procedure is as follows:

1. Call the school.
2. The secretary will give the necessary information and schedule an entrance test.

3. Report cards and Standardized Testing (Stanford, FCAT, Iowa Testing) results from the previous two years plus the current year, and other school records (records of special placement, etc.) must be turned in, with completed application and recommendation forms prior to testing.
4. The application, school records, and entrance test results will be evaluated by the administration to determine eligibility and/or placement of the student in PCS.
5. Students and parents who successfully pass step four will be scheduled a personal interview with the principal as the final step in the enrollment process.
6. Princeton Christian does not seek to exclude any student from a Christian education. However, our curriculum is not best suited for children who show low academic performance, those who have emotional or disciplinary problems, or those who have certain learning disabilities. Tutoring and/or summer school at Princeton may be required for acceptance of some students. (An additional fee is charged for these services.) Further, parental assurance for sharing the goals and objectives of the school is necessary.
7. **All newly enrolled students are on a semester probation period. Additionally, all students are reviewed at the end of each semester for effort, behavior, and academic performance and those failing to meet standards will be withdrawn.**

### **TRANSFER STUDENTS**

Princeton accepts Florida Department of Education recognized courses for high school credit providing a passing grade was earned for each course. However, due to the limited number of courses offered at Princeton and the state graduation requirements some credit that a student has may not count toward graduation. Likewise, there are instances where a student cannot enroll in Princeton because the courses they have previous credit for were taken out of sequence, etc. Thus, due to the limited number of course offerings at Princeton these students would not be able to fulfill state graduation requirements while at Princeton.

**TUITION AND FEES**

<b><u>Fees</u></b>	<b><u>Per Year</u></b>	<b><u>10-Month</u></b>	<b><u>11-Month</u></b>
<b><u>K2 - K4 Half-Day Program*</u></b>			
Early Registration (before Feb. 7, 2011)	\$ 150		
Registration (on or after Feb. 7, 2011)	\$ 200		
Program Fee	\$ 100		
Tuition, 1 <sup>st</sup> child	\$3835	\$383.50	\$348.64
2 <sup>nd</sup> child	\$3635	\$363.50	\$330.45
3 <sup>rd</sup> child	\$3485	\$348.50	\$316.82
*Development Fee	\$ 300 per family		
<b><u>K2 - K4 Full-Day Program *</u></b>			
Early Registration (before Feb. 7, 2011)	\$ 150		
Registration (on or after Feb. 7, 2011)	\$ 200		
Program Fee	\$ 100		
Tuition, 1 <sup>st</sup> child	\$5775	\$577.50	\$525.00
2 <sup>nd</sup> child	\$5575	\$557.50	\$506.82
3 <sup>rd</sup> child	\$5425	\$542.50	\$493.18
*Development Fee	\$ 300 per family		
<b><u>K-5 Full-Day Program*</u></b>			
Early Registration (before Feb. 7, 2011)	\$ 150		
Registration (on or after Feb. 7, 2011)	\$ 200		
Books	\$ 225		
Activity Fee	\$ 225		
Tuition, 1 <sup>st</sup> child	\$6165	\$616.50	\$560.45
2 <sup>nd</sup> child	\$5865	\$586.50	\$533.18
3 <sup>rd</sup> child	\$5615	\$561.50	\$510.45
*Development Fee	\$ 300 per family		
<b><u>Grades 1 through 6*</u></b>			
Early Registration (before Feb. 7, 2011)	\$ 150		
Registration (on or after Feb. 7, 2011)	\$ 200		
Books	\$ 225		
Activity Fee	\$ 225		
Tuition, 1 <sup>st</sup> child	\$6273	\$627.30	\$570.27
2 <sup>nd</sup> child	\$5973	\$597.30	\$543.00
3 <sup>rd</sup> child	\$5723	\$572.30	\$520.27
*Development Fee	\$ 300 per family		
<b><u>Grades 7 through 8*</u></b>			
Early Registration (before Feb. 7, 2011)	\$ 175		
Registration (on or after Feb. 7, 2011)	\$ 225		
Books	\$ 250		
Activity Fee	\$ 300		
Tuition, 1 <sup>st</sup> child	\$7097	\$709.70	\$645.18
2 <sup>nd</sup> child	\$6797	\$679.70	\$617.91
3 <sup>rd</sup> child	\$6547	\$654.70	\$595.18
*Development Fee	\$ 300 per family		
<b><u>Grades 9 through 12*</u></b>			
Early Registration (before Feb. 7, 2011)	\$ 175		
Registration (on or after Feb. 7, 2011)	\$ 225		
Books	\$ 250		
Activity Fee	\$ 300		
Tuition, 1 <sup>st</sup> child	\$7164	\$716.40	\$651.27
2 <sup>nd</sup> child	\$6864	\$686.40	\$624.00
3 <sup>rd</sup> child	\$6614	\$661.40	\$601.27
*Development Fee	\$ 300 per family		

## EXPLANATION OF FEES

**ALL FEES AND MONTHLY TUITION PAYMENTS ARE NON-REFUNDABLE, unless stated otherwise.**

**REGISTRATION FEE:** This fee is due at the time of enrollment.

The purpose of the **REGISTRATION FEE** is to enroll the student in school. If there is an opening, the fee will hold a place for him/her. The fee is used for general revenue. This fee must be paid for each student prior to enrollment.

**BOOK FEE:** This is a one-time fee due **June 1<sup>st</sup>**. A late payment charge of \$50.00 will be assessed if payment is not received by the **fifth of the month**. If payment is not submitted, the student may be disenrolled. This fee is used to pay for student workbooks and serves as a rental fee for textbooks. This fee allows the school to purchase new textbooks as necessary, provide classroom resource materials, and update our library funds.

**ACTIVITY FEE:** This is a one-time fee due **June 1<sup>st</sup>**. A late payment charge of \$50.00 will be assessed if payment is not received by the **fifth of the month**. If payment is not submitted, the student may be disenrolled. This fee is used to cover the expenses of Stanford Achievement Testing, field trip transportation, student insurance, a yearbook per student, etc. It covers the cost of elective and computer classes for an elementary student. A computer usage fee is incorporated into the activity fee for a high school or elementary student. This fee also entitles PCS students to free admission for all regularly scheduled, home athletic contests (does not include tournaments, play-offs, and away games).

**TUITION FEE:** Those choosing to pay in ten (10) month installments will make monthly payments, beginning **July 1<sup>st</sup>**. Families choosing the eleven (11) month installment plan will make their first payment **June 1<sup>st</sup>**. These payments are due on the first of each month. Any account which is **five days** in arrears will be assessed a **late payment charge of \$50.00** and shall be notified that unless arrangements are made to become current by the end of the month, the child(ren) will not be permitted to continue school until the account is paid in full. If the student fails to complete the academic year for any reason, the payment due for the month of disenrollment will be payable in full and will constitute the final payment. (Example: Student leaves school on March 10th, the March 1<sup>st</sup> payment is due in full and becomes the final payment.)

The **TUITION** is an annual fee. In order to better serve our families, we offer the following modes of tuition payment:

- a. Lump sum payment (3% discount)
- b. One-half paid at the beginning of each semester. (1.5% discount on amount paid)
- c. Ten payment plan
- d. Eleven payment plan

These payments may be made in cash, check, Visa or MasterCard (payments by credit card **must be made in person with the bookkeeper**).

If plan "c" is desired, the first payment will be July 1<sup>st</sup>, and is NON-REFUNDABLE. The next payment will then be due August 1<sup>st</sup>, and the first of each month thereafter. The final payment will be April 1<sup>st</sup>.

If plan "d" is desired, the first payment will be June 1<sup>st</sup>, and is NON-REFUNDABLE. The next payment will then be due July 1<sup>st</sup>, and the first of each month thereafter. The final payment will be April 1<sup>st</sup>.

**LATE ENROLLMENT FEE:** This fee is a one-time fee for families entering Princeton Christian School after the month of August. A late enrollee will use the 10-payment plan amount and pay the “late enrollment fee” of **\$50.00**. Late enrollees will pay the tuition for the month in which he/she begins school and will subsequently pay each month’s tuition through and including the month of May. The book fee, activity fee, and development fee will also be due at enrollment time.

**\*DEVELOPMENT FEE:** The development fee is used to offset the cost of capital improvements. This fee will be assessed in August and is currently set at **\$300 per family**. Donating volunteer hours to PCS may offset this fee. An amount of \$300 will be credited to the family account if thirty (35) hours of volunteer service is given to the school by May 14, 2012.

### **PAYMENT OF FEES**

Note: All fees are due at the time indicated and once paid are NON-REFUNDABLE.

The **TESTING FEE** covers the cost of administering and assessing the entrance exam.

If the student fails to complete the academic year for any reason, the payment due for the month of disenrollment is payable in full and will constitute the final payment.

There will be a \$50.00 late charge for accounts not paid by the 5th of the month. Families who are in arrears on the 5th of the month shall be notified that unless payment is made within 15 days, the child(ren) will not be allowed to continue school until the account is paid in full. A \$50.00 late fee will be assessed for each delinquent month. Quarterly report cards will not be issued until accounts are brought current.

The school board at their monthly meeting reviews overdue accounts. Accounts must be paid in full for a student to participate in any overnight school trips. **Accounts must be paid in full for a student to participate in any graduation ceremonies. Payments made within a week of any graduation must be in the form of cash, cashier check, money order or credit card.**

**A \$30.00 charge will be made on all checks returned to the school for insufficient funds.**

### **FINANCIAL AID**

Princeton offers limited financial aid towards tuition. The procedure for applying for this financial aid is to go to the school website ([www.princetonchristian.org](http://www.princetonchristian.org)) and click on the “FAST” icon and complete them on-line at their website. Application must be made by the last day in May to be considered for assistance. Princeton uses a third party organization to determine financial need and level of assistance, if any, the family is eligible to receive. Because funds are limited, it is possible that not all families eligible will receive assistance. However, in an effort to award some level of financial help to all eligible families, the amount each family receives may be less than the eligibility level. PCS will make a final decision by the last day in June as to financial aid which can be disbursed.

## **III. ATTENDANCE & TARDIES**

### **SCHOOL HOURS**

Kindergarten 4 (½ day)	8:20 - 12:00
Kindergarten 4 (full day)	8:20 - 2:30
Kindergarten 5	8:20 - 2:30

Grades 1 - 6                               8:20 - 3:00  
Grades 7 - 12                             8:00 - 2:50

The secondary building will be closed prior to 7:50 AM, and locked up by 3:30 PM. On days of inclement weather, students will be allowed to stay in the gym prior to 8:00 AM.

On most days, teachers are available in their rooms from 2:40 to 3:30 PM for extra tutoring and homework help (at no charge). We encourage all students to make use of this opportunity to keep on track with their homework and assignments. Paid tutoring is also available after 3:30 at the rate of \$35 per hour for individual tutoring.

Students should be picked up by 3:30 PM unless engaged in an athletic or other school sponsored after school event. Faculty supervision of students is provided from 7:30 AM to 3:30 PM on school days.

In order to ensure the safety of our students while on campus, all students staying later than 3:30 PM (student not involved in sports or other school sponsored activity) will be required to attend a supervised classroom/study hall in a designated room. There will be an hourly rate (\$3.75) for this service that will be added to the student/parent's school account. The supervised classroom/study hall will be provided until 6:00 PM. Students being picked up after 6:00 PM will be charged at the penalty rate of \$1.50 per minute after 6:00 PM

All students who remain on campus after 3:30 PM must attend the supervised classroom/study hall and the student's account will be automatically charged for this service.

Any unsupervised student on campus after 3:30 PM, who does not attend the classroom/study hall and/or is not involved in sports or other school-sponsored activity, will be considered an unauthorized visitor. PCS is not responsible for any liability as a result of unauthorized presence on campus. Said students will be subject to demerits and suspension from school.

High school students may visit the elementary campus **ONLY** with written permission from the high school or elementary office. High school siblings may neither be dropped off on the elementary campus nor walk over to pick up elementary students.

## **ATTENDANCE**

Regular attendance is necessary for success as a PCS student. We urge parents to support our goal of perfect attendance for every student. However, certification of the following by a parent will result in an **EXCUSED ABSENCE** up to A LIMIT of eighteen (18) Days (9 days per semester) which includes personal days. Certification for any of the reasons listed below must be provided in a signed note from a parent.

1. **Personal illness** – A note from the parent or guardian is required for any illness. The school will require the certificate of a doctor, if absences exceed nine per semester.
2. **Death of a close relative** - Normally, the absence arising from this condition is limited to three days, unless reasonable cause may be shown by parent or guardian for a longer absence. Please provide a note upon return.
3. **Pre-scheduled doctor's appointments** - Doctor's appointments should be scheduled outside school hours whenever possible. Verification of appointments should accompany the student upon his/her return to school.

4. **Personal days (up to five days per year)** - Personal days must be arranged in advance in order to receive make-up work. A teacher should be informed two days prior to the absence(s). Absences for church sponsored events will be considered personal days. Personal days are counted into the total absences allowable per year.

A request for an EXCUSED ABSENCE for any other reason must be obtained from and approved by an administrator IN ADVANCE.

After nine absences in a semester, a doctor's note is required for an excused absence.

Steps to follow when absent:

1. On the day of the absence, the parent or guardian must phone the secondary school office before 9:00 a.m. (305-258-3107) to report the reason for absence.
2. For an excused absence, the parent or guardian must write and sign an admittance note giving the student's **name, date, days of absence, and reason for absence**.
3. All students must take the note to the office upon arrival at school. Students who arrive late must report to the school office for a tardy slip. (\*See "**Tardiness Section**" for penalty fee).
4. Ask all teachers for make-up assignments. The STUDENT IS RESPONSIBLE for seeing that makeup work (including tests) is completed. The due date for the make-up work will be assigned by the teacher based on the length of absence. **PRE-ANNOUNCED TESTS WILL BE TAKEN ON THE DAY OF RETURN OR AS ASSIGNED BY THE TEACHER.**

Students absent for mid-term or final exams will only be able to take the missed exam **if the school is presented with a doctor's excuse**. Otherwise the exam grade will be zero.

After being absent for 18 days (total of 9 days per semester) in the same school year, an **EXCUSED ABSENCE** will be awarded **ONLY** with a **NOTE FROM A DOCTOR**. A doctor's note is also required for absences of 5 or more consecutive days (unless previously approved as personal days). Over eighteen **UNEXCUSED** absences will result in failure for the year. **AN UNEXCUSED ABSENCE WILL RESULT IN "ZEROS" FOR ALL WORK MISSED (tests, assignments, etc.)**.

**If a note is not provided for an absence of any kind, the absence will remain noted as "unexcused".**

### **EARLY RELEASE**

Students who are signed out before 11:30 a.m. will be marked absent for the day. Students signed out between 11:30 a.m.-2:00 p.m. are considered absent ½ day. A parent or doctor's note must be on file for an early dismissal to be excused.

### **TARDINESS**

Student punctuality to school and each class hour is essential for the smooth running of our school and for all students to be involved in the learning process. Parent cooperation in the matter of punctuality and attendance is required.

Students are marked tardy after the 8:00 a.m. bell. All students tardy during homeroom period (8:00 - 8:09 a.m.) are to report to homeroom. Students arriving after 8:09 a.m. must report to the school office. Parent cooperation in the matter of punctuality and attendance is required.

Students late three times in a quarter to any individual class period will receive a detention. If a student receives two cumulative detentions for tardies, then a meeting must be held with the parents. If a third detention for cumulative tardies is issued within a quarter, the student will receive two demerits. From that point on until the end of the quarter, a student will receive two demerits for every tardy related detention. At the beginning of a new quarter, the student tardy amount, for the purpose of discipline, is reduced again to zero.

**Per Quarter:**

Three tardies in a single class is a detention

Two cumulative tardy detentions for any and all classes will result in a meeting with the parents.

Three cumulative tardy detentions for any and all classes will result in two demerits and parent contact.

Each additional tardy detention will result in two demerits and parent contact.

**PARENTS... PLEASE GET YOUR STUDENTS TO SCHOOL ON TIME!**

**CHECKING OUT**

All students shall sign out and in, at the school office, when leaving or arriving on campus during the day. No student shall leave campus during the school day without parent permission.

If a student has written permission from their parent to leave campus, but fails to sign out, he/she may be suspended from school for one day. If a student leaves campus without written permission and without signing out, he/she may be suspended from school for two days. If a student remains on school grounds, but does not attend a class, he/she will be disciplined according to what is set forth in the "Standards of Conduct" section of this handbook.

Discipline other than suspension may be assigned at the discretion of the administration, when it is felt that suspension is not an appropriate discipline and consequences for a particular student.

Note: The school cannot accept responsibility for students leaving campus before or after school hours. Parents are responsible for providing students family guidance in this area.

**SCHOOL CLOSURE DUE TO EMERGENCIES**

Our reaction to natural disaster will be governed by the instructions given on radio and television by the local authorities. Parents are notified by phone if early dismissal is necessary because of impending danger and through the use of the Edline computer site. We will follow Dade County Public School procedures, as announced on radio and television. Homeroom parents and/or teachers will also assist in notifying parents of last minute decisions relating to school dismissal. In case of immediate evacuation, the Princeton Christian School evacuation plan will be implemented.

**WITHDRAWAL - DISMISSAL**

Withdrawals from school must be made through the appropriate school office. Please follow this procedure:

1. If an elected withdrawal, please inform the school as soon as possible.
2. Turn in all school property.
3. Ensure all accounts current. If the student fails to complete the academic year for any reason, the payment due for the month of disenrollment is payable in full and will constitute the final payment.

4. Students dismissed/expelled will not be permitted to be on school grounds for a period of six months following dismissal/expulsion unless accompanied by an adult for official business.

**(Note: Report cards and permanent records will not be issued to any family whose account is not current, including any outstanding fines. Forty-eight hours (two days) notice is required to obtain student records.)**

In addition to demerit dismissals, the Secondary faculty will convene once each quarter to review students in areas of behavior, effort, and academic performance. Those found below standards may be asked to withdraw from the school at the end of the quarter. A procedure exists for those wishing to appeal this decision.

## **HEALTH POLICY**

Florida Statute 232.032 states that any student enrolling in a Florida school must present documentation showing the immunization and health requirements have been met. HRS Form 680 and other important health information must be on file in the secondary school office before a student can attend school at Princeton. State regulations require that students entering into the 7<sup>th</sup> grade meet additional immunization requirements, and an updated HRS Form 680 showing compliance with these requirements must be submitted before a child can attend the 7<sup>th</sup> grade.

The health of the student is primarily the responsibility of the parents. It is expected that chronic illness will not go undiagnosed, and **the student should not come to school when contagious** (e.g. if they have a fever). Students should be free of fever at least 24 hours before returning to school after an illness. (See Communicable Diseases Appendix.) A doctor's clearance is required for a student to return to school after recuperation from a communicable disease. In addition, a doctor's clearance (release) may be required for other illnesses, if deemed necessary by school administration. Medication may not be administered by anyone on the school staff except with a doctor's consent form and/or parental permission. Prescription and over the counter medication must be in its original packaging.

### **Illness (Early Dismissal Procedure)**

If a student becomes ill during the school day they will be sent to the office to contact their parents. School office personnel must give permission to the student to call the parent. Student regulations prohibit anyone from leaving campus at any time during the day, without first obtaining permission from the school office. Any student leaving campus without following this procedure will not receive an excused admit even though the absence from school was for a legitimate reason and a note from home is presented.

## **IV. ACADEMICS**

### **ACADEMIC POLICY**

The purpose of grades is to indicate progress throughout the year. Each teacher will furnish his/her classes with basic grade requirements and a grading scale at the beginning of the semester. Grades are updated weekly online through Edline. All parents need to sign-up for an Edline account to check their child's progress regularly. Grades will be reported and recorded each nine weeks.

A minimum GPA of 2.0 is required to remain enrolled at Princeton and for graduation. Students falling below a 2.0 GPA will meet with the academic review board to determine continued enrollment.

While we encourage parent-teacher conferences in the event of any problem, **the student is responsible for completing his own work.** Once the teacher has communicated assignments, requirements, and makeup work due to the student, the teacher has discharged his/her responsibility.

Students in 7th-12th grade are required to purchase a PCS Assignment Book. A student who is not in possession of an assignment book for three days will be provided a book and the family account will be charged. Parents interested in ensuring homework completion should review this book nightly as well as checking Edline for assignments. Failure to complete assigned homework will result in a lower grade on the report card as will poorly completed or late homework.

If a parent has a question concerning a grade, they should first contact the teacher before going to the administration. Parents are asked to call the office to arrange an appointment with a teacher.

Where cheating is determined to have occurred, see “Standards of Conduct”.

### **SCHEDULE CHANGES**

Schedule changes will be permitted during the **first week** of the semester. Students must have approval from the teachers involved, their parents, and the principal before affecting a schedule change.

The administration may approve **teacher initiated** schedule changes at a later date if an incompatibility/incapability situation exists and an alternative class is available.

### **HOMEWORK**

Homework is assigned in such quantities as to provide adequate training in independent study and in practicing the skills covered in the classroom. The average student should spend between 8-10 hours per week in diligent homework. This equates to approximately ½ hour per day for each “mainline” subject.

Failure to complete homework will result in a lower grade on the report card as will poorly completed or late homework. Grades for late homework (one day late) will be lowered 20%. **Homework turned in over one day late will not be accepted.**

### **HONOR ROLL**

The Honor Roll will be published at the end of the grading period. To be eligible for the A and B Honor Roll, a student must earn all A’s and B’s in all subjects. Only quarter, semester and complete course grades are taken into account for honor roll determination. Students earning all A’s (academically and in conduct) will be eligible for the All "A" Honor Roll.

### **NATIONAL HONOR SOCIETY**

The National Honor Society, a program of the National Association of Secondary School Principals, is an organization created to instill enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Princeton Christian School sponsors local chapters of the National Honor Society, National Junior Honor Society and National Elementary Honor Society.

Membership in the Princeton Christian School chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by majority vote of a Faculty Council based on

outstanding **scholarship, character, leadership, and service**. Once selected, members have the responsibility to continue demonstrating these qualities. To be eligible for membership in National Honor Society the candidate must be a sophomore, junior, or senior. Ninth graders may be considered for membership in National Junior Honor Society (see below). Candidates must have been in attendance at the school the equivalent of one semester. The minimum standard for scholarship is a cumulative scholastic grade point average of all high school courses of at least 3.5, weighted to include honors points. Candidates will then be evaluated by the Faculty Council on the basis of service, leadership, and character as reported by the student on his or her response to the invitation for membership. Prior to notification of any candidates, the chapter adviser will review with the principal the results of the Faculty Council's deliberations. Candidates become members once inducted at a special ceremony. An NHS member who transfers from another school and brings a letter from the principal or chapter adviser to Princeton's NHS adviser shall be accepted automatically as a member in our chapter. Transfer members must meet our standards within one semester in order to retain membership.

Membership in the National Honor Society is recognized as a high achievement by colleges, universities and organizations that grant scholarships. The benefits of membership include access to scholarship and study programs available through the national organization, recognition with gold honor cords at graduation, and the opportunity for service through chapter activities. Members who resign or are dismissed are never again eligible for membership or its benefits. Requirements for maintaining membership are: continued academic excellence (maintaining at least a 3.5 weighted GPA), a good disciplinary record, payment of local dues, and participation in chapter activities and service projects. Students who are involved in cheating of any kind will automatically be dismissed from the Honor Society without warning. Students who fail to maintain the other standards for membership listed above will be given one-semester probation to rectify the deficiency.

### **NATIONAL JUNIOR HONOR SOCIETY**

The selection process and purpose are the same as the National Honor Society except that seventh, eighth and ninth graders who have been at the school at least one semester are eligible for membership. Since junior high classes are not weighted, the scholastic grade point average needed to qualify is at least a 3.0 un-weighted GPA.

### **STUDENT COUNCIL**

The student council consists of the elected council plus an elected representative and president from each class, grades seven through twelve. Through fund raising activities, the council sponsors the Homecoming festivities and also purchases needed items for the school.

A faculty committee must approve students who wish to run for student council. The committee will make their decision based on behavior, respect for authority, good attendance, Christian character, and maturity.

Students must have a 2.5 cumulative average to run for student council and maintain a 2.5 average for the current year to remain on the council. A one-quarter-probation period will be allowed for elected officers before dismissal.

### **ACHIEVEMENT TESTS**

Each spring, standardized achievement and Otis Lennon School Ability tests are given to all students through the eleventh grade. The testing is accomplished over a scheduled two or three day period (see school calendar).

## **CONTINUED ENROLLMENT**

Continued enrollment is contingent upon a satisfactory payment record, acceptable academic performance (2.0 GPA) and behavior in accordance with school standards. Parents agree to support whatever measures are necessary (including selective or random drug testing) to keep Princeton a drug-free school. Regardless of performance in the areas listed above, students whose attitude is blatantly non-supportive toward the school and its standards, administration, or faculty at any time, may be denied re-enrollment or disenrolled if that student's continued attendance is viewed as detrimental to the morale and mission of the school. Students falling below a 2.0 GPA will meet with the academic review board to determine continued enrollment.

## **SUMMER SCHOOL CREDIT**

Credit may be awarded for previously failed courses or courses (unavailable at PCS) taken in summer school. Grades earned under these circumstances will be computed toward GPA and class standing (along with the original grade). Credit will not be awarded for courses previously passed. Summer school credit will only be awarded if completed through PCS or another accredited school, which has been pre-approved by administration.

## **GRADE REPLACEMENT**

Students who wish to repeat a class may do so with parental and school permission. If permission is granted, both the initial grade and the repeat grade will be recorded on the transcript and averaged in for GPA and class rank. Only one credit per class may be awarded for graduation purposes. A note or letter may be provided with the transcript to explain the circumstances.

## **PROMOTION POLICIES**

**7<sup>th</sup> & 8<sup>th</sup> grades** - Students must pass English and math, and science or social studies with a "D" or higher; failures in these subjects must be made up in summer school. A student who fails to meet these requirements following summer school will not be promoted.

**9<sup>th</sup> through 12<sup>th</sup> grades** - A student will be considered a 10<sup>th</sup> grade student when six high school credits have been earned, and 20 hours of approved community service have been completed. The student must have passed freshman English.

A student will be considered an 11<sup>th</sup> grade student when twelve high school credits have been earned, and 40 hours of approved community service have been completed. The student must have passed two years of English.

A student will be considered a 12<sup>th</sup> grade student when eighteen high school credits have been earned, and 60 hours of approved community service have been completed. The student must have passed three years of English.

Summer school credits must be earned at Princeton or at an approved alternative school. Home school, tutors, etc. will not be accepted to make up failing work unless specifically approved in advance by the administration.

To be awarded a diploma, 75 hours of community service must be completed.

## CLASS RANK & GRADUATION HONORS

All course work accomplished and verified on an official transcript of a recognized public or private school is transferable to PCS. Additionally, verifiable course work completed via Home Schooling is also admissible. (Verification is required to show all course requirements were met and that credit is awarded by a sponsoring school or organization. If this point requires clarification, the school reserves the right to use independent test results to verify subject mastery.)

Students will receive honors credit, for GPA purposes ONLY, for courses in which Princeton offers honors. Additionally, students must attend PCS a minimum of two years (grades 9-12) to compete for Valedictorian/Salutatorian honors. The purpose of these policies is to allow career PCS students to compete on equal footing for these honors.

## COLLEGE ENTRANCE TESTS

The Preliminary Scholastic Aptitude Test (P.S.A.T.) is given to all Sophomores and Juniors in October. The results of this test will be an early indication of what performance to expect when the student takes the S.A.T. or A.C.T. Students may send the results of these exams to colleges for admission and scholarships. Students are encouraged to take the College Board S.A.T. and/or A.C.T. before the completion of their junior year and as many times as needed during their senior year.

## STUDENT RECORDS

Student records are reviewed annually by the office and school counselor to ensure that students are taking the necessary courses for graduation and eligibility for the Florida Bright Futures Scholarship. Student records also will be reviewed to ensure that a student is taking the necessary courses to be eligible for college admission. (Note: since admission requirements vary between colleges, it is important that a student bring to the office admission requirements of the college or university they plan to attend. Otherwise, records are reviewed for general admissions into the state university system.)

Parents may request to review their student's record by coming to the office and signing a release to view. The parent will be permitted to review the record only in the confines of the designated area within the high school office. Parents are not permitted to remove any items from the student's records, write in the records or add anything to the records without explicit permission from the school principal.

Student records are released only to parents and other educational institutions except in cases of scholarship applications or employment. A transcript request form must be filled out and signed by the parent or student if 18 or older, in order for transcripts to be sent to colleges, universities, other schools or picked up by the student or parent. There is no charge for the first three transcripts requested while enrolled at PCS, however there is a \$5 charge for all other transcripts requested. After graduating or withdrawing all transcripts are \$5 each. If a student is transferring to another school, the school to which the student is transferring must send a formal written request for transcripts and records. **Forty-eight hours (two days) notice is required to obtain student records/transcripts.**

## **V. DRESS CODE**

All students will wear the school uniform in the specified manner **at all times while on campus**. Mid-year arrivals will be admitted with one week to secure uniforms. The only acceptable school uniform clothing is that purchased through the official school supplier (Sunshine Uniforms). Accessories (shoes,

socks, belts, etc.) may be purchased elsewhere as long as they conform to school guidelines. Shoes are required to be closed tennis shoes (sneakers) free of offensive symbols or writing. Crocs, sandals, flip-flops, backless shoes, boots, beach shoes, ballerinas, slippers, etc. are specifically disallowed for safety reasons.

### **Girls Dress Code**

1. White, black or green socks or nylons must be worn at all times.
2. All jewelry must be worn in a simple, modest manner. Only stud earrings may be worn, limited to two in each ear. Other visible body piercings are not permitted during any school function (including sports). Visible tattoos are not allowed.
3. Hats or hoods will not be worn.
4. Polo shirts must be tucked in at all times. (Button-front shirt does not need to be tucked in.)
5. Skirts/culottes must be of modest length (no shorter than 2" of the knee).
6. All black or all brown leather or vinyl belt is required to be worn with slacks, shorts, and skirts. The belt must have a flat or braided surface. Standard shaped buckles are the only acceptable belt buckle.
7. Khaki knee length shorts may be worn only on **Fridays**.

### **Personal Grooming**

1. Should not wear excessive make-up
2. Are required to wear their hair in a conventional hairstyle and color
3. Will refrain from conducting personal grooming in the classroom (i.e. combing or brushing hair, etc.)

### **Boys Dress Code**

1. All black or all brown leather or vinyl belt is required to be worn with pants and shorts. The belt must have a flat or braided surface. Standard shaped buckles are the only acceptable belt buckle. Pants must be worn at the waist, and may not be slit at the bottom.
2. Beige, white or black socks will be worn at all times.
3. Shirts must be tucked in at all times (except for the sweatshirt and Island Shirt)
4. Earrings and other visible body piercings are not permitted during any school function (including sports). Other jewelry must be worn in a simple, modest manner.
5. Hats or hoods will not be worn.
6. Visible tattoos are not allowed.
7. Khaki knee length shorts may be worn only on **Fridays**.

### **Personal Grooming**

1. Must be clean shaven at all times. No beards or mustaches are allowed.
2. Haircuts should be off the collar, off the eyebrows, and off the ears (no etching). Students will be allowed only 48 hours to be in compliance.
3. Nail polish is not permitted.

### **Jackets & Sweaters:**

Only uniform sweaters, jackets, or sweatshirts may be worn over the uniform between 7:30 AM and 3:30 PM. No extra clothing may be worn under the uniform other than a short-sleeved white or gray t-shirt.

### **Physical Education and Athletic Wear:**

All secondary students will “dress out” for physical education. Students will wear uniforms and gym shoes specified by the athletic department. All physical education uniforms must have the student's name printed on the shirt and shorts with permanent ink. Only approved PCS athletic uniforms are to be worn for P.E. and interscholastic sports.

### **Casual Clothing:**

The following standards apply outside the specified uniform hours when at PCS or attending PCS-sponsored event:

1. Shorts, if worn, will be **mid-thigh** or longer.
2. Tops will not be low-cut, strapless, thin (spaghetti) strap, or “see through”, and contain no offensive messages. Tank tops and bare midriffs are specifically disallowed. Collars of shirts are not to be cut or ripped in any way.
3. Tight-fitting or ripped clothing should not be worn.
4. Hats will not be worn indoors with the exception of the gymnasium during athletic events.

Students dressed inappropriately will be asked to leave the school grounds or PCS-sponsored event. However, the student may be permitted to return if dressed appropriately.

### **No-Uniform Days:**

Certain days are designated “no-uniform” and often have a specific theme. In the absence of specific guidance, information contained in “casual clothing” (above) will apply with the exception that shorts are not permitted. **No ripped jeans allowed.**

### **Formal Clothing:**

Formal clothing should always be selected appropriate to the occasion. PCS does not plan banquets to be of such a formal nature as to require tuxedos to be rented or expensive ball gowns to be purchased. We rather want all students to feel welcome and attend without significant financial outlays.

**Boys:** Suits and sport coats are acceptable; more formal attire is optional.

**Girls:** Our standards of modesty are often in contrast to what is portrayed in the media. We request that our young ladies not wear low cut or strapless gowns, and that the dress be of modest length. Girls whose dress does not conform to our modesty standards will be asked to correct the situation or leave the event.

## **VI. STANDARDS OF CONDUCT**

As a Christian School, we must provide an environment conducive to the spiritual growth and development of young people. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of Christians must be subordinated to the glory of God who dwells in us (I Corinthians 8:9, 10:32, 12:13). Christians will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

Our objective in establishing standards of conduct is to maintain an environment consistent with Christian values and in line with the philosophy of Princeton Church of the Nazarene. We are aware that in this pursuit we may seem stricter than the society of which we are a part. Despite our best efforts

to predict and categorize inappropriate behaviors in this handbook, the administration has the responsibility to respond to offensive activities, other than those listed, in an appropriate manner.

### **Classroom Disruptions**

Students are expected to arrive for class on time, prepared for the lesson, and in possession of all required materials. Their classroom behavior will conform to all-school classroom rules as supplemented by the teacher. These include, but are not limited to, displaying good manners, proper dress, maintaining an alert posture, talking and leaving one's seat only with permission, and paying attention to the teacher. Students are expected to show courtesy and consideration at all times to faculty members, secretaries, custodians, parents, visitors and fellow students. Each individual teacher will handle these disruptions as deemed appropriate.

Students are not permitted to chew gum at any time while at school. Eating and drinking is only permitted during lunchtime and in the designated lunch areas. Only during pre-approved special occasions will eating be allowed in the classrooms. Eating or drinking is not permitted in the halls or locker rooms at any time.

### **Actions Incurring Demerits:**

The following offenses are punishable by the assignment of two **demerits** and/or one-hour after school detention. Repeated classroom disruptions will be dealt with as determined by the teacher.

- Inappropriate language
- Public displays of affection (holding hands, touching, kissing, etc.)
- Bringing annoying (i.e. water pistols, CD players, media players, games etc.) or hazardous (i.e. matches, firecrackers, etc.) items to school.
- Drawing (removable) on desk or wall.
- Dress code violations
- Chewing gum or eating in an unauthorized area

The following offenses are punishable by the assignment of **five demerits** and/or one hour after school detention. In some cases, a one-day out of school suspension may be assigned. Upon reaching a total of five demerits a student conference with the principal will occur.

- Skipping class
- Profanity, vulgarity, taking God's name in vain
- Second offense public display of affection (holding hands, touching, kissing, etc.)
- Disrespect to faculty member or adult
- Dangerous or irresponsible driving (may also result in loss of driving privilege)
- Fighting (with provocation)
- Cheating on any class work, homework, quiz, test, exam (first offense) (student will receive a zero as well)
- Vandalism/destruction of school property (under \$50) (Note: Students will be charged for replacement and/or repair of all vandalism and negligent accidents.)
- Disobedience of a direct instruction from a faculty or staff member
- Lying to a faculty or staff member
- Improper use of the internet

The following offenses are punishable by the assignment of **10 demerits and a 2-5 day out of school suspension -or- expulsion**. **A second offense of any of the following infractions will result in expulsion**. Upon reaching a total of ten demerits, a parent conference with the principal will occur.

- Second offense for skipping class
- Extortion, intimidation, or threats against a student or his/her property
- Stealing of personal or school property, vandalism/destruction of school property over \$50.
- Fighting (no provocation) and resultant injury
- A second offense for cheating on any class work, homework, quiz, test, or exam will result in zeroes for work in all courses for five days, and/or other discipline and consequences as determined by the administration. **A third offense will result in expulsion.**
- Social Websites (i.e. Facebook, My Space, Twitter, etc.) blogs, online media, or the like does not align with the purpose and mission of the school. Any student found using these sites in an inappropriate manner which is in violation of the school's conduct, moral standards, and statements on harassment will be subject to disciplinary actions as indicated above.

### **Conferences and Further Action**

Secondary students may be assigned extra work, a conference with the principal, and demerits for misconduct. Parents will be notified by mail on a weekly basis when demerits are received.

If a student accumulates a specified level of demerits, further consequences accrue. The requirement for parent conferences underscores our belief that the school and parents working in concert, as a team, offers the best possible chance to achieve behavioral change in a poorly behaved student.

The following apply per semester:

- Step I:           **5 Demerits** - A student conference must occur with the principal.
- Step II:           **10 Demerits** – A parent conference must occur with the principal. Loss of privilege to participate in the senior trip and/or any other school sponsored trip for the semester. Any funds paid toward the trip will be forfeited.
- Step III:          **12 Demerits** - Parents and student will meet with the discipline committee of the school board.
- Step IV:          **15 Demerits** - Expulsion from National Honor Society, student government office, class office and athletic team for the semester. A parent conference must occur with the principal.
- Step V:           **18 Demerits** – Expulsion if the student has already met with the school board discipline committee. If the student has not had the opportunity to meet with the school board discipline committee, suspension will occur until the meeting can be arranged.

A student receiving 15 demerits or more in one semester will be placed on probation for the next semester and five demerits will be carried over to the next semester. Thus a student receiving 15 demerits or more will begin the next semester with five demerits. Any student placed on probation twice within two years may be, at the discretion of the principal in consultation with the school board discipline committee, expelled or not allowed to re-enroll. Furthermore, any student receiving 15 demerits or more for two consecutive semesters within the same school year may be, at the discretion of the principal in consultation with the school board, expelled or not allowed to re-enroll.

### **Suspension From School**

Suspension from school results in an unexcused absence and zeros for homework, class work and quizzes in all classes missed. Tests may be taken upon return. Administration will give the student a specific writing assignment that must be completed during the suspension period. The assignment must be turned in before the student will be re-admitted to school

### **Appeal Procedure**

The following procedure shall be followed when addressing discipline problems.

1. All questions, problems, or complaints should first be brought directly to the assigning teacher before anyone else is involved.
2. If the situation is not resolved at this level through direct contact, it should be brought to the principal.
3. If the situation is not resolved at this level through direct contact, it should be presented in writing to the principal.
4. If the problem is still not resolved at this level, it should then be presented in writing to the school board. It will then be placed on the agenda for the next regular meeting.

### **Cheating**

Cheating is a very serious offense and carries a stiff penalty for those students caught in the act of cheating. It must be understood that cheating is fraud and lying. Princeton has a zero tolerance for cheating. Cheating is not just copying someone else's work during an exam. Cheating is sharing homework papers, telling others answers for homework, plagiarism whether it be from a printed source or from the Internet, copying someone's work during a test, using a cheat sheet or prewritten answers during a test and so on. Basically, any time a student copies any work, in other words did not do the work himself or herself from start to finish, they are CHEATING. Furthermore, the person who gives a student answers, lets another student copy their work and so on is cheating as well. Both the student who copies and the student who gives the answers, paper, etc. will receive the same discipline and consequences for cheating.

### **Weapons**

Students who bring weapons, or other items used to intentionally harm others, to school will be expelled and the police will be called. Any steps necessary to maintain a safe environment will be taken.

### **Threat/Violence**

Threats or physical acts against faculty, administration or other staff members or their property, either on or off campus, will result in police involvement. Other discipline and consequences will be determined by the administration in consultation with the school board.

### **Drugs, Alcohol, and Tobacco**

Princeton Christian School has a "Zero Tolerance" policy for any drug or alcohol use on or off school property. Any use, possession of, or distribution will be grounds for immediate expulsion with no option to complete any classes in progress. Students may not bring, or have in their possession, or show evidence of use of alcohol, tobacco, or recreational drugs, while on campus. Students may be requested to take a drug test on a random or selective basis by the administration. Refusal to test within 24 hours will be considered an admission of guilt and result in immediate expulsion. If a student tests positive, the parent is responsible for the testing fee. Prior to testing, every effort will be made to notify parents. However, by signing the enrollment form, parental permission is not required. A positive test will result in immediate expulsion.

Attendance at PCS is contingent upon parents' unswerving support for such measures to maintain Princeton as a "drug-free" school. Drug-sniffing dogs may be used to conduct random checks of our campus including student's lockers at the discretion of the administration.

### **Tolerance**

Students are expected to take an active role in the preservation of the standards of Princeton Christian School. Therefore, students possessing information regarding major incidents will be requested to pass such information on to the administration.

Students shown to have knowledge of a major infraction and who fail to bring the information forward, or those who lie during the course of an investigation, will be subject to discipline and consequences.

### **Driving on Campus**

Properly licensed students may drive their cars to school and park in assigned areas. All students must park in the lot across the street from the Chapel. **Students are not allowed**, for any reason, to go to their vehicles during the school day. The maximum speed in the parking lot is 5 MPH. Any students exceeding the speed limit or driving dangerously will lose their driving privilege for no less than 30 and no more than 90 days. Any student playing music that can be heard from outside the car will lose their driving privilege for 30 days, after one warning has been given. When probable cause is suspected, any vehicle parked on school property may be searched for unauthorized items.

### **Off-Campus Behavior**

Off-campus behavior is relevant. While Princeton makes no effort to "police" its students off-campus, certain behaviors are of such an offensive nature to a Christian school that they must be addressed. Examples include:

- a. Criminal activity
- b. Vulgarity and/or immorality
- c. Use of alcohol, tobacco, or recreational drugs
- d. Offensive actions toward a faculty or staff member
- e. Internet activity that compromises the values and standards of the school as outlined in the standard of conduct (Internet behavior, although 'virtual' will be treated in the same manner as other off campus behaviors. i.e. Facebook, MySpace.)

Students found guilty of such behavior will be disciplined or expelled as determined by the principal in consultation with the school board.

### **Student Websites/Social Networking**

Improper use of social networking sites (i.e. Facebook, My Space, Twitter, etc.) blogs, online media, or the like does not align with the purpose and mission of the school. Any student found using these sites in an inappropriate manner which is in violation of the school's conduct, moral standards, and statements on harassment will be subject to disciplinary action.

### **Pregnancy**

Princeton Christian School has a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students. It is essential that any student who becomes pregnant report their pregnancy to the principal as soon as medical authority confirms the pregnancy. As soon as such pregnancy is confirmed, the student shall be terminated from the school immediately. The principal will determine whether alternative off-campus arrangements can be made for continuing education during and after the pregnancy. If a male student has impregnated, he will be subject to the

same discipline as a female. The school board will review re-admission to PCS one full semester after the birth of a baby.

In the event that the principal has credible reason to believe that a student is pregnant, but confirmation of the condition cannot be obtained from either the student or her parents/ guardian, the principal will after conferring with the student and her parents or guardian, suspend the student until such time as medical proof is presented from a testing agency of the school's choosing. Upon receipt of the medical statement confirming pregnancy, the principal shall implement this policy. A conference will be held with the student and parents/guardian.

The principal, teachers, staff, parents, guardians, and students will adhere to the applicable laws relating to minors and privacy under these circumstances.

### **Sexual Promiscuity**

PCS is a school designed for students who are unmarried and who live at home with their parent(s) or legal guardian(s). PCS upholds a traditional Biblical view of sexual morality (1 Thessalonians 4:3-5). Students shall not engage in sexually promiscuous behavior (e.g., premarital sexual relations, homosexuality, etc.) on or off campus. Violation of this policy will result in either a request that the student voluntarily withdraw from the school or a recommendation of expulsion to the disciplinary committee of the school board.

Students or parents who disrupt the school environment by promoting promiscuous practices or beliefs or by promoting or professing sexual preferences which are contrary to the Biblical teachings of the school and church, are subject to disciplinary action up to and including expulsion of the student, removal of the parent from campus, and supervised on campus visitation of the parent/guardian. The administration reserves the right to use its own discretion to determine, on a case-by-case basis, what constitutes disruption of the school environment. The administration also reserves the right to make inquiries of students and parents regarding these issues and to expect truthful responses. (Leviticus 20:13, Romans 1:27)

The principal, teachers, staff, parents, guardians and students will adhere to the applicable laws relating to minors and privacy under these circumstances.

### **Abortion**

PCS affirms the traditional teachings of Scripture that uphold the sanctity of life (Psalms 139:13-16 and Genesis 9:6) and supports the position of the General Church of the Nazarene that, abortion, unless necessary to save the life of the mother, is morally wrong. PCS students shall not obtain or knowingly facilitate an abortion, unless confirmed by the attending physician to be an essential requirement to prevent the imminent death of the mother, and then only with parental permission unless emergency circumstances or the law dictates otherwise. The principal, teachers, staff, parents, guardians and students will adhere to the applicable laws relating to minors and privacy under these circumstances.

### **PARTIES/BANQUETS**

Secondary classes may have a class party at Christmas and other occasions approved by the administration. In addition, banquets are sponsored annually. Students attending banquets must not be on "suspension" status and must attend school at least ½ day on the day of the event.

## MAGAZINES AND OTHER FORMS OF LITERATURE OR ART

Magazines and other forms of literature that contain inappropriate language, pictures, song lyrics etc. will be confiscated and not returned. Art portraying inappropriate gestures, etc. will be confiscated and not returned. Any lyrics, writings, drawings, etc. of an inappropriate nature made by students will be confiscated and the student will face disciplinary action.

## CELL PHONES & OTHER ELECTRONIC DEVICES

Cell phones may be brought to school but **MUST** be turned off and placed in the student's locker during school hours. Any cell phone **SEEN, HEARD** or **USED** during school hours will be confiscated. If a cell phone is confiscated, it must be picked up from the office by the student's parent. With the second offense, the cell phone will be kept for two weeks after which it must be picked up by the parent. On the third offense, the cell phone will be kept until the end of the school year.

If a student needs to call home in cases of illness or other exceptional circumstances, the office phone must be used for this purpose. Pagers are never permitted at school and will be confiscated if found on campus.

With the rapid rate of technological advancement, it is impossible to address the functions of each and every personal electronic device that will become available through the school year. Our intent is to prevent these devices from distracting students from the learning process that occurs inside and out of the classroom. For this reason, any personal electronic devices being used during school hours will be treated in the same manner as a cell phone.

Electronic games, music devices, laptops, ipods and other such devices are not permitted anytime at school. **This includes before and after school.** Such items will be confiscated and kept until the last day of school. CDs and other media found in these devices will not be returned. PCS reserves the right to access and review activity on the cell phone or other electronic device.

## **VII. RESPONSIBLE USE OF TECHNOLOGY**

Internet access is available to students and teachers of Princeton Christian High School. We believe the Internet offers vast, diverse, and unique resources, promoting educational excellence at Princeton Christian School. It opens up the world's largest library to us and facilitates resource sharing, innovation and communication. It can magnify what is good in the world and it can magnify what is sinful and corrupt. Therefore, in the area of Internet use, much responsibility and restraint is required. Although staff will supervise each student's use of the Internet, we cannot guarantee that the student will not gain access to inappropriate material. At PCS we firmly believe that the valuable information of this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of PCS.

All students and their parents are required to **read and sign a form** indicating that they agree to the Responsible Use of Technology Policy **before Internet access can be provided.** The purpose of this agreement is to ensure that use of Internet resources is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and staff that must adhere to strict guidelines. These guidelines are provided here so that there is awareness of the responsibilities parents and students are about to acquire. If a user violates any of these provisions, his or her access and privileges will be terminated and disciplinary action will result. Please read the Responsible Use of Technology Policy and the Internet Terms and Conditions carefully.

## **Internet – Terms and Conditions of Use**

Students (users) are responsible for good behavior on the school computer networks, just as they are in a classroom or a school hallway. General school rules for behavior and communication apply. The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. Access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrator will deem what is inappropriate use, and his/her decision is final. Also, the system administrator may close an account at any time, as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.

Users are expected to abide by these generally accepted rules of network etiquette, which include, but are not limited to the following:

- Students will limit their use of the Internet to the educational objectives assigned by their teachers.
- Physical or electronic tampering with computer resources is not permitted. Intentionally damaging computers, computer systems, or computer networks will result in cancellation of privilege and 5 or 10 demerits (see Standards of Conduct).
- Students may not play non-educational computer games at any time.
- No uploading or downloading of pornographic, violent or illegal materials is permitted.
- Sending or participating in chain letters is prohibited.
- Students who mistakenly access inappropriate information should immediately inform the teacher or staff person in charge.
- Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism (taking the ideas or writings of others and presenting them as if they were your own) in any form will not be tolerated. Information from Internet sources used in student papers and reports should be cited along with references to printed materials.
- Use of the computer lab is restricted to classes or groups supervised by a teacher or staff person.
- Students may not access social networking sites (e.g. Myspace.com) while on PCS campus.

## **VIII. GENERAL POLICIES**

### **FIRE DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that the buildings be cleared promptly by the prescribed route when the signal is given. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return to class.

### **CLASS FUNDRAISERS**

Fund raising events for individual class accounts are permissible within the following guidelines:

- a. Approved at least one week in advance by the administration.
- b. Offer reasonable value for goods/services rendered.
- c. Do not employ “high pressure” sales tactics.
- d. The total for ALL classes does not exceed two per month.
- e. Do not employ door-to-door selling.

Class funds are the property of the class collectively and individual students within a class **do not** have a claim on any funds without the consent of the class. Classes who do not meet assigned goals through

obvious lack of effort during all-school fundraisers may have on-campus class fund raising activities curtailed or suspended.

## **LIBRARY**

Library books may be checked out for one week. There is a fine for overdue books. Encyclopedias and other reference works may not be taken out of the library unless the teacher writes a note requesting the use of the work in the classroom. **Reference books are never to be taken from the school building.** Report cards will not be given to those students who owe book fines. Library books are expensive. There will be a charge for any books lost or damaged.

## **LOCKERS & PRIVATE PROPERTY**

A locker with a combination lock is assigned to each secondary student at the beginning of the year. Lock combinations are changed each year, and the combination is issued only to the student. Each student is responsible for his own locker and possessions. **The locker must be locked at all times when unattended.** Lockers are the property of Princeton Christian School and are subject to inspection without notice by authorized school personnel. There will be a fee for any additional or lost locks. **The school is not responsible for stolen items.** Lockers are expected to be kept in order.

## **LUNCH**

Students may bring a packed lunch from home or purchase hot lunches, salads, and cold sandwiches, drinks, etc. from the school. Prices are determined by our purchase costs and are subject to change. Students may not order lunches to be delivered to school unless it is an organized function under the supervision of a teacher. If a student orders lunch, they are responsible to pay for it. (Parents may deliver a lunch to their child during the lunch period, provided it can be consumed in the time allotted. Please do not purchase food from local restaurants and bring to school.) If a student forgets their lunch/money, they may charge the daily lunch for \$3.50 plus a \$1.00 service charge.

PRINCETON OPERATES AS A "CLOSED CAMPUS". Visitors (other than parents) are not allowed. Students are not permitted to leave the premises during lunchtime unless checked out of school personally by a parent.

## **MATERIALS AND SUPPLIES**

Students must have sufficient supplies available at all times. Borrowing books, paper, pencils, etc. is discouraged. Materials and supplies are obtainable from the school store, located in the elementary building, or they may be brought from home. Students must have all required materials at their desk at the start of class. Students will not be excused to go to their locker after the tardy bell has rung. **FORGOTTEN HOMEWORK** may be turned in late for **REDUCED CREDIT**. No homework more than one day late will be accepted.

## **TEXTBOOKS**

Textbooks are issued on a rental basis with appropriate wear and tear expected. Abuse or loss of textbooks will result in a fine at the time it is requested or at the end the year. Hardback books **MUST** be covered with an appropriate book cover. Books **MAY NOT** be covered with stretchy fabric covers, contact paper or any other adhesive material. By the end of the first week of school, students are expected to have textbooks and workbooks in the classroom for daily work. A list of textbooks used in

each class is obtainable from the school office in case parents wish to buy extra copies from the publisher for home use.

### **SPIRITUAL GUIDANCE AND COUNSELING**

Since we are a Christian school, Princeton seeks to meet the spiritual as well as academic needs of our students. Young people are at all times encouraged to seek counseling in either area from their teachers or the principal. Families are encouraged to participate in whatever manner they feel appropriate.

### **VISITORS**

Parent and/or student visitors are not allowed during school hours. If a special circumstance exists, requests are to be presented to the principal in advance. Visitors are to report to the secondary school office on arrival. Visitors must be escorted at all times while on-campus during the school day.

## **IX. GUIDELINES FOR PARENTS**

### **CHANGE OF ADDRESS**

If there is a change of address or phone number, **please inform the office**. This will help in addressing mailings and is vitally important should an emergency occur.

### **COMMUNICATIONS AND CONFERENCES**

Proper communication between parents and faculty is essential in the operation of a school. Parental cooperation concerning the signing and returning of important notices and permission slips is greatly appreciated. If there are any questions regarding grades, school functions, classroom practices, or disciplinary action, please contact the school immediately. It is important that each child know that both parents and teachers are working harmoniously for his or her welfare. Open, unwarranted criticism of school practices is counterproductive.

When there is a misunderstanding, the parent should immediately contact the teacher. Often a note can clear up the difficulty. If the problem remains, a three-way conference, with the parent, teacher, and dean of students will be arranged. If it is not resolved at this time, an appointment may be scheduled with the principal.

Appointments with teachers should be made at least one day in advance. Many times teachers have commitments they must keep following the school day. Requests for a teacher conference should be made by calling the school office.

### **MEETINGS AND OTHER EVENTS**

Parents are encouraged to come to the annual open house, which occurs within the first month of school each year. This is an important meeting as changes in policy, student expectations, etc. are covered. It also is a time to meet teachers and go through student schedules.

All parents are encouraged to attend and support school plays, athletic games, science fairs, fine arts nights, and other events of the school to which parents are invited to come. Strong parental support is the best encouragement that students could ever receive. Parental participation also keeps parents abreast of what is going on in the school and in touch with the culture of the school.

Parents also are strongly encouraged to be involved in their student's class. Parents are called upon to be homeroom parents and to assist in fundraisers or other class projects, competitions, etc. Again a strong showing from our parents makes for a very healthy school.

### **PARENT-TEACHER FELLOWSHIP (PTF)**

We place a high priority on parent involvement in our school. The Parent-Teacher Fellowship is an excellent way for parents to be involved in the life of the school. The PTF meets monthly during the school year and is an opportunity for parents, teachers and administration to discuss issues of importance to parents.

The PTF operates within their assigned charter and assists in numerous capacities including fund raising events. We try to keep the cost of tuition and registration as low as possible and urge parents and students alike to participate in fund raising events to assist our program.

Parents are strongly urged to be part of this important organization as this is the primary avenue for parental input into the school.

### **PARENTAL VISITATION**

It is important to maintain a formal atmosphere concerning parental visitation procedures. Coordination with the office is required before visiting a classroom for any reason. **PARENTS MAY NOT** go directly to the classroom, lunchroom or gymnasium during school hours. Lunches, homework, books, etc. may be left in the office. Notification for student to pick up items must be pre-arranged. Class time will not be interrupted to inform students of lunch and/or items dropped off by a parent or another individual.

All visitors must sign in at the school office upon arrival to receive a visitor pass.

**Note: We respectfully request that our parents dress and behave in a manner appropriate to the school's Christian values and standards when at school or attending school events or trips. We further request that there be no smoking on school property.**

### **TRANSPORTATION**

Parents who bring their students to school must adhere to the speed limit of 5 mph on school grounds. This applies to the drop off area in front of the high school and the fenced lot across from the Chapel. Parents are not to park in front of the high school building except in designated parking spaces. Please note that the restricted "No Left Turn" hours at the main exit will be enforced.

Parents can drive into the fenced lot across from the Chapel to drop their students off. This is a viable option, as it will reduce traffic in front of the high school building. **Students being dropped off in this lot must exit through the pedestrian gate and cross at the crosswalk. Upon entering the campus, students should use the sidewalk along south side of the chapel building to proceed to the high school. No student may cross the church parking lot.**

Students being picked up in the fenced lot must use the above route to exit the campus, avoiding the church parking lot.

Properly licensed students may drive their cars to school and park in assigned areas. **All students** must park in the fenced lot across the street from the Chapel. **Students are not allowed**, for any reason, to go to their vehicles during the school day. The maximum speed in the parking lot is 5 MPH. Any student exceeding the speed limit or driving dangerously will lose their driving privilege. All vehicles parked on school property may be searched for unauthorized items.

## **TELEPHONES**

Between the hours of 8:00 AM and 4:00 PM, telephone calls may be made to the appropriate school office. The high school office number is 305-258-3107. The FAX number is 305-257-5799. The elementary school office number is 305-257-3644. The offices are not open on Saturdays, Sundays, or holidays. **No messages will be given to students except in emergencies.**

Students may bring cell phones to school but may only use them outside of school hours. During school hours, students may call home from the school office in cases of illness or other exceptional circumstances. See the paragraph on student cell phone usage in the Standards of Conduct section of this handbook.

## **X. ATHLETICS**

### **A. Eligibility**

#### **1. Academic Standards**

The eligibility requirements for participation in interscholastic extracurricular athletics and activities, and as mandated by the Florida High School Activities Association (FHSAA) bylaws, are as follows:

To participate in any succeeding semester a student must have earned a cumulative 2.0 GPA based on a 4.0 scale. Students have a maximum of one year of eligibility in the ninth grade. Students have a maximum of three years of eligibility beginning with the date entering the tenth grade.

#### **2. Other Factors**

The removal of an athlete from a team will be determined by the coach in consultation with the athletic director (AD). The reasons will be discussed with the athlete, and upon request, with the parents.

Florida law requires a physical exam be on file for each athlete as a prerequisite to athletic participation each school year. This exam must be taken AFTER the end of the preceding school year, and before an athlete is allowed to participate in a sport.

### **B. Suspension**

1. It is the coach's responsibility in each individual sport to determine unexcused absences, practice time, and general team rules in addition to those listed. (Note: It is the coach's responsibility to enforce the rules using the disciplines he deems effective for carrying out team policy.)

2. Violation of the following training rules will result in suspension or expulsion. "In season" is a term used by the coaching staff, and it represents the time period from the first organized practice to the conclusion of the last contest of that particular season. In addition to the discipline and consequences listed under "Standards of Conduct", the following will apply to athletes in season:

Unsportsmanlike conduct - Profanity, insubordination, any action detrimental to school and/or team - automatic suspension from the team for one week and/or one contest at the discretion of the coach.

C. Day of Game

1. Travel clothing for away games will be up to the discretion of respective coaches as approved by the AD.
2. When transportation is provided, **the entire team must ride together to and from the designated location of the contest.** (Exceptions approved only by the coach.)
3. Attendance at school on the day of a game is required for at least half of the day for the student to participate in that contest. If a student is serving detention on a game day, he/she will forfeit participation in that game.

D. General Information

1. Each student, and the parents of that student, should commit themselves FULLY to every athletic team joined.
2. If a student must miss a practice, the coach must be notified before (not after) or the absence is unexcused.
3. If at any time the student or parent has a problem or wishes to discuss any of the above regulations, he/she should first see the coach. Then, if he/she still wishes to discuss the situation, he/she should see the athletic director.
4. No student may wear an athletic uniform or other alteration as part of their school dress, or to other activities, unless authorized by the athletic director and principal.
5. Any student who quits a team for any reason forfeits the privilege of lettering in that sport and any associated honors. Additionally, the student may be suspended from the entire athletic season following the one in which he/she quit.
6. Should a situation arise which is not covered by these rules, a decision will be made by the athletic director after consulting with respective coaches and the principal.

E. Awards

Recipients for athletic awards will be proposed by the individual coaches and approved by the athletic director and principal. Awards are presented at the end of year PCS Athletic Awards Banquet.

F. Athletic Policies

All parents and students are ultimately responsible for being knowledgeable of the athletic policies at PCS. This is a brief overview of the athletic policies. Please secure a copy of the athletic handbook from the athletic director for a complete explanation of the athletic Policies and Procedures.

**EXTRACURRICULAR SPORTS**

Football	Boys - J.V.
Soccer	Girls - Varsity
Volleyball	Girls - J.V., Varsity
Basketball	Boys - J.V., Varsity
Baseball	Boys - Varsity
Softball	Girls - Varsity
Cheerleading	Varsity, J.V.

**ACADEMIC  
PLANNING GUIDE**

## GRADUATION REQUIREMENTS

Princeton Christian High School requires 24 credits and a GPA of 2.0 or higher for graduation. More specifically, the requirements for grades 9-12 are as follows:

Bible	4 credits*
English	4 credits
Mathematics	4 credits
Science	3 credits (2 with lab components)***
Social Studies	3 credits
Physical Education	1 credit**
Fine Arts/Practical Arts	1 credit, (Either 1 full credit in either Fine Art or 1 full credit in Practical Art or ½ credit in each.)
Electives	4 credits

\* One year of Bible is required in 9th - 12th grade while a student attends Princeton Christian School.

\*\* Must include ½ credit P.E. and ½ credit Personal Fitness. The only excuse for not taking physical education will be a doctor's written permission. A suitable alternative from the P.E. field will be substituted.

\*\*\* Biology, Chemistry, Anatomy & Physiology, and Marine Biology have lab components.

Seventy-five Community Service hours are required for graduation.

Graduating seniors are required to attend both Baccalaureate and Commencement Ceremonies. If a senior does not attend Baccalaureate, they will not be allowed to participate in Commencement.

**All accounts with PCS must be current before a transcript or diploma will be issued, and for a student to be able to participate in a graduation ceremony.**

## COURSE SELECTION AND REGISTRATION INFORMATION

1. Students are expected to read, understand, and comply with all the graduation requirements outlined in this bulletin.
2. All students must enroll in seven (7) classes. (With the exception of students enrolled in an approved dual-enrollment program.)
3. All students must select an alternate elective course for each elective period.
4. The PCS Subject Selection Form must be signed by the parent. The form must then be returned to the school office by the deadline noted. If the form is not received by this time, the office will schedule classes for the student. (If enrollment takes place during the school year, the subject selection form will be signed at the time of registration.)
5. Schedule changes will be considered during the first week of the semester. The student must have approval from the teachers involved, his parent, and the principal before the schedule change is finalized.
6. After the first week of the semester, teachers/administration may make a change if the following conditions are met:
  - a. Knowledge level of the student is incompatible with the assigned class
  - b. Student effort is not a factor

- c. An alternative class is available
  - d. In the event a change is warranted for the above reasons, parents will be fully informed and their views considered before the final decision is made.
7. Failure in a course due to lack of effort, poor conduct, absenteeism, or lack of student-supplied working materials is not an acceptable reason for a change in schedule. Most subjects require a student's participation for an entire year.
  8. Occasionally a conflict of periods or administrative problems in scheduling prevents a student from being scheduled into the first choice of a course. When this occurs, the student is scheduled into the subject designated as "alternate choice". Any alternate course could become the scheduled course, so selections must be given careful consideration.

The majority of the student body at Princeton Christian School is planning to pursue a collegiate education. Therefore, the emphasis of the high school curriculum at Princeton Christian is on college preparation. It should be noted that specific entrance requirements differ among colleges and universities. Thus, students should familiarize themselves with the entrance requirements for the colleges and universities in which they are interested. This will help ensure appropriate course selection for the student's high school record, which begins with the ninth grade year.

In addition, the Christian philosophy of Princeton Christian is concerned with meeting the needs of all our students. Princeton Christian offers courses that are designed to modify the college preparatory curriculum and meet the individual needs and learning differences among students.

The following pages contain three college preparatory curriculum tracks. These are offered as suggestions to aide students and parents in designing an appropriate high school course curriculum that corresponds to the student's goals. The illustrated curriculum tracks are based on minimum, selective, and most selective college/university entrance requirements. Again, it must be emphasized that these are merely suggestions and it is the student and parents' responsibility to ensure proper course curriculum selection.

**COURSES SUGGESTED FOR A MINIMUM COLLEGE PREP PROGRAM**

<b>9<sup>th</sup> grade</b>	<b>10<sup>th</sup> grade</b>	<b>11<sup>th</sup> grade</b>	<b>12<sup>th</sup> grade</b>
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Integrated Math
Physical Science	Biology	Chemistry or Anatomy	Science Elective
World History	Geography	American History	Am. Gov't/ Economics
Bible – Christian Living	Bible – New Testament	Bible – Old Testament	Bible – World Religion
Spanish I	Spanish II	Elective	Elective
P.E.	Practical/Fine Art	Elective	Elective

**COURSES SUGGESTED FOR A SELECTIVE COLLEGE PREP PROGRAM**

8th grade – Algebra 1 and Earth and Space Science Credits

All classes should be taken at the Honors or AP level, if possible

<b>9<sup>th</sup> grade</b>	<b>10<sup>th</sup> grade</b>	<b>11<sup>th</sup> grade</b>	<b>12<sup>th</sup> grade</b>
English 1	English 2	English 3	English 4
Geometry	Algebra 2	Trig/Pre-Calculus	Calculus or Dual Enroll
Physical Science	Biology	Chemistry or Anatomy	Chemistry or Anatomy
World History	Geography	American History	Am. Gov't/ Economics
Bible – Christian Living	Bible – New Testament	Bible – Old Testament	Bible – World Religion
Spanish I	Spanish II	Practical/Fine Art	Elective*
P.E.	SAT/College Prep	Elective*	Elective*

\*Electives should be academic electives related to the student’s Major Area of Interest, if possible

**COURSES SUGGESTED FOR A COMPETITIVE COLLEGE PREP PROGRAM**

8th grade – Algebra 1 and Earth and Space Science Credits

All classes should be taken at the Honors or AP level, if possible

<b>9<sup>th</sup> grade</b>	<b>10<sup>th</sup> grade</b>	<b>11<sup>th</sup> grade</b>	<b>12<sup>th</sup> grade</b>
English 1	English 2	English 3	English 4
Geometry	Algebra 2	Trig/Pre-Calculus	AP Calculus
Biology	Chemistry or Anatomy	Chemistry or Anatomy	Physics (FLVS or dual)
World History	Geography	American History	Am. Gov't/ Economics
Bible – Christian Living	Bible – New Testament	Bible – Old Testament	Bible – World Religion
Spanish I	Spanish II	Practical/Fine Art	Elective*
P.E.	SAT /College Prep	Elective*	Elective*

\*Electives should be academic electives related to the student’s Major Area of Interest, if possible

## **GRADING STUDENT PERFORMANCE**

Academic grades are to reflect the student's academic progress. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period. For senior high courses in which a mid-term and final exam is given, each exam will be worth 10% of the student's final grade. In seventh grade, each exam is worth 2.5%, in eighth grade each exam is worth 5% of the student's final grade. Mid-term and final exams will be recorded on the report card but will not affect a student's honor roll status.

<u>Letter Grade</u>	<u>Numerical Value</u>	<u>Interpretation</u>	<u>Quality Points</u>
A	90-100	Outstanding	4*
B	80-89	Good	3*
C	70-79	Satisfactory	2*
D	60-69	Minimal; improvement needed	1
F	0-59	Failing	0
I	0	Incomplete	0

\* High school courses designated as honors classes (eligible for high school credit) receive a grade point value of A=5 pts, B=4 pts, C=3 pts, D=1 pt and F=0 pts. Classes may be designated Honors as available. Students who transfer to PCS will receive Honors credit ONLY for courses so designated by Princeton. The purpose of this policy is to allow long-term PCS students to compete for graduation honors on an equal footing.

Nine week, semester, year-end reports, and final transcripts are computed using the above grade point values and are then multiplied by the course credit attempted (1.0, .50, .25). Please be aware that some activities require the use of the un-weighted GPA, in which the honors points are not added to any course.

## **CLASS RANKING**

Class ranking lists will be produced each year. Class rank at the end of the third quarter of the senior year will be used to determine valedictorian and salutatorian honors using weighted GPA. In determining valedictorian and salutatorian awards, only students who have earned at least one half of their high school credits at Princeton Christian School will be eligible.

## **REQUIREMENTS FOR PROMOTION**

From

Grade 9: A minimum cumulative total of 6 credits and 20 hours of community service

Grade 10: A minimum cumulative total of 12 credits and 40 hours of community service

Grade 11: A minimum cumulative total of 18 credits and 60 hours of community service

Graduate: A minimum cumulative total of 24 credits, 2.0 GPA, and 75 hours of community service

## **COMMUNITY SERVICE HOURS REQUIREMENT**

As a Christian school we firmly believe that service is one of the hallmarks of living a Christian life. As Christians and a Christian school we should be the example for the rest of society concerning service to others, especially to those in need. Being engaged in Christian service teaches humility and respect for others, which are indispensable qualities for success. Furthermore, it is hoped that this may serve as a foundation for life-long community involvement and a willingness to make a change.

### **Requirement**

Each student is required to complete a minimum of 75 community service hours **prior** to graduation. This is a formal graduation requirement. Tabulation period for community service hours commences the summer prior to the beginning of the student's freshman year and finishes at the end of the student's senior school year. This minimum number of community service hours fulfills one of the criteria for eligibility for the Florida Bright Futures Scholarship.

Students in the 9-12th grades must earn a minimum of 20 service hours per year. In all cases, however, students must earn the required minimum of 75 approved service hours to graduate and receive a diploma from Princeton Christian School.

### **Documentation**

Before any service hours are performed, the student must complete and submit to the high school office a PCS Community Service Proposal Form. The purpose of this form is to ensure that the proposed service is in line with Princeton's standards for community service so that the hours worked will be counted toward the student's community service hour requirement. If the community service project is acceptable, the form will be signed by the principal and returned to the student. A copy of the form will be placed in the student's file as well.

To receive credit once the approved community service is completed, the student must submit one of the following types of documents: 1) a letter on organization letterhead and written by the person immediately supervising the work (make certain that the number of hours worked is included in the letter as well as a description of the work performed); or 2) a completed Princeton Community Service Hours Documentation Letter (obtainable from the high school office, on Edline, or in the Appendix Section of this Handbook). Documentation of completed community service will then be logged in as personal data, which becomes part of their high school record.

### **What Qualifies as Community Service**

The following are examples of acceptable and unacceptable community service projects. By no means is this an all-inclusive list. This fortifies the requirement for submitting the Community Service Proposal Form prior to initiating or engaging in any service work. Any service hours performed and submitted without prior approval via a Community Service Proposal Form may be rejected and will not be credited as service hours.

### **Examples of Eligible Community Service Projects**

- Youth group activities that benefit people **outside** the immediate church community missions trips (maximum 8 hours per day)
- Missions work while on one of the school's sponsored trips (class field trips are not eligible activities)
- Awanas/Caravan teachers or assistants, vacation Bible school teacher/worker (or other scouting type program)
- Special community performances of choirs and ensembles (takes place off school campus, not during normal school hours and is not part of regular church services or activities)
- Visiting elderly, shut-ins, serving meals, working at soup kitchens or food banks, etc.
- Evangelism work through an organization
- Work with any organizations such as Red Cross, Habitat for Humanity, or other service-oriented non-profit organizations
- Community beautification such as beach clean-up, everglades restoration projects, etc.
- Pre-arranged projects or work at the school outside of school hours.

### **Examples of Ineligible Work for Community Service Hours**

- Attending youth group meetings, camp, choir practice, music ministry teams, teaching Sunday school, nursery worker, etc. (basically any facet of regular church meetings is not eligible for community service hours)
- Fundraisers for PCS or any non-eligible organizations
- Any paid work
- Any court-ordered community service or any work hours assigned as discipline and consequences
- Service performed in excess of 8 hours in any one day
- Volunteering in a doctor, attorney, contractor's office, etc. or working at any other for profit organization
- Any service type work performed as part of a class field trip or assignment
- Volunteering for a neighbor or a friend in times of crisis

## **FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM**

### **General Eligibility Requirements:**

To be eligible for an initial award under the Florida Bright Futures Scholarship Program, a student must:

1. Be a Florida resident
2. Earn a Florida standard high school diploma or its equivalent from a public or private high school, or complete a state approved home education program.
3. Be accepted by and enrolled in an eligible Florida public or independent postsecondary education institution.
4. Be enrolled for at least six semester credit hours or the equivalent.
5. Not have been found guilty or plead *nolo contendere* to a felony charge.
6. Use the award within three years of graduation.

There are no family income requirements.

### **Florida Bright Futures Academic Scholars Award (FAS) Eligibility Requirements:**

In addition to the previously stated general requirements:

1. A minimum cumulative (9th-12th) recalculated GPA of a 3.5 or higher in the previous list of 16 credits as identified by the Florida Board of Regents as college preparatory courses. The recalculated gpa awards honors and courses only .5 additional quality points (instead of 1 point) for grades of A or B and no additional point for grades of C or lower.  
  
4 credits in English (three with substantial writing requirements)  
4 credits in Math (Algebra I and above)  
3 credits in Natural Science (two with substantial labs)  
3 credits in Social Science  
2 credits in Foreign Language (in the same language)  
2 additional credits in any of the above areas may be included if it raises the GPA
2. Score 1270 SAT or 28 ACT (increasing to 1280 SAT or 28 ACT for the class of 2013 and 1290 SAT or 29 ACT for the class of 2014 and thereafter)
3. 75 hours of Community Service

### **Award Level:**

Award amounts are now set by the Florida legislature each summer for the following school year (recently as much as \$15,000 for four years of college.) For the current school year amounts visit the website <http://www.floridastudentfinancialaid.org/ssfad/bf/awardamt.htm> The Florida Academic Scholar award can be used at any public college or university in Florida. Most private schools in Florida also accept the Florida Academic Scholar award, and many augment the award with institutional scholarships.

## **Florida Bright Futures Medallion Scholar Award (FMS):**

### **Eligibility Requirements:**

1. A minimum cumulative (9th-12th) recalculated GPA of 3.0 or higher in the following 16 credits as identified by the Florida Board of Regents as college preparatory courses (see list under Florida Academic Scholar).
2. Score 980 SAT or 21 ACT (increasing to 1020 SAT or 22 ACT for the class of 2013; and 1050 SAT or 23 ACT for the class of 2014 and thereafter)

### **Award Level:**

Award amounts are now set by the Florida legislature each year. For the current school year amounts visit the website <http://www.floridastudentfinancialaid.org/ssfad/bf/awardamt.htm> The Florida Medallion Scholar award can be used at any public college or university in Florida. Most private schools in Florida also accept the Florida Medallion Scholar award.

## **PCS/MIAMI-DADE DUAL ENROLLMENT**

### **Acceptance Requirements:**

- 1) Minimum 3.0 cumulative grade point average
- 2) Permission from the parent and principal
- 3) Successful completion of all parts of the College's Basic Skills Assessment Test
- 4) Must be enrolled at PCS as a junior or senior

### **Enrollment Procedure:**

Submit a "Dual Enrollment" form along with a regular MDC application for admission. Both forms should be forwarded to the appropriate MDC campus at least 30 days in advance of the requested term of enrollment. Students will be enrolled at MDC as a special student until graduation from high school. Following graduation, a final transcript indicating graduation date should be submitted to MDC. Enrollment status will then be changed to a regular student.

### **MDC Grades on PCS Transcript:**

MDC courses will appear on the PCS transcript as weighted courses and will be added to the credit total and calculated with the GPA. Each semester course of at least three credit hours will count as ½ credit at Princeton toward graduation. An official transcript from MDC will be required to substantiate all course work completed. Further information about Miami Dade College dual enrollment can be obtained from their website at [www.mdc.edu](http://www.mdc.edu)

## **PCS/FLORIDA VIRTUAL SCHOOL DUAL ENROLLMENT (FLVS)**

FLVS is used only for courses not available at Princeton Christian School. The number of students who can be admitted into this program is limited.

### **Acceptance Requirements:**

1. Minimum 3.0 cumulative grade point average
2. Written approval from parent and principal

### **Florida Virtual School Grades on PCS Transcripts:**

FLVS courses will appear on the PCS transcript as normally weighted courses and will be added to the credit total and calculated with the GPA. An official transcript from Florida Virtual School will

be required to substantiate all course work completed. Honors and Advanced Placement courses completed through FLVS will be graded on the Honors and A.P. grading scale. Further information about Florida Virtual School can be obtained from their website at <http://www.flvs.net>

# APPENDIX

## COMMUNICABLE DISEASES

Princeton Christian School wants to maintain a healthy school environment by making controls designed to prevent the spread of communicable diseases. The term “communicable disease” will mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host, or infected person, or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease will immediately notify the school Administrator. The reported diseases include the following:

Acquired Immune Deficiency Syndrome (AIDS)	Mumps
AIDS Related Complex (ARC)	Paralytic Shellfish Poisoning
Amebiasis	Parvovirus B 19 (Fifth)
Animal bite (by a potentially rabid animal)	Pertussis (whooping cough)
Anthrax	Pesticide Poisoning
Botulism	Plague
Brucellosis	Poliomyelitis
Campylobacteriosis	Psittacosis
Chancroid	Rabies
Chicken Pox	Relapsing Fever
Dengue	R. Rickettsia
Diphtheria	Rocky Mt. Spotted Fever
Encephalitis	Rubella including congenital
Giardiasis (acute)	Salmonellosis
Gonorrhea	Schistosomiasis
Granuloma Inguinale	Shigellosis
Hansen 's disease (Leprosy)	Smallpox
Hemorrhagic Fevers	Syphilis
Hepatitis	Tetanus
Histoplasmosis	Toxoplasmosis (acute)
Human Immunodeficiency Virus (HIV)	Trichinosis
Legionnaire's	Tuberculosis
Leptospirosis	Tularemia
Lymphogranuloma Venereum	Typhoid Fever
Malaria	Typhus
Measles (Rubeola)	Vibrio Cholera
Meningitis	Vibrio Infections
Meningococcal Disease	Yellow Fever

Any student or employee with a communicable disease for which immunization is required by law or is available, will be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available will be excluded from school while ill. If the nature of the disease and circumstances warrant, Princeton Christian School may require an independent physician's examination of the student or employee to verify the diagnosis of the communicable disease. Princeton Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

**PRINCETON CHRISTIAN SCHOOL  
COMMUNITY SERVICE PROPOSAL FORM**

Student's Name \_\_\_\_\_

Projected Starting Date \_\_\_\_\_ Ending Date (if known) \_\_\_\_\_

All items on this form must be completed (except for principal's signature) before it is submitted. Incomplete forms will not be approved.

Submit form to the high school office for approval and signature.

This form **MUST** have the principal's signature on it for the service hours associated with this proposal to count as service hours toward graduation.

Project Description – What is your project or what does your proposed service work entail? (Be specific as to what you will be doing.)

Need – What is the justification for considering this service an area of need? Why is this service needed?

Final Results – How do you hope to minister to others or how will the community/environment benefit from this service? How will you benefit from this experience?

I have reviewed my son/daughter's Community Service Project Proposal and am willing to support him/her with whatever means necessary for successful completion of this work. I also understand that a minimum of 75 hours of community service work is required for graduation from Princeton Christian School.

Parent/Guardian's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_



**Princeton Christian School  
Community Service Hours Documentation Letter**

Princeton Christian School:

This letter is to serve as documentation for completion of community service hours. According to my records, all information is accurate. If there are any questions, please feel free to contact me at the phone number provided below.

Princeton Student: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Date(s) Service was  
Performed: \_\_\_\_\_

Type of work: \_\_\_\_\_

Total Hours Completed \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX II

### EMERGENCY EVACUATION PROCEDURES

Princeton Christian School is located within the 10-mile Emergency Planning Zone for the Turkey Point Nuclear Power Plant. Thus the school has developed a disaster plan in the remote possibility that an incident should occur.

The school is bound to follow the directions of the Emergency Management Officials in the event of a power plant incident. Basically, this could range from a Declaration of an Alert in which no public action is required to a General Emergency that could mandate an evacuation for the school. In the case of a Declaration of an Alert, the school will use its discretion and will likely call for an early dismissal. In the event of an early dismissal, the school will contact parents of students notifying them of an early dismissal and the reason for this dismissal.

In the case of either a Site Area Emergency or General Emergency, the school could be instructed to either shelter in place or evacuate the students by the Emergency Management Officials. With both of these two types of emergencies the sirens would sound, and the general public would be made aware of the emergencies. If the school is instructed to shelter in place, the high school students would relocate to the high school gymnasium, and the elementary students would proceed to areas within the elementary school as instructed by the elementary principal. Information about sheltering in place can be found on the Miami-Dade County website.

If the school is instructed to evacuate, students will be evacuated to Krome Avenue Church located at 22755 SW 177<sup>th</sup> Ave. (Krome Ave). This facility is close but is located outside the 10-mile evacuation zone. The phone number there is 305-245-1544. The evacuation route would be to proceed from the school traveling west on 248<sup>th</sup> Street to Naranja Road (147<sup>th</sup> Ave.), then north to Silver Palm (232<sup>nd</sup> St.), then travel north on Krome Ave. to the church. The church has a large parking area that will adequately facilitate the picking up of students by their parents.

**DO NOT ATTEMPT TO COME TO THE SCHOOL IN AN EVACUATION SITUATION.** The road will be blocked, and it is likely that you will not be able to get to the school. It will be much more expedient for parents to proceed to the evacuation site to pick up their student(s).

#### Early Dismissal

In the case of a declaration of an “Unusual Event”, “Alert”, or even the early stages of an emergency the school will most likely have an early dismissal of students. If an early dismissal is announced, the school offices will be the ONLY source of information to the public. The school offices will utilize a phone chain involving homeroom parents and other such personnel.

#### Evacuation

In the event that an evacuation is called for, the school will evacuate students to Krome Avenue Church. This will be done using all school vehicles and vehicles of faculty, administration, and staff. The elementary school will have first priority use of the buses and vans to transport the elementary students. As many students as possible (safely) will be put into each vehicle to facilitate maximum transporting efforts. Once all elementary students have been transported, the high school students will then be transported to the Krome Avenue Church. The school's vehicles will make as many trips as needed to transport all students to the evacuation site.

The elementary and high school will ensure that all gates are closed to the schools during the loading and transporting phase. This is to prevent parents and other people from driving into the school lots while this procedure is taking place. The Murray Lot will be open for parents that do come to the school to attempt to pick up their student(s). Parents are discouraged from coming to the school and should proceed to the evacuation site.

**PRINCETON CHRISTIAN SCHOOL  
FIELD TRIP RELEASE AND WAIVER OF LIABILITY  
("AGREEMENT")  
2011 - 2012**

The undersigned, in consideration of my child being permitted to participate in various field trips, and excursions (hereinafter referred to as "TRIPS") sponsored by or through PRINCETON CHRISTIAN SCHOOL, INC. a Florida Not-for-Profit Corporation, (hereinafter referred to as "SCHOOL") and/or PRINCETON CHURCH OF THE NAZARENE, INC., a Florida Not-for-Profit Corporation, (hereinafter referred to as "CHURCH"), I, for myself, my personal representatives, assigns, heirs, and next of kin:

1. ACKNOWLEDGE AND UNDERSTAND that, although precautions will be taken to safeguard participants from any accident or harm, there are certain risks inherent in any form of travel to and from any event or activity sponsored by or associated with the CHURCH or SCHOOL. Knowing that, I further acknowledge that travel to and from any such activity will be conducted over public roads and facilities open to the public and upon which the hazards of traveling are to be expected.
2. I fully accept and assume all such risks and responsibility for any losses, costs, and damages which I may incur as a result of my child's participation in any travel to and from any event or activity that may involve the CHURCH or SCHOOL, whether such travel is by vehicles provided by the CHURCH or SCHOOL, or by other forms of transportation, whether private or public.
3. In the event that my child is injured during a TRIP, I waive and release all rights to any claim for damages against the CHURCH or SCHOOL and its representatives.

Student's Name: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State)

Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_  
(Only if participant is under the age of 18) I HAVE READ AND UNDERSTAND THIS  
RELEASE

Date: \_\_\_\_\_

**PRINCETON CHRISTIAN SCHOOL  
HANDBOOK CONTENTS ACKNOWLEDGEMENT**

Directions:

Parents, please sign this form, along with your child, and return it to the High School Office by Monday, October 10, 2011.

I have read the contents of the 2011 - 2012 PCS Secondary Handbook and fully understand all recorded information with my child(ren).

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

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

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

**PRINCETON CHRISTIAN SCHOOL  
RESPONSIBLE USE OF TECHNOLOGY POLICY  
2011 - 2012**

As a student a Princeton Christian School, I will abide by all requirements of this Responsible Use of Technology Policy and understand that any violation will lead to possible loss of all computer privileges.

Signature of student (s) \_\_\_\_\_ Date \_\_\_\_\_

As the parents of \_\_\_\_\_, we have read the Responsible Use of Technology Policy for the use of the Internet in the classroom and have discussed this with our son/daughter. We understand that this access is for educational purposes only, and that it is the responsibility of our child to restrict his/her use to the classroom projects assigned by the teacher. We also understand that the teacher cannot be held responsible for intentional infractions of the above rules by our son/daughter.

Signature of Parents: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**PRINCETON CHRISTIAN SCHOOL  
PHOTOGRAPH RELEASE FORM**

At PCS, we often have the opportunity to take photos of our students engaged in learning and other school activities. We would like to request your permission to use such photos of your child in our publications, on our World Wide Web site, and in other communication vehicles that promote our school.

Please fill out this form to give your consent. Thank you very much.

Child's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Phone \_\_\_\_\_

I \_\_\_\_\_, parent of \_\_\_\_\_,  
give my permission for Princeton Christian School to use photographs of my child to illustrate school programs, such as, but not limited to: Princeton Christian School publications (e.g., newsletters, directories, brochures), Princeton Christian School's World Wide Web sites, print advertising, and media relations.

I hereby waive any right to inspect or approve the finished photographs, printed or electronic matter, which may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless Princeton Christian School and its agents or employees, including any firm publishing and /or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

\_\_\_\_\_  
(Signature) Date \_\_\_\_\_