

# **Pine Drive Christian School**

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*“Home of the Eagles”*

**High School Handbook  
2009-2010**

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# Pine Drive Mission Statement

The mission of Pine Drive Christian School is to prepare students to be academically and intellectually competent within the framework of God's infallible Word; therefore, the faculty and administration will continually strive to seek God's guidance in each child's training while he or she is entrusted to our care.

## Pine Drive Statement of Faith

1. We believe that the Bible, both Old and New Testaments, was given by inspiration of God, and is our only rule for faith and practice. (*2 Timothy 3:16*)
2. We believe God exists in three persons- Father, Son, and Holy Spirit- all three equal in every divine attribute. (*John 14:16-17, 26; Matthew 28:19*)
3. We believe in the incarnation, virgin birth, and deity of our Lord and Savior Jesus Christ. (*Matthew 1:18; Galatians 4:4*)
4. We believe in the vicarious and substitutionary atonement for the sins of mankind by the shedding of His blood on the cross. (*1 John 3:5; 2 Corinthians 5:19; Matthew 26:28*)
5. We believe in the resurrection of His body from the tomb, His ascension into Heaven, and His present work as our intercessor at the right hand of the Father. (*Acts 2:4; Romans 8:34; Hebrews 1:3*)
6. We believe in His imminent and premillennial return. (*Acts 1:11b; Revelation 22:12*)
7. We believe in the person of the Holy Spirit by whom believers are called, regenerated, baptized into Christ, indwelt, sealed, and filled for service. (*Ephesians 4:4-6; Ephesians 5:18; Ephesians 1:3; Acts 2:38; 1 Corinthians 12:13; Romans 8:9*)
8. We believe in the creation; that man was created by a direct act of God and in the image of God. (*Genesis 1:26-27*)
9. We believe that man fell in sin, that all men are born in sin, and that man is a totally depraved, lost, Hell-bound sinner, necessitating the new birth experience of salvation by the grace of God through genuine faith in Jesus Christ our Lord and Savior. (*Romans 3:23-25; Romans 8:1-4; Acts 2:38-39*)
10. We believe in the power of the Lord Jesus to save all men from sin. (*John 11:25; Romans 5:8; Hebrews 1:24-25*)
11. We believe in the bodily resurrection of all believers and the judgment of believers for their work at the Judgment Seat of Christ. (*Romans 14:10-12; 1 Thessalonians 4:16-17*)
12. We believe in the bodily resurrection of all unbelievers at the Great White Throne Judgment and from there to be cast in a Lake of Fire as a literal place of eternal, conscious punishment. (*Revelation 20:13-15*)
13. We believe in the local church as an independent, autonomous body of baptized believers, commissioned to evangelize the lost and commanded in the Word to instruct and train believers. (*Ephesians 4:11-12; Matthew 28:16-20*)
14. We believe the local church is separate from all ecclesiastical authority and must be separated from apostasy. (*1 Peter 2:5; Revelation 3:15-16*)

## General Philosophy

Pine Drive Christian Junior and Senior High School exists to offer a superior education to every child- regardless of race, religion, or ethnic background- in a loving, Christ-centered environment.

# Philosophy of Education

The purpose of Pine Drive Christian School is to equip our students to serve Christ (Ephesians 4:12) throughout their lives. Using biblical truths (John 14:6) as a framework for all knowledge, we will instill in all students that salvation is the foundation for eternal life (Isaiah 55:11) and that as they grow in the Lord, they will be able to live a God-controlled life and have a Christian worldview (Philippians 4:8) as well as a Christ-centered mind (Colossians 3:2). We believe that students should also be equipped for the life-long purpose to pursue a deep relationship with Christ in order to serve Him (2 Timothy 3:17).

We believe that the faculty, the administration, and the staff should administer loving and encouraging discipline, and that the parents should be guided by Scripture in their support of the school's discipline policies. The school, through the words and example of faculty and administration, should guide students to walk in the Spirit (Galatians 5:16) and to pursue godliness (1 Timothy 6:11), wisdom (Colossians 2:3), love (1 John 2:10), and grace (Colossians 4:6). The Christian school exists to work hand in hand with the parents and with the church to build a foundation of eternal life in Jesus Christ in each student. Pine Drive Christian School supplements and reinforces Christian values learned at home, and strives to form a partnership between godly teachers, parents, administrators, and the Body of Christ.

This partnership with the parents should be evident in the students' Christian and behavior standards as well as their academic standards. Students should be lifelong seekers of knowledge, truth, and Godly wisdom. We do not believe that God expects us to separate or to sacrifice spirituality from academic excellence. We believe that an articulate and intelligent Christian is the most effective witness for Christ; therefore, we will not compromise our academic standards or our quest to challenge the students to reach their full potential.

## Objectives and Goals

1. To help students reach their fullest spiritual potential by:
  - guiding students into a personal relationship with Jesus Christ;
  - teaching the basic doctrines of the Bible;
  - using biblical truths as the basis of all knowledge;
  - reinforcing Christian values through the words, examples, encouragement, and loving discipline of our teachers, staff, and administrators;
  - teaching students to love Christ with all their hearts, strength, and minds;
  - preparing students to serve Christ in all life's activities;
  - teaching so that the heart as well as the mind is impacted.
2. To develop and maintain relationships with the parents so that:
  - each student will have consistent and clear guidance for discipline and academic expectations;
  - the school reinforces the Christian values of the home;
  - the student will have clear goals for success;
  - every student can reach his/her fullest potential as he/she is supported by the home and school;
  - any problems can be resolved quickly and effectively so that the student is not adversely affected;
  - the parent may partner with the school in decisions that concern their child's educational future.
3. To assist each student of Pine Drive Christian School achieve academic excellence by:
  - providing quality instruction that develops the person spiritually, academically, socially, and physically;
  - developing critical thinking skills, insuring that the student can evaluate knowledge in light of biblical principles;
  - teaching good citizenship and service to others;
  - instilling a love for knowledge and understanding so the student becomes a self-motivated, independent learner;

- assisting each student in his/her pursuit of post-high school education;
- offering electives which will enable the students to enhance their college years and post-college careers; placing the highest values possible on core subjects, then placing teachers who are trained in those areas in the classrooms.

## **PDCS Core Values**

### Spiritual –

- See students come to a personal, saving relationship with Christ.
- Train children in all aspects of the Christian faith and help them develop a genuine, deep love for our Lord.
- Create an understanding of how the Lord, in and through the Scriptures, forms a context for all things in our lives.

### Academic-

- Train students in the development of knowledge, learning skills and the contextual application of all academic disciplines.
- Teach all disciplines from a Christian worldview with a natural integration of Biblical absolutes in all areas.
- Prepare students for continual development and achievement, regardless of God’s specific calling on their lives.

### Social-

- Stress the importance of fellowship, cooperation, selflessness and persistent service in the continuous process of self-development.
- Create an environment where each student can discover, examine and utilize God-given gifts for personal good and the benefit of others.
- Develop in our students a sense of personal responsibility to God and His creation, including school, family, church, community, state and country.

### Physical-

- Foster an understanding that God has fearfully and wonderfully made us, with divine purpose.
- Develop a context for the proper use of physical skills, be they athletic, artistic or intellectual.
- Create an environment of opportunity and safety in every physical aspect, so that students may learn and grow in security and confidence.

## **Admission to the School**

### ***New Student Admissions***

Every student who is seeking admission into PDCS must complete the following steps for enrollment:

1. Complete application packet, including \$10 application fee;
2. Schedule an interview with Principal.
3. Complete the entrance exam with an acceptable score; pay \$25 exam fee.

A decision will be made concerning acceptance as soon as all information has been received and the application process has been completed. The school will inform parents concerning admission.

### **Requirements for admission:**

1. Must present current transcript or report card from present school;
2. Must earn a passing score (70) on the entrance exam;
3. Must have favorable recommendations (a minimum of *three* (3) letters of recommendation from former principals and teacher, pastors, Sunday school teachers, etc.);
4. Must have academic grade average from the previous school no lower than 70%;
5. Must be eligible for re-enrollment in school last attended;
6. Must not have been expelled from school last attended;
7. Must authorize present school to release records;
8. Must be free from any severe behavior and/or learning problems;
9. Must not be coming directly from a rehabilitation program for drugs, alcohol, behavior, etc.;
10. Must not have a history of illegal activity, such as drug or alcohol abuse, gang or cult involvement, probation, parole, etc.;
11. Must not have been married or divorced; must not have parented a child;
12. Must have a current immunization record;
13. Must not be currently suspended or in an Alternative Education Program;
14. Must be, along with parents, in agreement with Christian educational philosophy and school policies.

**Please note. Failure to disclose all information required will result in student's immediate dismissal from school.**

### ***New Student Probation***

All new students to PDCS enter on a probationary basis of six (6) weeks. After that time, the student will be evaluated by the administration and faculty of PDCS and a conference held with the parents. At the end of the six week period, the student must have demonstrated the ability to accomplish the scholastic goals of PDCS. ***Failure to do so may result in a recommendation and/ or request for the student to leave PDCS.*** In addition, unacceptable attitudes and behavior, as well as failure to cooperate with class work or homework assignments can be a basis for dismissal during the probationary period.

### ***Returning Students***

1. A student will not be permitted to enroll in a class for which he/ she has not taken the required prerequisite.
2. A student who has failed a semester of a class may enroll in that semester of the class the next year if there is room in the class, and if enrollment does not disrupt the student's other scheduled classes.
3. Enrollment in all classes will be on a schedule of academic accomplishment. Students who are on track and have never failed the class will be given first enrollment in the class. Then as space allows, other students may enroll.
4. A returning student must meet minimum age requirements

### **Tuition and Fees**

Tuition is payable over a **ten or eleven month period**. The second and subsequent payments are due on or before the first of each month through and including May. **Any payment received after the fifth (5<sup>th</sup>) will be considered late and a late fee of 10% of the balance due will be added to your account.**

Since PDCS has an obligation to its employees, students are considered enrolled for the entire year. Tuition is calculated on the entire school year; **therefore no reductions can be made for vacations or**

**school holidays.** If a student enters school after the school year has begun, then the charges are pro-rated accordingly to the actual number of days enrolled for the first month. No deductions will be made in tuition for absence, regardless of the cause during the school year. All requests for withdrawals must be made in writing and shall be in effect when received by the Administrator. **If a student withdraws or is expelled after the first of the month, the parent remains responsible for the complete month's tuition.**

Please note: Any refund of prepaid tuition will be subject to a 10% administrative fee and will be paid within fifteen (15) days of withdrawal.

|  |
|--|
| <b>Please note. Non-payment of tuition will result in student's removal from the school and records will NOT be released until the account is <u>paid in full.</u></b> |
|--|

## Academic

### Grading Scale

In determining the letter grade to assign a pupil for his or work in a given subject, instructors will use quantitative and qualitative indices. The student's grade is not determined completely by a numerical percentage average of test only. Every project written report, homework assignment, and other activity (as determined by the individual teacher) is weighed and converted into a number. The number is then recorded in a grade book and the following scale is used to convert the number into a letter.

A score of 70 or above is passing.

#### Grade Points

A- 90-100  
B- 83 - 89  
C- 75 - 82  
D- 70 - 74  
F- 0 - 69

An "I" is given as a temporary mark only; it must be converted to an A, B, C, D, or F by the end of the following semester.

PDCS employs the following instrument for determining a students grade point average (GPA).

| Numeric Grade | Regular Courses | Honors Courses |
|---------------|-----------------|----------------|
| 95-100        | 4.0             | 5.0            |
| 90-94         | 3.67            | 4.67           |
| 87-89         | 3.3             | 4.3            |
| 84-86         | 3.0             | 4.0            |
| 80-83         | 2.7             | 3.7            |
| 77-79         | 2.3             | 3.3            |
| 74-76         | 2.0             | 3.0            |
| 70-75         | 1.0             | 2.0            |

## ***Weighing Grades***

Teachers are required to weigh their grades in the following manner:

Homework – 25%

Tests - 50%

Quizzes – 25%

## ***Transfer Grades***

When a high school student transfers to PDCS from another school, that student's grades will be transferred on the basis of the percentage grade the student brings from the previous school. For example, a 90% at the previous school in Algebra I will be credited as a 90% in our records for that subject. If the previous school sends only letter grades on the transcript, the school will award percentage points for those letter grades in accordance with the PDCS grading scale.

## ***Exams***

High school semester exams count as one-fourth (1/4) of the semester grade. Secondary students may be exempted from exams if they meet the following criteria:

### **Class Average**

90% or better

83% or better

75% or better

### **Absences**

no more than 3

no more than 2

no more than 1

### **Discipline**

No behavior referrals for the semester

No behavior referrals for the semester

No behavior referrals for the semester

Students with an average of 74% and below in a class must take the semester exam. *Seniors have special privileges. See page 10.*

## ***Whole Course Credit***

Whole course credit applies to all subjects taken during the school year from August to June. If a student fails the first semester, credit may still be earned for the entire year if the following conditions are met.

1. The first semester grade may not be less than a 60.
2. The student must pass the second semester with at least a 70.
3. Total grade points for the year must be a minimum of 139 (based on the semester final average).

## ***Academic Probation***

A student may be placed on academic probation at the discretion of the Secondary School Principal. Failure to correct problems which result in the probation may be grounds for dismissal. Terms and duration of the probation may vary according to the offense(s). Parents will be informed in writing of the terms of the probation. A student will be placed on academic probation if he/she fails to do homework and fails to meet the academic standards of the school.

## ***Late Assignments and Make-up Work***

### **Late Assignments**

Homework is to be turned on due date. For the first two days that the homework is late, 20% will be deducted from the grade. On the third day it is late, the assignment will receive a zero.

Since due dates for exams and papers (rough drafts, outlines, final drafts, etc.) are publicized well in advance, any student who has an unexcused absence on the day the paper is due or when the test or exam is taken will have his/ her grade reduced by twenty (20) points.

### **Make-up Work**

It is necessary for students to make up all assignments missed due to absences. Students are to check with their teachers on the day they return to obtain missed assignments. Students with excused absences will be allowed ***one day*** for every whole day absent to make up assignments. Parents may call the school office no later than 10:00 A.M. on the day of the absence to request the student's assignments. Teachers with a student who has an unexcused absence ***may require*** the student to make up all work but the student ***will not*** receive credit for the assignment.

**It is not the responsibility of the teachers to remind students to obtain missing assignments nor remind them to turn in the work.** Because tests are assigned with ample advance notice, they must be taken on the scheduled day, even if the student is absent on the day before a test.

### ***Class Ranking***

Class ranking will be computed at the end of the first semester of the junior year, and again at the end of the second six weeks of the senior year for the purpose of use by the students on their college applications. The most recent ranking should always be used. **Final class standing** will be computed at the end of the sixth six-weeks of the senior year. This ranking will be final and posted on permanent records sent to colleges and universities. **Rankings will not be computed or recomputed at any other time.**

### ***Honor's Credit***

Students who qualify for honors' credits will have extra requirements and will be given special projects to earn honors GPA status. These requirements and projects are assigned at the discretion of each teacher and must be completed each six weeks for student to qualify for honors' credit. Students who want credit for honors English must participate in the PDCS summer reading program (see details below).

## ***Graduation Requirements***

All students at Pine Drive Christian School are encouraged to work toward achieving the highest standard possible in their high school classes. There are two tracks of study leading to graduation at PDCS: a Minimum Requirement Track and a College Preparatory Track. All students are placed on the College Preparatory Track unless the parents/guardians submit a written request to the registrar asking that their student is placed on the Minimum Requirement Track.

|  | <b><u>Minimum Track</u></b> | <b><u>College Preparatory</u></b> |
|--|-----------------------------|-----------------------------------|
| <b><u>Bible</u></b><br>Bible 1, 2, 3, 4  | 4                           | 4                                 |
| <b><u>English</u></b><br>English 1, 2, 3, 4  | 4                           | 4                                 |
| <b><u>Math</u></b><br>Algebra 1, Algebra 2<br>Geometry, Advanced Math 1<br>Advanced Math 2             | 3                           | 4                                 |
| <b><u>Science</u></b><br>Biology, IPC, Chemistry<br>Physics  | 2                           | 4                                 |
| <b><u>Social Studies</u></b><br>U.S. History, World History<br>World Geography<br>Government/Economics | 3                           | 4                                 |
| <b><u>Physical Education</u></b>   | 1 ½                         | 1 ½                               |
| <b><u>Health</u></b>   | ½                           | ½                                 |
| <b><u>Speech</u></b>   | ½                           | ½                                 |
| <b><u>Foreign Language</u></b><br>Spanish 1, 2, 3, 4<br>Latin 1, 2                                     | 0                           | 2                                 |
| <b><u>Computers</u></b>  | 1                           | 1                                 |
| <b><u>Electives</u></b><br>Academic Elective<br>Fine Arts<br>General Electives                         | 1<br>0<br>5 ½               | 1 ½<br>1<br>0                     |
| <b><u>Totals</u></b>   | <b>26</b>                   | <b>28</b>                         |

## ***Summer Reading Program***

PDCS secondary English teachers will assign a list of summer reading books. The grades will be assessed as follows.

### **Junior High (7-8 Grades)**

Junior high students who participate in the summer reading program will qualify for extra credit points in English for the first six weeks of the academic year. The English teacher will provide the student with the information needed to earn those points.

### **High School (9-12 Grades)**

As with junior high students, high school students who participate in the summer reading program will qualify for extra credit points in English for the first six weeks of the academic year. The English teacher will provide the student with the information needed to earn those points.

Those students who enroll in honors English courses **must** participate in the summer reading program and must complete the assignment provided by the teacher within the first six weeks of the academic year.

## ***Valedictorian, Salutatorian, and Honor Graduates***

To qualify for the honor of Valedictorian and Salutatorian, a student must be enrolled at PDCS for the **four (4) semesters of his/her junior and senior years**. The students must take a minimum of four (4) classes during each semester of the senior year. All high school academic grades, including transfer grades, will be included in the determination of the Valedictorian and Salutatorian. The Valedictorian and Salutatorian will be selected at the end of the fifth six-week grading period of the senior year based on a **total grade point average of 90% or more**. These students will address the Senior Class at graduation ceremonies.

Honor graduates must have been students at PDCS for two (2) semesters prior to graduation. Honor graduates must post the following averages: *Cum Laude*: 90 - 92%; *Magna Cum Laude*: 93 - 96%; *Summa Cum Laude*: 97 - 100%.

## **Seniors**

### ***Senior Attendance***

Seniors enrolled for less than a full-course load must still obey the State of Texas and PDCS rules for attendance related to athletics, and extra-curricular activities, and place in non-credit status. Approval for less than full-time attendance must be received by the secondary principal **not later** than the first day of school.

## **Community Service Hours**

Seniors must perform a minimum of 100 hours community service with an approved non-profit agency, during their senior year. These must be documented and filed with the school prior to graduation. Seniors may begin working toward this requirement in June of their junior year. The student must have completed all enrollment criteria before starting their community service work.

## **Senior Exemptions from Semester Exams**

Seniors may be exempt from semester exams if they meet the following criteria:

| <u>Class Average</u> | <u>Absences</u> | <u>Discipline</u>                      |
|----------------------|-----------------|--|
| 90% or better        | no more than 4  | No behavior referrals for the semester |
| 83% or better        | no more than 3  | No behavior referrals for the semester |
| 75% or better        | no more than 2  | No behavior referrals for the semester |

*Seniors with an average below 75% in a class must take the semester exam.*

## **Senior Trip**

The senior trip will be the sole task of seniors and their parents, who shall be responsible for raising funds and making plans for the trip. The school's business office will not manage the funds raised for the trip.

Seniors and their parents are asked to choose an adult liaison or an adult committee which will communicate with the high school office. PDCS will allow the seniors to market their fundraisers on campus, but no senior will be dismissed from any class for the purpose of promoting a fund raiser or making fundraising items. 'Rent-a-senior' and similar fundraising events are allowed but only with the permission of the secondary principal. All senior fundraisers which require campus time and student body involvement must be cleared through the secondary principal's office. Because of limited space, the school will not provide a room for fundraising items to be stored or prepared.

**The school will allow time between senior final exams and graduation for seniors to take their trip or the trip may be taken after graduation, per the wishes of the seniors and their parents.**

## **Senior Prom**

Pine Drive Christian School does not sponsor, support, or endorse a senior prom or a high school dance. No planning for such an event will be authorized on the campus at any time.

## **Special Rules Regarding Graduation**

- (1) Any senior who expects to finish his/her studies at the end of the fall semester must declare this at the time they register for his/her senior year. A senior that has fulfilled graduation requirements at the end of the fall semester may return and participate in the May graduation ceremony.

- (2) A senior in good standing whose parents have moved away from the area may participate in the ceremonies if he/she is eligible for graduation and has cleared participation with the Administrator.
- (3) A student attending another high school who has not moved away from the area may not participate in the ceremonies.

## ***Graduation Fees***

A graduation fee of \$50 per Senior is required to be paid before March 1<sup>st</sup> of the graduating year.

## **College Visits**

Junior and senior students are allowed three (3) days from school to make college visits. An **excused absence** will be allowed if the visit is verified by the college in writing. Please notify the high school office one week before the planned visit.

## **Honor Societies**

### ***Junior Beta Honor Society***

Pine Drive Christian School's chapter of the Junior BETA Honor Society inducts members in the 7<sup>th</sup> and 8<sup>th</sup> grades after the first semester. Membership requirements are as follows.

1. Beta members must maintain at least an 83% semester average in each class in which the student is enrolled.
2. Members may have no N's or U's in conduct, no suspensions and no behavior referrals.
3. Members must exhibit a consistently positive, respectful attitude.
4. Members must display leadership and service characteristics.
5. Members must complete sixteen (16) hours of community service from June to May of the school year.

### ***Beta Honor Society***

Pine Drive Christian School's chapter of the BETA Honor Society inducts members in grades 9 through 12 after the first semester. Membership requirements are:

1. Beta members must maintain at least an 83% semester average in each class in which the student is enrolled.
2. Members may have no N's or U's in conduct, no suspensions and no behavior referrals.
3. Members must exhibit a consistently positive, respectful attitude.
4. Members must display leadership and service characteristics.
5. Members must complete twenty-four (24) hours of community service from June to May of the school year.

## Honor Trips

The purpose of the Honor Trips is to recognize those students who have brought honor to themselves. Qualifications for the honor trips are:

1. Maintain an overall average in each class of 85%;
2. Have no more than two (2) detentions per semester;
3. Have had no suspensions;
4. Have no behavior referrals;
5. Have had no U's in conduct.

Students **eligible** for the trip, but choosing NOT to attend, must attend school on the Honor Trip days the same as the students who are **ineligible** for the trip. Regular class work will be given and must be completed to receive credit. **Students not attending school on those days will be given unexcused absences and will receive zeroes on all assignments.**

## Attendance

### ***Attendance Regulations***

Regular attendance is strongly encouraged. Under law (*Texas Education Compulsory Attendance Law*) all high school students are required to attend school for 85 days per semester in order to receive credit. Extended or frequent absences may effect the student's work even though make-up work has been completed. We do not recommend taking students out of school for vacations and trips; however, should it be necessary to do so, it is the responsibility of the parents to notify the school in writing one week prior to the absence. Parents are responsible for obtaining the student's assignments and for seeing that the assignments are completed and turned in upon returning to school. **It is not the responsibility of the teacher to see that the assignments are turned in to be graded.**

### ***Saturday School***

Because students are required to attend school for 85 days per semester (or 90% of the days we are in session), those who are not in compliance will need to attend Saturday school make-up sessions. Each Saturday School session will be from 8:00 AM until 1:00 PM at a charge of \$20 per student per session. The student will attend one session for each day attendance is not in compliance. Attendance is measured per class missed.

### ***Excused and Unexcused Absences***

#### **Unexcused Absences**

An unexcused absence is any absence in which the student fails to provide a written note from a parent on the day of return to school.

## Excused Absences

Students who have a note from a parent and/or a physician's letter will be coded "excused." Students with prolonged medical absences- based on a physician's letter- will not be required to attend Saturday school. The Texas Education Agency's *Verification of Enrollment and Attendance Form* needed to obtain or renew a Texas driver's license will **not be issued to students who have not been in attendance the required minimum of days (85 days per semester). These absences include partial days.**

## Tardiness

Tardiness communicates a lack of respect and regard for the rules, and therefore is not permitted. Students are required to be in class on time and to be prepared to participate. Frequent tardiness to school or class will necessitate a conference with parents and principal or administrator. Secondary classes begin at **8:00 a.m.** Students are counted tardy if they are not in their first period classrooms when the bell rings at 8:00 a.m.

Tardiness will be treated as a disciplinary matter. There will be no academic penalty for tardiness; instead students who are tardy to class without substantiation will receive warnings in the form of demerits issued by the classroom teacher. These students will be counseled by the secondary principal. **Three (3) unexcused occurrences of tardiness will result in one hour detention. With additional tardiness further action will be determined by principal.**

## Discipline and Behavior

The administrator, principal, teachers, and support staff of PDCS all have the goal of encouraging our students to represent the name of Jesus Christ in thought, word, and deed. When unacceptable behavior occurs, the purpose of the discipline action is to correct the student's behavior while helping the student to understand the reason the behavior is incorrect, identifying and enforcing the consequences of the improper behavior, and discouraging repeated misbehavior. Thus the PDCS discipline plan, based strongly upon prayer, counseling, and a desire for change, includes demerits, detentions, behavior referrals, probation, in-school suspensions, temporary suspensions, campus improvement hours, and expulsion.

Warnings and counseling are the front line of behavior correction. When improper behavior is first witnessed and/or identified, the student will be talked to concerning the inappropriateness of his/her actions, words, or choices. Depending on the setting or offense, the student may also be counseled and prayed with by a staff member. It is expected that one warning and/or counseling with a student is sufficient notice to correct actions before more severe disciplinary measures are necessary.

## Classroom Behavior

Different subjects require different methods of classroom participation. Each teacher is given the opportunity to set his/her own classroom rules. The students are responsible for complying with each teacher's procedures and requirements. They are also responsible to complete all assignments given to them. Students may not disrupt the classroom or disturb other students. They are required to come to class with textbooks, paper, pen, or pencil, and any other supply or material requested by the teacher. Students not in compliance with classroom policies of conduct and respect will be corrected within the classroom, sent to the Principal, or (depending upon continuation of the non-compliance) removed from the class with a loss of credit for the semester.

## ***Cheating***

Honesty is an essential character quality. Dishonesty and cheating will not be tolerated on daily work, tests, exams, or research papers. Plagiarism is considered a form of cheating. The following academic and disciplinary actions will be taken for successive offenses.

First offense – the student will receive a zero for the assignment and a behavior referral will be issued.

Second offense – the student will receive a zero for the assignment and a three-day ISS will be served. Parents must meet with the principal before the student will be allowed to go back to class.

Third offense – the student will receive a zero and will be subject to expulsion from the school.

## ***Demerits***

Demerits will be issued to students for unacceptable behavior, including, but not limited to:

1. Horseplay (poking, punching, “rough-housing”) anywhere in the building;
2. Excessive talking during class;
3. Disruptive, impolite behavior;
4. Dress code violations;
5. Food, candy, or beverages consumed outside of cafeteria;
6. Gum chewing: an automatic detention will be issued for gum chewing, eating food, candy, etc.

A student earning five (5) demerits will be assigned a one hour detention or campus improvement. All members of the Pine Drive Christian School administration, faculty, or staff, as well as ministers and staff of Pine Drive Community Church have full authority to distribute demerits for improper behavior.

## ***Detention***

Detention will be held every week. Campus improvement may be used instead of detention hall. These services include, but are not limited to picking up trash off the school grounds, hauling garbage to the dumpster, mopping floors, setting up or taking down tables and chairs, etc. Students participating in athletics or extra-curricular activities must serve the detention on the day assigned regardless of activity plans. **Failure to serve detention will result in another detention. Failure to serve second detention will result in disciplinary action and/or suspension.** Notification of detentions will be sent from the high school office.

Detentions will be *automatically* issued for the following offenses:

1. First inappropriate public display of affection offense (of a romantic nature) between students;
2. Disrespectful language or actions directed toward teachers, coaches, administrators, or campus visitors;
3. Accumulation of five (5) demerits.

## ***Behavior Referrals***

Behavior referrals are issued for more severe offenses, including but not limited to:

1. Three or more detentions for the same offense (to be issued by the office);
2. Continuing unacceptable behavior (lack of positive behavior change) after demerits and/or detentions have been assigned;
3. Any aggressive physical contact between students;
4. Threats or intimidation toward another student;
5. Any aggressive contact or threat of such conduct toward a teacher or adult authority;
6. Deliberate and/ or blatant disrespect to teachers;
7. Destruction of property;
8. Cheating on daily work, tests, exams, or research papers (plagiarism).

Behavior referrals are handled at the administrative level. The principal will determine the appropriate corrective measure, which may be:

Counseling with administrator, staff member, or pastor;  
Placement on probation;  
In-school suspension (ISS);  
Temporary suspension from school;  
Expulsion from school.

## ***Probation***

A student may be placed on probation at the discretion of the Principal or Administrator. Failure to correct problems resulting in a probation may be grounds for dismissal. Terms and duration of probation may vary according to the offense(s). Parents will be informed in writing of the terms of the probation. If the terms are not met, students may be suspended or expelled.

## ***Suspension***

Two types of suspension are used at the discretion of the principal or administrator: in-school suspension (ISS) and out of school suspension (OSS). Students may be suspended for very serious offenses, including but not limited to:

1. Any repeat offense upon which a behavior referral has been written;
2. Five (5) detentions for any offense or combination of offenses;
3. Twenty-five (25) demerits for any combination of offenses;
4. Second inappropriate public display of affection (PDA) offense;
5. Foul or obscene language or gesture, spoken, written, or drawn, including racial or sexual slurs;
6. Failure to serve second detention.

## **In-School Suspension (ISS)**

An ISS is issued with the goal of correcting the student's behavior without the actual loss of school time. ISS will count as a suspension when determining eligibility for rewards, honor roll, and special events. The length of time in ISS may vary with the offense. Parents will be informed either by telephone or in person. The terms of an ISS are as follows:

1. Student will report to the high school office before first period tardy bell;
2. Student will be placed in isolation with textbooks and supplies as needed;
3. Teachers will provide assignments;
4. All assignments will be completed on the assigned day;

5. If student completes all assigned work, additional work may be assigned;
6. The student is to have no contact with other students. He/she must eat lunch in isolation room;
7. The student will not be eligible for extra-curricular activities on days of ISS, including club meetings and sports;
8. The student may not leave ISS until released by the principal;
9. The ISS day will not count as an absence.

## Out of School Suspension (OSS)

An OSS is issued when the student needs to be removed from the school setting. Terms of a temporary suspension will vary with the offense. Parents will be informed either by phone or in person. Students who are suspended are ineligible for any extra-curricular activities on the day(s) of suspension, and may be removed from athletic teams, cheerleading, or honor societies. **All class work is the responsibility of the student; however, a zero will be received for all the work missed.**

## Expulsion

Pine Drive Christian School reserves the right to expel a student for one of the following violations:

1. Vandalism to school, church, or personal property;
2. Fighting or causing serious injury to another person;
3. Jeopardizing the safety of others;
4. Leaving school without permission any part of the day;
5. Carrying any type of weapon or item that can be used as a weapon;
6. Failure to show respect for school personnel and rules with uncorrected behavior;
7. Use or possession of any drugs, including alcohol and tobacco, while on or off campus or at a school-related activity;
8. Any other serious offense considered by the Administrator and/ or Principal as being detrimental to the reputation of the school and church.

***RIGHT OF APPEAL*** - *In the case of expulsion or dismissal, the student, parents, or guardians have the right to appeal the decision by either written and/ or oral communication presented to the Pine Drive School Council within three (3) days of the dismissal. All decisions of the Council will be final.*

## Vandalism

Destruction to school, church, or personal property is a serious offense. Since PDCS and/or Pine Drive Community Church cannot financially afford to replace or replace items or areas damaged due to willful or careless disregard, **it will be the responsibility of the parents to reimburse the church for property that is damaged or destroyed their child/children.** Violators may be subject to expulsion from school.

## Dress Code

PDCS reserves the right to decide what is proper and fitting for the school wear in accordance with PDCS policy. Clothing must be appropriate, modest, clean, and in good repair. Clothing which is too short, too skimpy, too tight, or too revealing is inappropriate for school. Clothing which endorses political parties and candidates is not to be worn. Clothing which is suggestive, offensive, or advertises alcohol, tobacco, or other inappropriate-for-Christian school messages is prohibited.

## ***Addressing Dress Code Violations***

If a dress code violation can be addressed and corrected immediately (e.g., an untucked shirt), then the administration or faculty/staff will instruct the student to correct the problem. A demerit may be issued for the infraction.

If, however, the violation cannot be corrected immediately (e.g., “pencil leg pants,” inappropriate shirt, clothes with holes, etc.), then the following steps will be taken.

1. First Offense – the student will call home and ask for a change of clothes to be brought to school. ***If*** the parent or guardian gives a verbal commitment to school staff that they will bring the clothes, the student will be allowed to return to class and a demerit will be given. If clothes cannot be brought, the student will serve an ISS for the day.
2. Second Offense – the student will call home and ask for a change of clothes to be brought to school. The student will not be allowed to return to class until he/she is in dress code and a demerit will be given. If clothes cannot be brought, the student will serve an ISS for the day.
3. Third Offense – the student will call home and ask for a change of clothes to be brought to school. The student will not be allowed to return to class even if clothes are brought from home. An ISS will be served.
4. Fourth and Subsequent Offenses – the student will receive an OSS and will not be allowed to return to class without a parent conference with the principal.

## ***Dress Code for Girls***

1. Rules regarding pants:
  - a. Students may wear pants and jeans that are black, blue, beige, tan, or khaki.
  - b. Pants, jeans and skirts may not fit skin tight. “Skinny,” “pencil leg” or “stretch” pants are not acceptable. Sweatpants, jogging pants, wind suits, warm-ups or coveralls are not allowed.
  - c. If the pants have loops, a belt must be properly worn.
  - d. Holes and rips in the material are not allowed, even if made by the manufacturer.
  - e. Cargo pants in good repair are allowed.
2. Rules regarding shorts.
  - a. Walking shorts may be worn. Shorts are not permitted on Chapel day.
  - b. Shorts must be of one solid color (black, navy, beige, tan, or khaki) and must be knee length. Holes and rips in the material are not allowed, even if made by the manufacturer.
3. Rules regarding shirts.
  - a. The following types of shirts may be worn:
    - (1) Collared, cotton polo shirts
    - (2) Button down shirts
    - (3) Any Pine Drive t-shirt that has been purchased from Pine Drive
    - (4) No sleeveless shirt may be worn at anytime.
    - (5) No shirt may be worn in such a way as to reveal cleavage.
  - b. No t-shirts may be worn over shirts.

- c. Button down shirts with a tail must be tucked in; polo shirts, Pine Drive t-shirts, and button down shirts without tails may be worn outside the pants and/or skirt unless they are excessively long (administration's discretion).
- d. Turtlenecks and mock turtlenecks may be worn under a regular dress code shirt.
- 4. Shirts that are not tucked must be long enough to cover the student's midriff when she lifts her arms above her head and cover her backside when she sits or stoops. At no time is midriff allowed to show. Shirts that will not cover the body when these functions are performed must be tucked and remained so.
- 5. Girls may wear skirts or dresses. The length of the skirt or dress must cover the entire knee when standing. If the skirt has a slit, it must not come higher than the knee. No see through material is allowed at the hem of the dress. No white skirts may be worn.
- 6. Footwear:
  - a. Shoes must be closed-toe and closed back and must buckle, tie, or slip on. House shoes are not acceptable footwear.
  - b. Athletic shoes are acceptable footwear except for Chapel Day.
  - c. Girls must wear socks or hose with their shoes.
- 7. Headgear (hats and hoods) may not be worn inside the building. Ball caps, worn in good taste, may be worn for indoor sporting events unless otherwise specified.
- 8. Girls may wear no more than two earrings per earlobe. Rings in the cartilage are not allowed. No other visible body piercings or tattoos are allowed. Jewelry must not be gaudy. The administration reserves the right to rule on what is excessive.
- 9. Make up must be applied sparingly. Administration reserves the right to determine what is appropriate and inappropriate when it comes to the use of cosmetics.
- 10. Rules concerning hair styles.
  - a. Brown, black, blonde, and natural red hair colors are appropriate.
  - b. Any hair style or color which the administration judges to be extreme will not be permitted.

*(Please see additional dress code rules for chapel and extracurricular events in the following sections.)*

## **Dress Code for Boys**

- 1. Rules regarding pants.
  - a. Students may wear pants and jeans that are black, blue, beige, tan, or khaki.
  - b. Sweatpants, jogging pants, wind suits, warm-ups or coveralls are not allowed.
  - c. If the pants have loops, a belt must be properly worn.
  - d. Holes and rips in the material are not allowed, even if made by the manufacturer.
  - e. Cargo pants in good repair are allowed.
  - f. Pants are to be appropriately sized and worn at the natural waist (i.e., no "sagging").
- 2. Rules regarding shorts.
  - a. Walking shorts may be worn. Shorts are not permitted on Chapel day.
  - b. Shorts must be of one solid color (black, navy, beige, tan, or khaki) and must be knee length. Holes and rips in the material are not allowed, even if made by the manufacturer
- 3. Rules regarding shirts.
  - a. The following types of shirts may be worn:
    - (1) Collared, cotton polo shirts
    - (2) Button down shirts
    - (3) Any Pine Drive t-shirt that has been purchased from Pine Drive
    - (4) No sleeveless shirt may be worn at anytime.
  - b. No t-shirts may be worn over shirts.
  - c. Button down shirts with a tail must be tucked in; polo shirts, Pine Drive t-shirts, and button down shirts without tails may be worn outside the pants unless they are excessively long (administration's discretion).
  - d. Turtlenecks and mock turtlenecks may be worn under a regular dress code shirt.

4. Footwear:
  - a. Shoes must be closed-toe and closed back and must buckle, tie, or slip on. House shoes are not acceptable footwear.
  - b. Athletic shoes are acceptable footwear except for Chapel Day.
  - c. Boys must wear socks with their shoes.
5. Turtlenecks and mock turtlenecks may be worn under a regular dress code shirt.
6. Headgear (hats and hoods) may not be worn inside the building. Ball caps, worn in good taste, may be worn for indoor sporting events unless otherwise specified.
7. No visible body piercings or tattoos are allowed.
8. Rules regarding grooming.
  - a. Brown, black, blonde, and natural red hair colors are appropriate.
  - b. Side burns must be mid-ear or above. The hair must not hang below the collar or below the eyebrows and must not cover the lower half of the ear.
  - c. Any hair style or color which the administration judges to be extreme will not be permitted. This includes shaving all or part of the head (i.e., no designs in the hair as a result of the haircut).
  - d. Boys must come to school clean shaven.

*(Please see additional dress code rules for chapel and extracurricular events in the following sections.)*

## **Chapel Day Dress**

### **For Girls**

1. Girls must wear a Chapel shirt purchased from the school.
  - a. The shirt must be buttoned all the way except for the button at the collar.
  - b. The shirt must remain tucked all day.
2. Girls must wear a black or khaki skirt. The skirt must be at least knee length. If the skirt has a slit, it may be no higher than knee length. No “see through” material may be at the hem of the skirt.
3. Girls must wear dress shoes on Chapel Day. Heels are acceptable.

### **For Boys**

1. Boys must wear a Chapel shirt purchased from the school.
  - a. The shirt must be buttoned all the way except for the button at the collar.
  - b. The shirt must remain tucked all day.
2. Boys must wear black or khaki pants. Shorts are not allowed on Chapel day.
3. Boys must wear dress shoes on Chapel Day. Black or brown loafers are acceptable.

## **Dress Code for Extracurricular Activities**

### **After School Events (Sporting Events, Open House, Etc.)**

Pine Drive students are to dress modestly when attending school sanctioned events. Even though these events may take place after regular school hours, because they are school sponsored events students are expected to adhere to a standard of dress becoming to students in a Christian school. This includes both home and away athletic events. This also includes the time when students are on campus after regular

school hours (i.e., after ball practice, drama practices, in after school care, etc.). Students are required to abide by the following guidelines:

1. If a student wears shorts, the shorts must be a least fingertip length. Girls may not wear strapless, spaghetti strap, or halter style tops. Shirts should not be so short as to allow the midriff or lower back to be exposed.
2. No clothes (including hats) with a slogan which is contrary to the purpose and mission of the school may be worn to a Pine Drive sponsored event.

Pine Drive faculty and support staff have a responsibility to report these violations to the administration. Students who violate this policy will receive disciplinary action the next school day.

## **Dress Code for Girl's Formal Wear and Semi-Formal Wear**

Certain events take place during the course of a school year at which the girls may wish to wear formal dresses. Such events include homecoming court, Junior/Senior banquet, and athletic banquets. PDCS reserves the right to regulate what may and may not be worn at these events. Below are the guidelines used in determining what is appropriate formal wear for girls at a PDCS sponsored event.

1. Strapless dresses and spaghetti strap dresses are permitted provided a jacket or shawl is worn. A dress with 1 ½ inch straps will not require a shawl or jacket.
2. Dresses can be no shorter than knee length.
3. Dresses may not have a plunging neckline. Cleavage must not show.
4. Dresses cannot be backless. Any dress which reveals the back below the shoulder blades is unacceptable.
5. If the dress has a slit, the slit can be no higher than two (2) inches above the knee.

Each girl who wears a formal to a PDCS event, including girls who are not students at PDCS but are accompanying one of our boys as a date, must first wear the formal before a committee appointed by the principal. The committee's responsibility will be to make sure the dress meets the guidelines of the dress code. Members of the committee will be present at the function to ensure that the dress is worn as approved. ***Students who do not follow the ruling of the committee will be subject to disciplinary action the next school day.***

Girls may choose to wear semi-formal dresses to other events at PDCS, such as junior ring ceremony, Beta Club induction, eighth grade graduation, or high school graduation. Similar guidelines as those listed above are to be followed and will be enforced. Dress previews for these events may take place at the principal's discretion.

## **Extra-Curricular Activities**

### ***Athletics***

PDCS is a member of the Texas Association of Private and Parochial Schools (TAPPS). Specifics concerning the eligibility and rules for participation will be handled by the coaches of the individual sports. It is a school policy to adhere to a **no pass/ no play** rule for sports and cheerleading. This rule is defined under "Academic Requirements for Athletes."

## Coaches

At Pine Drive Christian School, we rely heavily on volunteer coaches to run our athletic programs. The coaches are screened and approved by PDCS before being allowed to coach. We therefore expect all students to look upon these volunteer coaches with the same respect and courtesy that they show to the administrator, principal, teachers, and staff of PDCS. We also expect our coaches to treat every student/athlete with respect, and to conduct themselves in a Christian manner.

## Initial Eligibility for PDCS Athletes

Athletes are eligible to participate in contests during the first six weeks of the school year provided the following policies have been met:

- All TAPPS policies have been met as provided in TAPPS Athletic Manual;
- All policies have been met as provided in PDCS Athletic Policy Book;
- The athlete must be enrolled in at least four (4) accredited academic courses;
- Athletic fees must have been paid.

## Eligibility Specific Criteria

The following criteria must be met for high school and junior high school students to participate in varsity athletics at PDCS.

1. A student/athlete must not be nineteen (19) years of age prior to September 1 of the current school year.
2. A student/athlete must be enrolled in the ninth grade not more than four years ago nor in the tenth grade not more than three years ago. A student may participate in TAPPS contests during a normal program of high school courses over a period of four consecutive calendar years after the student first enrolls in the ninth grade (this per TAPPS *Manual*, p.16).
3. A student/athlete cannot have graduated from high school or another school of equal or higher status.
4. The student/athlete must be a full time, day student at PDCS, enrolled in a minimum of four (4) accredited academic courses.
5. The student/athlete is allowed to participate in TAPPS competition or contests only if the student is in good and regular standing at PDCS.

## Academic Requirements for Athletes

The PDCS athletic director is responsible for enforcing the academic requirements for PDCS athletes. The AD will use six weeks report cards and three weeks progress reports to monitor the grades of PDCS athletes.

The following academic requirements will be followed for PDCS athletes.

1. A PDCS athlete can fail no more than one (1) academic course during a six weeks grading period.
  - a. Any athlete who fails more than one (1) class during a grading period will be regarded as **ineligible** for athletics beginning at 3:30 p.m. on the final day of the six weeks grading period.
  - b. This ineligibility status will be removed at the time progress reports are given provided the grades which caused the ineligibility have been raised above 70%.

- c. During the ineligibility status, the athlete may not travel, sit on the bench, or participate in scheduled contests. **Ineligible athletes are still required to attend practice. This is not optional. Only the coach may waive this requirement.**
2. A PDCS athlete with a grade below 75% in any class will have to attend a mandatory study hall.
  - a. Grades of 59% or lower require that the student attend Tuesday and Thursday study halls at 6:30-7:30 a.m. with the team's coach.
  - b. Grades of 60-74% require that the student attend a Wednesday study hall from 3:30-4:30 p.m. That student is expected to ask his/her teacher(s) for help.

## Behavior Requirements for Athletes

A student/athlete with two (2) detentions in a week will be suspended from participating with the team for one (1) game. The athletic director and coaches reserve the right to take more severe steps if they believe such steps are necessary.

A student suspended from school or placed in ISS will be declared ineligible for the next two (2) scheduled games.

## After School Athletic Events

Unless participating in a scheduled practice before an athletic event, students are asked to leave campus after school and return to attend the event no earlier than thirty (30) minutes before game time. Students who are not able to leave campus will be placed in after school care and parents will billed in accordance with the school's after school care rate.

## Behavior at Athletic Events

Pine Drive students are expected to maintain the same respectful and responsible level of Christian behavior during sports events as they do during the school day, whether they are participants or spectators. Any improper behavior, exhibition of poor sportsmanship, or foul language will result in some form of corrective measure being taken, including on-site counseling, ejection from the game, removal from the team and/or suspension from school depending on the severity of the behavior.

## Dress Code at Practices and Games

The way one dresses, whether at practice, in games, or before and after games, should reflect Godly character by being neat and modest. ***Shorts worn for practice must be at least finger tip length.*** In addition, the dress code before and after games and on trips should reflect the school dress code as a minimum. ***Therefore, all shorts worn to and from games must be knee length. The coaching staff is expected to enforce this policy.*** Also, the coach reserves the right to require a more formal wear, such as ties, for away games and trips.

## TAPPS Academic Extra-Curricular Activities

Students participating in academic competitions will abide by the eligibility rules for participation in the TAPPS manual. The TAPPS criteria will also be enforced for ACSI related competitions and events.

## Miscellaneous Items

### ***Locks and Lockers***

Lockers are assigned to students for the entire school year, and students may not change lockers without permission. **Lockers may have either a combination or key lock.** A copy of the combination or an extra key must be given to the high school office. Lockers are to be neatly maintained and no items should be left outside of the locker. Students may not use a locker that has not been assigned to him/her. **Pine Drive Christian School will conduct unannounced locker and/ or book bag checks whenever it is deemed necessary by the administrator and/or principal to be necessary.**

### ***Medication***

Medicines or drugs will be administered by the School Nurse upon explicit written instructions from the parent. Medicines and drugs will be given to the nurse and will not be in the possession of a student. Parents are responsible for making sure the nurse has an adequate supply of medication for those students taking daily maintenance (e.g., Ritalin, etc.). Students needing cough drops or throat lozenges should bring a small supply to school in a baggie to be kept and administered by the nurse. Students needing occasional Tylenol, Advil, Pepto Bismol, or other like medicines must have authorization in writing and on file to obtain these medications administered while at school. ***Students are not allowed to have any medication on their person at any time.***

### ***Backpacks***

Backpacks, sports bags, and oversized purses are not permitted in the classrooms due to safety and fire code regulations.

### ***Telephones, IPODS, and Pagers***

The school telephone may be used for emergency calls only. Emergency messages received by the school office will be forwarded as soon as possible. **Students may NOT use the phones to make personal, after-school, or weekend plans. Pagers and personal telephones are not permitted at school during the school day.** Such items or any portable item that is considered to be a distraction, found at school will be confiscated and held in the principal's office. **Students or parents will be assessed a fine of \$20.00 (each time phone, pager, or IPOD is confiscated)** in order to obtain their electronic device. Otherwise, the electronic device may be picked up by a parent on the last day of school.

### ***Campus Visitors***

Any visitor to the school campus ***must check in with the office*** before proceeding to another part of the building. They must dress and act in a manner consistent with school policy. Students who have been dismissed or requested to transfer may be limited or restricted from visiting the campus during school hours.

Parents are asked not to go to any classroom during regular school hours without first checking with the secondary office.

Siblings and friends are discouraged from visiting campus as this has a tendency to cause a distraction. Because of limited seating, we ask students ***not to invite friends*** to visit during lunchtime. If friends are

invited, no more than two visitors may visit any one student during lunch time. Approvals for all visits are from the secondary office.

## ***Automobiles***

The safety of our students is our primary concern. Therefore the following policies will be observed:

1. Students who are driving must arrive on campus no earlier than 7:45 A.M. and must leave when their last class is over unless involved in extra-curricular activity or sport.
2. Students may not linger at their cars before or after school. Students may not “visit” their cars during the day; therefore, any item left in the car is considered inaccessible.
3. Students are to enter and exit the parking lot in a careful and cautious manner. Students are to park only in designated areas. **Loud noise, squealing tires, unsafe speed, or inappropriate handling of vehicles will result in suspension of driving privileges on the campus.**
4. All state and local safety inspections and requirements must be met before the vehicle is brought onto the campus.
5. All students must have the appropriate campus registration and vehicle permission forms on file in the high school office. This form may be obtained in the high school office.

## **Right to Amend Handbook**

The PDCS Council retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are deemed necessary.