

PINE MOUNTAIN CHRISTIAN SCHOOL

N3770 Pine Mountain Road, Iron Mountain, MI 49801

pinemountainchristianschool.com

906-779-7640



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*“All your children will be taught by the Lord,
and great will be their peace.” Isaiah 54:13*

Parent & Student Handbook

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	ADMINISTRATION	
Principal/Teacher	Jay Hellman	(906) 221-6593
Board Chair	Dave Lorensen	(906) 221-5711
Pastor	Tony Ludwig	(906) 280-5668
Treasurer	Lucia Pierce	(906) 280-5260
Secretary	Sammantha Swanson	(906) 869-2342
Home & School	Kim Swanson	(906) 869-3022

MISSION & VISION

The mission of **Pine Mountain Christian School** is for each student to understand God's love and know Jesus as their personal Savior. We provide learning experiences that foster individual development of spiritual, mental, physical, social and emotional growth through partnerships with families, community, and church. In a safe, healthy environment, students are encouraged to pursue academic excellence as they learn to serve God and others now and for eternity.

PHILOSOPHY

The Seventh-day Adventist Church recognizes that God, the Creator and Sustainer of the earth and the entire universe, is the source of all knowledge and wisdom. In His image, God created man perfect. As a result of sin, however, man lost his original estate. A true knowledge of God, fellowship and companionship with Him in study and service, likeness to Him in character and development, are to be the source, the means, and the aim of Seventh-day Adventist Christian education.

We believe that knowledge of a personal God, however limited, can never come by human reason alone. God has communicated His nature, purposes, and plans to man through divine revelation. The Holy Scriptures of the Old and New Testaments were given by inspiration of God and contain a revelation of His will to men. They constitute for the church the only unerring rule of faith and practice.

Through study of God's Word and development of a relationship with Him, students and teachers should demonstrate Christ's teachings and principles in word and deed. When God's Word is believed, received, and carried into practice, education of the highest order results.

The church operates a school to ensure that youth may benefit from a balanced physical, mental, moral, social, and practical education in harmony with Christian standards and ideals that identify God as the source of all moral value and truth. Our stated interest is the optimum development of the whole child for both this life and eternal life in heaven.

Seventh-day Adventist Christian education places a high estimate on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. We recognize the necessity of providing students with opportunities to prepare and fit them for a successful and productive life. We encourage students to pursue academic excellence and to take an active interest in making the community a better place in which to live, thus developing a loving service for mankind rather than selfish ambition. We challenge each student to develop a personal sense of mission for giving the gospel message to all the world in preparation for the soon return of Jesus. In this way, we actively take part in Jesus' ministry and develop Christ-like characters. Seventh-day Adventist Christian education seeks to give students an intelligent understanding of the principles governing the functions and proper care of the body, and to help them establish habits and practices that foster physical vitality and health. We seek to acquaint students with great literature, art, and music, and to develop appreciation for "whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely..." (Philippians 4:8).

We realize that true education can only be accomplished through a total surrender to Christ's will. Knowing that this surrender does not come naturally, it is our desire that by seeing this surrender in the church, home, and school, our students will have the desire to daily surrender their lives to Christ as well.

GOALS & OBJECTIVES

The educational philosophy of Pine Mountain Christian School (PMCS) is influenced by the belief that education is more than just a program of instruction. Rather, true education recognizes the close relationship between our spiritual, mental, and physical natures and so focuses on the development of the whole individual. In harmony with this definition, the goals and objectives that spur our educational policy fall under the following categories:

Spiritual

- Develop in each child a personal prayer life and relationship with Jesus
- Guide in the formation of wholesome attitudes and characters through obedience to the word of God and its principles
- Impart a thorough knowledge of the Bible as the inspired word of God
- Promote reverence for God and thoughtful kindness to man
- Provide an atmosphere in which students may individually grow to know Jesus as their Lord and Savior
- Encourage students to develop their talents for practical service to others

Physical

- Provide an environment in which the student will learn the value of a temperate and healthy lifestyle
- Provide avenues for development of physical fitness
- Foster healthy mental and physical habits
- Honor the body with purpose, fuel, movement, and wisdom

Academic

- Provide an atmosphere in which students will be inspired to succeed
- Encourage students to think critically, independently, and creatively
- Provide course selections which will allow students to obtain the building blocks necessary to attain spiritual, professional, and vocational goals
- Develop intellectual curiosity, habits of accuracy, self-discipline, and responsibility

Social

- Provide opportunities for students to demonstrate acceptance of and respect for the rights of others
- Provide opportunities for students to understand and appreciate all people and cultures

- Provide opportunities for students to accept their civic responsibility for the environment and maintenance of peace
- Provide an environment in which every individual receives respect and fair treatment by others
- Encourage students to become respectful, loyal, and patriotic citizens
- Encourage students to develop an appreciation for the benefits of physical labor
- Exemplify and encourage students to learn social graces and acceptable social behavior

Life Skills

- LOVE & COMPASSION Feel and show concern for others
- COMMON SENSE Use good judgment; think before acting
- COOPERATION Work together toward a common goal or purpose
- COURAGE Always act according to one's conscience
- CURIOSITY Desire to investigate and seek understanding of one's world
- DILIGENCE Do your best even when the task is difficult – don't give up
- DEPENDABILITY Live in such a manner that others can count on you
- FAITHFULNESS Be devoted to a goal and see the task to completion
- FLEXIBILITY Be willing to alter plans when necessary
- FRIENDSHIP Make and keep friends through mutual respect and trust
- KINDNESS Show and feel genuine concern for others
- INITIATIVE Do something because it needs to be done
- INTEGRITY Do what is right because it is right
- ORGANIZATION Plan ahead; keep things orderly and ready to use
- PATIENCE Wait calmly for someone or something
- PEACEMAKING Find the peaceful solution to conflict
- PROBLEM-SOLVING Create solutions in difficult situations and everyday problems
- RESPONSIBILITY Be accountable for your actions
- SELF CONTROL Show restraint in your words and actions
- SENSE OF HUMOR Laugh and be playful without harming others
- TRUSTWORTHINESS Be honest and follow through with your commitments

AFFILIATION, ACCREDITATION, AND OPERATION

Pine Mountain Christian School (PMCS) operates within the educational policies developed by the Board of Education of the Lake Union Conference of Seventh-day Adventists. The employment and certification of the school's teaching staff are responsibilities of the Michigan Conference Board of Education. The Iron Mountain Community Church of Seventh-day Adventists assumes the responsibility for the financial solvency of the school. The supervision of the school's operation is the responsibility of the Pine Mountain Christian School Board whose members include the principal and elected representatives from the local Seventh-day Adventist church sponsoring students at the school. The Church Board of the Iron Mountain Community Church of Seventh-day Adventists, in consultation with the School Board, may change the number and/or the distribution of the membership of the PMCS School Board. Pine

Mountain Christian School is ultimately owned and operated by the Michigan Conference of Seventh-day Adventists. However, PMCS accepts students of all denominations.

A copy of the educational code of the Lake Union Conference remains on file with the principal of Pine Mountain Christian School. Upon request, this code is available for reference to the members of the School Board. By appointment, parents of attending children as well as other responsible persons may have access to the Lake Union Conference Educational Code.

CODE OF ETHICS

Followers of Jesus Christ are called to honor, respect, and uplift one another. Therefore, colleagues, employees, volunteers, and students must be free from embarrassment or disrespect due to any action or statement that has any explicit or implicit sexual, racial, age or ethnic overtones. We observe the laws of God and country that govern our school.

School staff and students are prohibited from engaging in behaviors which could create a hostile, intimidating, or offensive school environment. Such harassment is intolerable and illegal, and will result in appropriate discipline up to and including dismissal of the offending party.

NON-DISCRIMINATION STATEMENT

Seventh-day Adventist Church schools admit students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, or country of origin in the administration of educational policies, applications for admission, scholarship or loan programs, or extracurricular programs.

ADMISSIONS

Applicants may be interviewed regarding (1) Christian faith and lifestyle, (2) character, (3) educational needs, and (4) academics and qualifications. All students applying for admission may be expected to take placement tests before acceptance is granted. A student will not be admitted to school until all conditions for enrollment are met.

Pine Mountain Christian School does not have a dedicated special education program. Students with identified or suspected special needs will be considered on a case-by-case basis to ensure that PMCS is able to meet their needs. Such students may be accepted on a trial basis to determine whether the Pine Mountain Christian School program is the best option for the student.

Admissions Procedure

Please submit the following documents to the school office:

1. Completed student application
2. Standardized scholastic test results, if available
3. Most current grade report and a cumulative record card, including discipline records and IEP/504 if applicable
4. Transcript release form with the name, address, and phone number of last school attended
5. Financial clearance
6. Birth certificate
7. Physical exam for all new students
8. Up-to-date immunization record
9. Consent to Treatment form
10. Emergency card

Should a student not have these records on the first day of school attendance, arrangements must be made with school administration before attending classes. Parents of students with unusual medical needs must provide a physician's instruction *in writing* on or before the first day the student attends classes.

The minimum admission ages are as follows:

- Kindergarten: 5 years on or before September 1
- First grade: 6 years on or before September 1

These minimums are set by the conference office and state law, and PMCS faculty do not have the ability to grant exceptions.

Application forms must be reviewed and accepted by the Pine Mountain Christian School Board. Should an applicant be refused admission for any reason, the applicant will be notified in writing.

FINANCIAL INFORMATION

Please mail payments to the school office or to the teacher, who will put them in the treasurer's mailbox in the school office. Checks or money orders may be made payable to Pine Mountain Christian School. Payments may also be made online through the school website.

Tuition Fees

Tuition fees are due and payable on the 1st of each month, August through April. Current tuition rates are as follows:

Kindergarten Half Day: \$2450 / year

Kindergarten – 8: \$2950 / year

The first month's tuition is due prior to the first day of school, with each month due prior

to the beginning of the month. If payments are made on time, there will be no payment required in the final month of the school year. Refunds will not generally be available, but will be considered on a case-by-case basis when extenuating circumstances are outside of the family's control.

Registration Fees

The registration fee will be \$150. This fee holds your child's seat at PMCS. School staff use this money to order textbooks, insurance, supplies your child may need, student licenses for software and technology, etc. - all prior to the beginning of school. For this reason, the registration fee is non-refundable.

Financial Aid

PMCS believes that a Christian education should be accessible to all students, regardless of economic status. To that end, PMCS offers need-based financial assistance to families. In no case will any student attend PMCS free of charge; however, payments may be reduced to fit within the family's budget. To apply for financial aid, please request a financial aid form from the principal. Proof of income (taxes, paycheck stubs, etc.) will be required. The school board reviews all financial aid requests. Board meetings are monthly - please apply before August 1 to ensure board approval before school starts.

Multi-Student Discounts

Parents with more than one child will receive a 15% discount for the second child and a 20% discount for each additional student.

Other Discounts

A 2% discount will be given to families who pay for the entire school year in advance.

FINANCIAL POLICY

Listed below is the Statement of Financial Policy for Pine Mountain Christian School, located at N3770 Pine Mountain Road, Iron Mountain, MI 49801. Please read this policy carefully as financial and other penalties may apply for non-compliance.

- Your Monthly Statement of Account will be emailed to you at the address on record on or about the 20th of each month.
- Full payment of your tuition account is due by the 1st day of each month in advance (for example, October tuition is due on the 1st of October).
- Accounts are Past Due on the 16th of the month following the due date.
- Should your account become 45 days past the due date, your student(s) may be suspended from attending class until your account is paid in full or payment

- arrangements have been made.
- Should your account become 60 days past due and no payment arrangements have been made, your student(s) may not be eligible to attend classes due to non-payment of your account.
- Full payment of the delinquent account and re-registration procedures will apply in order to be eligible to attend classes.

All payments are to be made electronically through the school website. Go to pinemountainchristianschool.com, select the “Current Students” tab and select ‘Adventist School Pay’. Register, login and set up your payment method.

Report Cards / Cumulative File Transfer

Report cards and cumulative files may be requested by another school and will be released if your financial account is up to date. Students with accounts that are not paid in full may not have their transcripts released until the account is paid in full.

RESPONSIBILITIES OF PARENTS, TEACHERS, AND STUDENTS

A successful educational program is the result of the combined efforts of parents, teachers, and students in upholding Christian standards of excellence and moral conduct.

Parent Responsibilities

In the formation of character, no other influence is as important as that of the home. Consequently, the teachers’ ability to effectively encourage the growth of Christian character in the child without the active support of the parents, is greatly diminished. Briefly outlined, the parents’ responsibilities include the following:

- Initiate and maintain communication with the teacher in matters that will assist the teacher to successfully instruct the child.
- Ensure the child’s daily attendance at school including prompt arrival and departure from the school premises—ideally no more than 10 minutes before or after schedule. In the event that a student will be absent, parents should make every effort to notify the principal, before school starts.
- Make appointments with teachers to discuss non-emergency issues.
- Help the child develop healthy eating habits. Data indicates that children who eat a healthy breakfast and receive adequate sleep are able to concentrate better, score higher on tests, and overall experience more success in school.
- Avoid any criticism of the teacher and/or the school program in the presence of the child and discourage any spirit of disrespect
- Attend parent-teacher conferences, school events, and take an active part in Home and School Association activities.
- Pay tuition and other school fees promptly.

Teacher Responsibilities

Teachers' responsibilities are outlined in considerable detail in the educational code of the Lake Union Conference of Seventh-day Adventists. A pertinent summary of these includes the following:

- Exemplify genuine Christianity in every phase of his/her conduct on and off the school's premises.
- Reciprocate in the spirit of cooperation with parents and students under his/her care, being careful to avoid any criticisms of the parents and/or their home program in the presence of the children.
- Become acquainted with the parents/guardians of each student and inform them regularly concerning their child's educational progress. Should a problem arise in the areas of physical health, behavior, or personal attitude, the teacher shall discuss the matter with the parent as soon as feasible.
- Maintain an accurate and timely record of student attendance, academic performance, and behavior; keep parents informed of such.
- Consult with the principal and/or board concerning consistently difficult problems in the areas of physical health, discipline, academic performance, and personal attitude.
- Take the necessary steps to maintain discipline in the classroom. Faculty and principal alike are responsible for preserving the courteous and orderly conduct of all students in the school building and on school property.
- Take a personal interest in each student. When engaged in counsel or correction, the teacher will be careful to preserve the student's self-esteem and dignity.
- Participate in the local church including regular attendance at the services of any constituent churches sponsoring children at the school.
- Encourage all students to reach their highest potential when carrying out the various assignments of the school program. Correspondingly, the appearance of the classroom and the instructional leader shall illustrate his/her commitment to excellence.
- Dress in a modest manner.

Student and Teacher Responsibilities

- Understand and support the Christian principles on which their school is based.
- Display positive cooperation, enthusiasm, and school spirit.
- Respect God.
 - Use His name respectfully.
 - Show respect for His Word.
- Respect one another.
 - Take a personal interest in the welfare of others.
 - Treat each other with kindness, courtesy, and fairness.
 - Reflect a Christian lifestyle in conversations and activities.

- Respect students', teachers', and school's property.
- Respect the time of others.
 - Promote an environment conducive to learning.
 - Help, not hinder, each other.
- Display the characteristics of self-control, self-respect, honesty, and modesty.
- Become aware of and follow the regulations of the school, including those outlined in this handbook.
- Cooperate cheerfully with one another as they endeavor to carry out the school program. If differences of opinion should arise with fellow students or the teacher, these are to be discussed in a courteous manner.
- Aim to develop a sound Christian character and a good reputation.
- Take home all communication, i.e., homework assignments, letters, discipline notices, and graded papers.

HOURS OF OPERATION

The school day begins promptly at **8:00 a.m. Monday through Friday** with arrival between 7:50 and 8:00. It is important that students be to school on time to minimize distractions and to provide them with a complete educational experience.

Students are not allowed in the building before 7:45 a.m. This gives teachers time for morning worship and daily preparation. Exceptions may be granted on a case-by-case basis by the teacher for extenuating circumstances involving transportation, work, etc.

School dismisses **Monday through Thursday at 3:00 p.m.** Students must be picked up by 3:15 p.m., with the exception of after-school programs or tutoring. This will be arranged in advance.

Friday dismissal will be at 1:00 p.m. instead of 3:00 p.m. to allow students and staff time to prepare for the weekend and spend time with family. Students should be picked up no later than 1:15 p.m. unless prior arrangements have been made with the teacher.

Kindergarten is a half day Monday through Thursday. Dismissal is at 11:30 a.m. Pick up time no later than 11:45 a.m. **Friday dismissal is at 1:00 p.m.** Pick up time no later than 1:15 p.m.

ATTENDANCE

Sickness, emergencies, and/or deaths in the family are considered legitimate excuses for absences. An approved excuse for absence does not relieve the student from the responsibility of making up missed work. If possible, it is important that dental and medical appointments be scheduled during non-school hours.

A pupil who is absent as many as **seven days** out of a nine-week period, whatever the reason, **may forfeit his/her period grades** unless it is evident to the teacher that the work has been satisfactorily made up. **All students enrolled at Pine Mountain Christian School are**

expected to be punctual and regular in attendance. Pending review by the School Board, a student who has accumulated unexcused absences for more than 20% of the time during a school period of nine weeks may forfeit his grade for that quarter. If it is necessary for a student to be absent for reasons other than those considered legitimate, arrangements must be made with the teacher prior to the absence, and all missed work shall be made up.

Three tardies is the equivalent of one absence. Persistent unexcused tardiness may be referred to the PMCS school board.

No child with an infectious or contagious disease will be allowed to remain in school. Reinstatement into regular classes will be based on a physician's recommendation. When there is a suspected case of contagious disease in the classroom, a professional shall be consulted. Should a contagious condition be confirmed, the child may not return to school without a doctor's note stating that the child is no longer a health threat to the other students. A child with a fever temporarily reduced by medicine should not attend school, nor should a child who has vomited or had diarrhea in the last 24 hours.

SEVERE WEATHER SCHOOL CLOSING

In case of bad weather, it may be necessary to close the school. For weather closures, PMCS matches the closures of the Breitung Township Public School District. However, PMCS may have some school days off independently of Breitung Township, or may not close on some days that Breitung Township is closed for other reasons. Check the calendar for coinciding dates.

CLOSED CAMPUS POLICY

At no time during the daily school session are pupils allowed to leave the school grounds, even during recess or lunch period, except by previous arrangement. If arrangements have been made and the student is to be picked up, the parent or legal guardian must notify the teacher before the child will be released. If someone other than the parent is picking up the child, the parent must notify the classroom teacher in writing before the pickup occurs. The person picking up the child may be asked to show identification before being allowed to leave with the child. The school assumes no liability in cases where students leave the premises in violation of the above policy. If a child leaves school property without permission, the parents/guardians and police will be called, in an effort to assure the child's safety and wellbeing.

INSTRUCTIONAL PROGRAM

High scholastic standards are essential for an education that will help prepare our children for life in an increasingly complex world. Pine Mountain Christian School is committed to providing the best teaching tools and the most effective methods to enrich the lives of the

students who attend our school.

Regular classroom instruction is offered in the following subjects:

- Bible
- Language Arts (Handwriting, Spelling, Word Study, Reading, Writing, Listening and Public Speaking)
- Mathematics
- Social Studies
- Science/Health
- Physical Education
- Fine Arts (Music, Art)

STATEMENT ON GENDER AND SEXUALITY

We believe that God created the human race with two - and only two - distinct genders: male and female. These two complementary genders together reflect the image and nature of God. (Genesis 1:27)

We believe that God wonderfully and immutably creates each person as either male or female at the time of conception. Because of this belief, we will refer to all students by the pronouns associated with their biological gender. We also require that all students abide by the dress code established for their biological gender.

Every person should be treated with compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes toward any individual are not in accord with Scripture or the philosophy of PMCS. (1 Corinthians 13:1-8; John 13:34-35; 1 John 3:18)

TEXTBOOKS

The textbook is an important curriculum tool in all schools. However, good education is not based solely on textbooks. Student assignments are supplemented with other carefully selected materials. Instead of the textbook being the “final authority” on the concept being taught, it is one of many classroom resources. Others include career day, outdoor school, LIFT weekends, field trips, etc.

LOST OR DAMAGED BOOKS

Textbooks are provided to each student on a loan basis. All books must be turned in to the teacher by the last day of the school year. In the event a book or workbook should be lost, it will be the responsibility of the student to replace it and make up the work specified by the teacher. A charge will be made for the replacement of any book that is lost, damaged, or vandalized.

SUPPLIES

A supply list will be sent home prior to the first day of school detailing what students need to bring for their respective classrooms. Students are expected to furnish their own pencils, pens, paper, crayons, notebooks, scissors, and other materials unless otherwise instructed. Pictures on school supplies, including lunch boxes and backpacks, should be of a character that does not conflict with Christian values. For example, school supplies with pictures of characters associated with violence should not be brought to school. Students are not permitted to take items from the teachers' desks, closets, or school office, unless given permission.

HOMEWORK

Homework can be an important component of the instructional program of the school. It contributes to the students' success at school by reinforcing and maintaining skills taught in the classroom, while helping students become independent learners.

The attitude and responsibility parents and/or guardians assume in helping their children with homework assignments will have a positive or negative effect on the student's achievement in school.

Positive Homework Strategies:

- Providing a comfortable, quiet, well-lit place to do homework
- Arranging a specific time for study
- Minimizing distractions, including cell phone use, television, music, internet, etc.
- Encouraging the child to do his/her best, but not doing the work for him/her
- Conferring with the teacher if the child needs special help
- Discussing with your child how to develop and carry out a study plan

PROGRESS REPORTS

Report cards are distributed approximately one week after the end of each nine-week marking period. At the close of the first and second marking periods, and sometimes the third quarter, **parent-teacher conferences** will be scheduled. At the time of the conferences, parents may obtain an in-depth review of the grades and ask any relevant questions regarding the grading system used to evaluate a student's progress. Should a parent be unable to schedule a conference on the designated day, alternate arrangements may be made for a time suitable to both parent and teacher.

PRIVACY

Pine Mountain Christian School manages student records in harmony with the guidelines of the Federal Rights and Privacy Act. The basic policies are summarized in the following

paragraphs.

Enrolled students and parents/guardians of non-collegiate students under 19 years of age may inspect their official records upon request to school officials. The request must be granted within a period of 45 days from the time the request was made. Only the student, parent/guardian of non-college students under 19, school administrators, teachers, and others who have been determined to have legitimate educational interests may have access rights to an official student record.

Any eligible persons must submit in writing a request to review the records or to have the records released to another individual or agency. A copy of the request shall remain on file in the student's educational records. Information from educational records may be released to appropriate persons in connection with emergencies (i.e. protecting the health/safety of a student or other persons).

PMCS reserves the right to release information to authorized agencies or individuals, which includes the following: student's name, names of parents, address, telephone numbers, date and place of birth, gender, participation in officially recognized activities, and dates of attendance / graduation. PMCS will release or publish photos and videos **only** with the written consent of the parent/guardian.

Additional information about policies and procedures pertaining to student records may be obtained by contacting the school administration.

COMPUTER POLICY

Using a school computer is a privilege, and all use should demonstrate respect for God, for others, and for self. Pine Mountain Christian School has adopted the following computer use policy:

- Pine Mountain Christian School (PMCS) is pleased to offer computer and internet access to its students. The internet is used for participation in curriculum projects developed by the teacher. The internet is a powerful resource, able to expand the educational experience of each student. It enables students to explore thousands of libraries and databases, or communicate with others throughout the world. To gain access to the internet, all students must obtain parental permission and must sign and return the **Acceptable Use** form to their classroom teacher.
- It is true that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or offensive. We believe, however, that the benefits of information resources and opportunities for collaboration exceed any disadvantages.
- As access is provided for research and communication, it will be granted to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on the school computer network just as they are elsewhere on the school campus. It is presumed that users will comply with school standards and will honor the

agreements they have signed.

- Computer use will be limited to specific activities and assignments as given by the teacher(s). Students and teachers are encouraged to use the computers of PMCS to improve learning and teaching through the successful educational practices, methods, and materials made available by computer usage. Guidance will be provided toward finding resources acceptable within the framework of the general school standards.
- The network is protected with software that restricts access to objectionable sites on the internet and eliminates a vast majority of potential problem situations. If a student should find some way of bypassing this software and accesses inappropriate material, the school will not be liable, and the student will forfeit network privileges and possibly face other disciplinary and/or legal action.
- Using computers during school time is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. Based on the **Acceptable Use** guidelines, the principal will deem what is inappropriate use; their decision is final. The principal may deny a student the use of a school computer at any time.
- Should a student lose his/her computer privileges, he/she must find other sources or avenues to complete the required class work assignment(s). The loss of privileges may not be used as an excuse for not completing assigned class work.
- Network storage areas may be treated like school lockers. Administrators may review files and communications to maintain system integrity and ensure users are using the system responsibly. Users should not expect that stored files will always be private.
- Any problem with a computer, monitor, printer, or programs running on the computer should immediately be reported to the teacher.
- If a student purposefully breaks, damages, or destroys school property, parents are responsible for all replacement/costs, etc.

LIBRARY POLICY

Each student is welcome to check out books from our school library. Books may be returned to the library and replaced at any time during school hours with the teachers' permission. Students will be responsible for the replacement cost of lost or damaged materials.

FIELD TRIP POLICY

The Pine Mountain Christian School Board approves field trips. Written permission is required for students to participate in these educational trips. Necessary medical coverage on passengers is required of all vehicles driven for school trips, and vehicles must meet all state

safety and inspection regulations. Drivers may be requested to have vehicle information on file at the school.

LUNCH/HOT LUNCH POLICY

Current studies indicate the direct relationship between the physical and mental natures. Therefore, parents are encouraged to provide nutritious lunches for their children to improve academic performance. Foods with high sugar content, junk foods, and caffeinated carbonated beverages are discouraged.

As PMCS is a Seventh-day Adventist Christian School, for religious reasons, Seventh-day Adventists refrain from eating shellfish, pork, ham, and bacon. We respectfully ask that when preparing hot lunch, please choose poultry, beef, fish, or beans as the main protein, so that all students may enjoy the meal. If your child has any special dietary needs or allergies, please inform your child's teacher.

As teachers have limited time available during the lunch period, all lunches should be **completely** prepared by the parent **or** planned in a manner of which no help is required by the student. A refrigerator and microwaves are available for student use.

PLAYGROUND POLICY

Students will exercise proper caution when using any climbing or swinging apparatus in the playground area. Students must remain in teachers' line of vision.

PERSONAL APPEARANCE & DRESS CODE

Simplicity, appropriateness, and modesty describe the standards of dress for the students of Pine Mountain Christian School. In an effort to foster an environment of equality, neatness, and positive attitude, PMCS has adopted a uniform policy. Students must be in uniform at all school functions unless directed otherwise by the principal.

For your convenience, our complete dress code is posted on the school website. Items may be purchased from any retailer of your choice; however, items should match those in the published policy in color and style. Wal-Mart and Children's Place both carry inexpensive uniform-style items. Lands' End carries skirts, dresses and jumpers in plaid.

- The school maintains a uniform closet, where outgrown uniform items may be donated. PMCS families may visit the closet and take items that will fit their child. These items are free. Please do not access the closet without permission.

BOYS

- Uniform-style khaki or navy pants or shorts. Cargo pants/shorts are not acceptable. Pants with elastic at the cuff are not acceptable. Shorts should be at least knee length and both shorts and pants should be of a “straight” cut (no skinny pants, etc.).
- Solid navy or forest green polos and crew-neck t-shirts with PMCS logo. Long or short sleeves are acceptable.
- Closed-toe shoes should be worn at all times.: No sandals, crocs, or flip-flops. If shoes are not of an athletic style, gym shoes should be kept at school for use during P.E. and recess.
- Navy or forest green v-neck or button-down sweaters can be worn over a school polo or PMCS t-shirts.
- Navy or forest green crewneck sweatshirts with school logo may be worn. The logo is required.
- Outdoor jackets, hats, coats, boots, etc. may not be worn indoors. Hats and other headgear are not permitted unless directed otherwise (exceptions may be made for religious reasons).

GIRLS

- Uniform-style khaki or navy pants or shorts. Cargo pants/shorts are not acceptable. Pants with elastic at the cuff are not acceptable. Shorts should be at least knee length and both pants and shorts must be of a “straight” cut (jeggings, skinny, etc. are not permitted).
- Solid navy or forest green polos or crew-neck t-shirts with PMCS logo. Long or short sleeves are acceptable.
- Solid khaki, solid navy, navy plaid, or forest green plaid skirts, skorts and jumpers. Skirts, skorts and jumpers must be at least knee-length and knit shorts must be worn underneath skirts and jumpers.
- Students must wear closed-toed shoes at all times. No sandals, crocs, or flip-flops. If shoes are not of an athletic style, gym shoes must be kept at school for P.E. and recess.
- V-neck or cardigan-style navy or forest green sweaters may be worn over school polos.
- Navy or forest green crewneck sweatshirts with school logo may be worn over school polos or PMCS t-shirts.
- Outdoor jackets, hats, coats, boots, etc. may not be worn indoors.. .

BOYS AND GIRLS

- Unnecessary ornamentation such as the excessive use of jewelry or cosmetics such as lipstick, rouge, eye shadow, and bright nail polish is prohibited.
- Extremes in hairstyle and hair color are unacceptable. Hair should be neat, clean, and styled to be kept out of the eyes.
- Personal cleanliness and neatness in dress are expected of all students at PMCS. Clothes should fit well and avoid a sloppy appearance. Clothing items with holes are not acceptable, including when a uniform is not required.
- Parents may be called to bring appropriate attire if a student has neglected to dress properly for school. Persistent neglect of personal hygiene and/or appearance may require review of the matter by the PMCS Board.

DISCIPLINARY PROCEDURES

Self-control, in Jesus Christ, is the goal of discipline. Good discipline consists of responsible behavior, which encourages active cooperative participation by each student. Directing this development without excessive control is our aim.

Disciplinary matters are principally the responsibility of the teacher, who is answerable to the School Board for maintaining a proper atmosphere of order in the school. The teacher shall always keep in close communication with the parent or guardian, the principal, the School Board chairperson, and the pastor regarding any significant disciplinary problem that might arise. In addition, the teacher/principal shall keep the board informed of a disciplinary problem that might result in an action. Before any student's name is brought before the board for a disciplinary action, every effort will be made by the teacher to contact and discuss the matter with the parent/guardian. The student being referred for discipline and his/her parent(s)/guardian(s) will be given the *opportunity* to speak to the board prior to board-voted disciplinary action. Should parents and/or students not avail themselves of this opportunity, the board will proceed to a vote.

In extreme cases of discipline, the principal may suspend a student. The parents and/or guardian of any child who is suspended shall receive a written notification of the suspension including the reason for the suspension and its duration. A suspension shall not exceed three days without the authorization of the School Board. All missed work during suspension must be made up.

A student may be expelled only by the action of the School Board following careful study of the issue.

If a parent or guardian is dissatisfied with a disciplinary action administered to his/her child, he/she should first speak to the teacher who initiated the discipline. Should this prove unsatisfactory, the parent or guardian has the option of airing the grievance by following the Grievance Policy, page 24.

AT-RISK BEHAVIOR

The staff and administration at Pine Mountain Christian School (PMCS) hold deep concern and love for all students, and will do everything possible to protect them from life-threatening behavior. This is accomplished in two ways: first, by educating the students and parents about the perils of potentially harmful behavior; and second, by making certain the campus is free from the negative influence of this behavior. The school board will review any reports of at-risk behavior.

At risk behavior includes, but is not limited to, the following:

- Showing an attitude of insubordination and/or exhibiting distracting and disrespectful behavior
- Using or possessing narcotics or any form of tobacco, drugs, or alcoholic beverages
- Using profane language
- Indulging in lewd or suggestive conduct; possessing or displaying obscene material; and/or visiting unacceptable websites
- Displaying dishonesty (i.e.: theft, cheating in exams or class work, etc.)
- Committing an act that injures, degrades, or disgraces another student or a teacher
- Instigating or engaging in physical conflict
- Bringing potentially harmful instruments to school
- Gambling on school property
- Leaving class activities or school grounds without permission or illegally entering the school grounds or building
- Willfully destroying school property or demonstrating vandalism of any kind, tampering with fire alarms, extinguishers, thermostats, and other safety equipment

RECORD KEEPING

All facts of Health and Safety Code violations, Code of Conduct violations, and such items will be recorded for each student. This record will include all information on suspensions and expulsions. The Michigan Conference retains final authority over which records are removed or retained in the cumulative file upon transfer to another school or institution. Student files are sent to the Conference office to be forwarded to the requesting institution. PMCS does not release or send files directly to requesting organizations or individuals.

CHILD PROTECTION AND ADVOCACY

In accordance with the Michigan Conference of Seventh-day Adventist Office of Education policy and Michigan state law, school staff are required to report to proper authorities the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school is prohibited from contacting parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal activities. If

reasonable suspicion exists, school personnel are mandated reporters. Suspected cases are to be reported, without investigation, based on visual evidence, child report, or third party report. Guidelines adopted by the Michigan Conference Office of Education will be followed.

SEXUAL HARASSMENT

Pine Mountain Christian School is committed to providing a safe school environment free from sexual harassment for all students.

Sexual harassment is:

- Unwelcome sexual advances or requests
- Other conduct of a sexual nature that is offensive
- Offensive spoken, written, or physical behavior

Students who have experienced sexual harassment must report the incident to school authorities as soon as possible. If the harassment is between students, it should be reported to the classroom teacher or principal. If the harassment comes from an adult, it should be reported to the principal or other responsible adult.

Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline as determined by the Superintendent of Schools of the Michigan Conference.

EMERGENCIES

In case of serious emergencies due to accident, sickness or otherwise, the school will attempt to contact the parent or guardian of the child involved. If the parent/guardian cannot be contacted, an attempt will be made to call other emergency numbers designated by the parent/guardian at registration.

If the parent cannot be reached and, in the judgment of the staff, immediate medical attention is necessary, a member of the staff will summon, or take the child to receive, medical aid. If the child is taken to the emergency room, neither the school nor any staff member assumes any financial obligation for the care and/or treatment by a doctor, hospital, or ambulance.

At registration, each parent/guardian must complete an emergency medical release with the name, address, and telephone number of the child's physician/office. This gives the school permission, if needed, to take the student to the nearest emergency medical facility. Please be assured, your child will be carefully monitored and comforted. The school will complete an accident form that will be kept in your child's file at the school.

In case of disasters, such as a violent storm, the children will either remain in school or

relocate to a location that is advised by the authorities. If forced to relocate, parents will be notified of their child's new location.

HOME & SCHOOL ASSOCIATION

The success of the enrolled students depends upon the fullest cooperation between parents and teachers. Only through a sympathetic understanding of one another's work will the parent and teacher be able to fully benefit the child. The Home and School Association is committed to fostering this close working alliance between parents and teachers. All parents of the children enrolled in the school are members of the association.

Pine Mountain Christian School's Home and School Association seeks to actively promote the benefits of Christian education in the homes and churches of its student body. The various programs, social events, and volunteer work established by the association are roads by which all members may be kept aware of their responsibility to sustain Christian education.

During the school year, the association may launch fund-raising projects whose proceeds assist the school in providing necessary supplies and equipment to enable it to reach its highest standards. It is expected that these projects will have the support and participation of faculty and school parents.

VOLUNTEERS

All official school volunteers must complete a formal background check. Volunteers will not be permitted on campus until the results of the background check have been received and cleared.

BIRTHDAY PARTIES

Birthdays may be celebrated at school if the whole student body is included. If a parent/guardian would like to provide a birthday party, requirements are the following:

- Make arrangements with their child's teacher in advance.
- The activity must be scheduled during the lunch break or recess.
- If parents will not be present, please send easy-to-serve items.
- Arrange for or take charge of any cleanup that may be necessary after a party.

To avoid hurt feelings, invitations for specific students should not be handed out at school. Please send invites to each student's home address.

VISITS & TELEPHONE CALLS

While parental visits to the school are always welcomed, parents are requested to advise the classroom teacher in advance of such visits. Persons other than parents/guardians

or members of the school's supervisory committees will be permitted to visit in the classroom only by the express permission of the principal or School Board chairperson.

Parents should not telephone the teachers or students during school hours except in case of an emergency. Students are not allowed to use the telephone without authorization from the classroom teacher.

Cell phones, smart watches, and other smart devices are not permitted during school hours and should not be brought to school .

GRIEVANCE POLICY

On occasion problems may arise between parents and teachers. In the interest of preserving unity and harmony among the members of the school family, and promoting an effective teaching/learning environment for the students, the following grievance policy, based on the principles found in Matthew 18, has been adopted by the school board.

Step One: The parent(s)/guardian(s) should first talk with the teacher or principal involved and attempt to resolve the problem on an informal basis. Parents are invited to share their concerns, observations, questions, suggestions or objections with the teacher/principal. It would be helpful if both parties kept a brief written summary of this initial meeting. When following Christian guidelines, most problems will be resolved at this stage.

Step Two: If the problem is not resolved the matter needs to be discussed again by the concerned party, the person who the concern is about, and a third party. This additional person may be the principal (unless the initial concern was with the principal), the school board chair, or the pastor. This additional person shall:

1. Set up a meeting time and place that is convenient for all.
2. Chair the meeting.
3. Write a brief written summary of the meeting.

Step Three: If the problem is not resolved, the school board chair will convene a formal meeting of the school board. When the source of the disagreement is proposed or issued disciplinary action, the student in question and the parent(s)/guardian(s) will be offered the opportunity to speak to the board prior to board-voted disciplinary action. Should the student/parents not avail themselves of this opportunity, the board will proceed to a vote.

Step Four: The school board's decision will be considered final. However, in certain cases, the school board chairman and/or principal may choose to contact the Conference Superintendent of Schools for further counsel and direction. Because PMCS is owned and operated by the Michigan Conference of Seventh-day Adventists, directives from the Superintendent of Schools may result in amendments to board actions.

While it is best to deal with the issue on a one-on-one individual basis, the party with the grievance may choose to include another person (such as a church elder, pastor, or personal friend) in the first step or at any stage of this grievance procedure. Discussing the issue with those not directly involved, at any stage of these proceedings, is inappropriate and can only

make finding a solution that much more difficult. It is expected that consultation at each stage of this process will conclude with a mutually acceptable plan to resolve the conflict.

POLICY CHANGES OR ADDITIONS

The school board reserves the right to make changes or additions to this handbook. Any policy adopted by the school board and publicly announced is in effect as though published in this handbook. The current handbook will be posted on the school website. Parents are expected to familiarize themselves with each year's handbook, as revisions are conducted each summer to ensure the handbook reflects the school's and student body's current needs.