



# Pen Bay Christian School

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

## STUDENT/PARENT HANDBOOK

One Waldo Avenue ~ Rockland, Maine 04841

207-596-6460

[www.penbaychristian.com](http://www.penbaychristian.com)

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*A Mission of:*  
*Littlefield Memorial Baptist Church*  
*One Waldo Avenue*  
*Rockland ME 04841*  
*207-594-5093*

*A Member of:*  
*Association of Christian Schools International*



## **PEN BAY CHRISTIAN SCHOOL**

### **MISSION STATEMENT**

Pen Bay Christian School is a ministry of Littlefield Memorial Baptist Church. Our mission is to provide quality Christ-centered education for children in pre-school through grade eight.

#### **Our Purposes:**

- *to train and nurture students in a loving and caring environment committed to high standards,*
- *to encourage them in the development of their God-given gifts and abilities, spiritually, academically, socially and physically,*
- *to equip them to live fulfilling lives of service to God and their neighbor,*
- *to support parents in their God-given responsibility to educate their children.*

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

### **HISTORY OF PEN BAY CHRISTIAN SCHOOL**

Pen Bay Christian School was started in 1975 with seven pre-schoolers. At that time, it was called Littlefield Christian Nursery School. In 1978 there were two pre-school sessions with 16 children in each class.

In the Fall of 1981, the first kindergarten class was formed, with 1st, 2nd, and 3rd grades added in the ensuing years. The Nursery and Elementary schools became Pen Bay Christian School.

In the mid 1990's, Littlefield Memorial Baptist Church voted to construct the Henderson Memorial Wing to house the school. In November of 1996, the wing was completed and the name of the school was changed to Pen Bay Christian School.

## **STATEMENT OF FAITH**

We Believe:

- The Scriptures, both Old and New Testaments, to be the inspired Word of God without error in the original writings, the complete revelation of His will for the salvation of man, and the Divine and final authority for all Christian faith and life. (2 Timothy 3:16)
- In the Trinity of the Godhead - one God, eternally existent in the persons of Father, Son and Holy Spirit. (Genesis 1:1; John 10:30 and John 4:24)
- In the deity of our Lord Jesus Christ. Jesus is the true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He lived a sinless life and died on the cross, a sacrifice for our sins. Further, He rose bodily from the dead, ascended into Heaven, where at the right hand of the Majesty on High, He now is our High Priest and Advocate.
- In the personality and deity of the Holy Spirit, by whom believers are called, regenerated, and baptized into Christ, sealed, indwelt, instructed and empowered to live a godly life.
- In the creation of the universe and of man by a direct act of God apart from any process of evolution. (Genesis 1:26, 27)
- In the fall, total depravity and guilt of the human race in Adam. (Romans 5:12)
- In the eternal salvation of sinful men through personal faith in Jesus Christ, whose blood was shed for the remission of sins. (Acts 13:38, 39)
- In the bodily resurrection of all men; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting punishment. (John 5:28, 29)
- In the personal return of our Lord Jesus Christ in power and great glory. (Matthew 24:24-28 and Luke 17:23, 24)
- In the personal existence of angels, demons, and Satan. (Revelations 12:7-9)

## **PHILOSOPHY OF EDUCATION**

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

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

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

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

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

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

- To encourage the sense of each individual's worth as a special creation of God and a recipient of His love;
- To foster wholesome personal relationships;
- To encourage responsible membership in the school community and a growing awareness of national and global citizenship;
- To help prepare students for Christian leadership.

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

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

## **PEN BAY CHRISTIAN SCHOOL BOARD**

In consultation with the Deacons of Littlefield Memorial Baptist Church, PBCS has a governing board of eight directors elected from the membership of Littlefield Memorial Baptist Church. This board sets forth the policies of the school and is responsible for the overall operation of Pen Bay Christian School. The Board of Directors also appoints an Administrator to oversee the daily affairs of the school.

## **FACULTY**

Members of the Pen Bay Christian School faculty and staff have been selected on the basis of academic credentials, as well as their dedication to the goals of Christian education. All teachers have completed a college or graduate level teacher preparation program and are active members of a Bible-believing church. Each teacher has also expressed a desire to serve God through teaching at a Christian school and has a professed personal relationship with Jesus Christ

Elementary teachers are responsible for all basic subjects (English, math, science, social studies and Bible). Specialists/teachers teach physical education, music, band, foreign language and library skills.

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

## **SCHOOL LOGO**



## **SCHOOL COLORS**

Royal Blue and Gold

## **SCHOOL MASCOT**

Knights

## **PEN BAY CHRISTIAN SCHOOL STAFF 2010-11**

### **ADMINISTRATION:**

Administrator – Angela Dumas

Secretary – Lenda Mae Fish

Pastor of Littlefield Memorial Baptist Church – Rev. Dr. Branan Becknell

### **SPECIALISTS:**

School Nurse – Sandra Merchant

School Custodian – Francine Brunious

Band Director – Zettie Matthews

Physical Education Director –

### **PRE-SCHOOL TEACHERS:**

3-Year Old Pre-School Head Teacher – Charlene Coyle

3-Year Old Pre-School Assistant Teacher – Marilyn Becknell

4 Year Old Pre-School Head Teacher – Lynette Robertson

4 Year Old Pre-School Assistant Teacher – Janine Thompson

### **ELEMENTARY TEACHERS:**

Kindergarten and First Grade – Trish Anderson

Second & Third Grades – Trudy Heansler

Fourth, Fifth & Grades – Kathy Pratt

Sixth, Seventh & Eighth Grades – Beccy Chamberlain

## HOME-SCHOOL COMMUNICATION

One of the many benefits offered by a Christian School is the close cooperation between the school and the home. Pen Bay Christian School's number one priority is helping each student to succeed.

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

1. Weekly notices from the school office informing parents of what is happening at school.
2. "Notice" bulletin board reinforcing what has already been sent home.
3. Open House in late August for Elementary, providing an opportunity for parents and guests to visit classrooms, meet teachers and ask questions. Open House for Pre-School is in mid-April.
4. Opportunities for parents to join us in the classrooms and on field trips. If a parent wishes to observe their student in the classroom, arrangements must be made with the Administrator and teacher prior to the day of desired observation.
5. Report cards sent home four times a year which report not only a student's grades but personal comments about each student's achievements, effort and conduct.
6. Interim reports provided between grading periods for any child whose academic work or conduct indicates there may be a problem.
7. Parent-Teacher conferences, formally scheduled after the first quarter to discuss in person each child's progress. Pre-School conferences are held in the fall and spring.
8. Availability of the Administrator to respond to parent concerns.

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

1. Supporting the school and teachers in prayer.
2. Keeping informed by reading materials sent home from school. **Please** ask your child for notices.
3. Attend Pen Bay Association (PBA) meetings, scheduled conferences and special events.
4. Follow school procedures for communication with teachers\*
5. Bring unresolved concerns or problems to the attention of the Administrator
  - Write a note asking the teacher to give you a call (mention a time)
  - Leave a message in the office that you would like to be called
6. Always checking in at the office when you come into the school building.
7. Support our fundraising activities.
8. Volunteer to fulfill 15 hours of community service to our school.

**\*Please do not call the teachers at home. Time off from school is minimal. In the case of an urgent matter for communication, please call the Administrator.**

## THE HOME AND SCHOOL ... A WORKING PARTNERSHIP

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

*"And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up." Deuteronomy 6:7*

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

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

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

*"Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou has gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglect to hear the church, let him be unto thee as an heathen man and publican." Matthew 18:15-17*

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

1. **Discuss any issue with the classroom teacher first.** Remember that the classroom teacher spends the most time in school with your child and clearly will have the best insight as to what is going on with him at school. More often than not, most issues can be dealt with and resolved at this level.
2. **Consult with the administrator if need be.** Occasionally, the parents and teacher may feel, after the initial meeting, that the insight and input of the school administrator might be beneficial to an issue. Please be mindful that this should only occur after the parents and teacher have initially discussed the matter.

3. **School Board, Administrator, Teacher, and Parents Meeting.** In very rare instances, an issue may need to be taken to the School Board for evaluation. This should only occur after the first two meetings have taken place.

Parents should be aware that, depending on the issue, students may be asked to be at the meetings. It is our prayer here at Pen Bay Christian School that with the Holy Spirit to lead, direct, and complete His purposes through us, we will touch these young students lives for eternity. Romans 12:3-6 reminds us that although "we have many members in one body" we still must **work together** to accomplish God's objectives in our school.

## ADMISSIONS

Pen Bay Christian School admits students of any race, color and national or ethnic origin. An admissions application for enrollment in Pen Bay Christian School is available in the school office and must be completed and submitted in order for your child to be considered for enrollment. Written and verbal notice will be given to new families after review of admission application.

Our admissions procedure officially begins with a re-enrollment period in January, during which time, current students and their siblings have priority in registration for the following year. **Families wishing to re-enroll must be current in their tuition payments.** After February 15th, the admission is open to new families.

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

### Preschool Admission Policy

All students entering the 3 yr old and 4yr old preschool program must turn the correct age by October 15th to be accepted at the September start date. Students who turn the correct age after the 15th may enter the program if space allows after their birthday, with the understanding that they must repeat their current program the following year.

#### Example:

2010-2011 Jane turns 3 on Dec. 5, 2010. She may enter the 3 yr old program if space allows after that date.

2011-2012 Jane enters 3 yr old program for the entire year again.

2012-2013 Jane may enter the 4 yr old program.

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

## FINANCIAL STATEMENT

Pen Bay Christian School is an extension of the ministry of Littlefield Memorial Baptist Church. The church supports the school by providing the use of the facilities, covering the cost of wear and tear on the building and janitorial services. However, the school itself is responsible for meeting all of its own financial obligations (such as teacher salaries, books, insurance, utilities, etc.) School accounts must be kept current in order for the school to meet its obligations. The Administrator acts as a liaison between the parents and the School Board in this matter. **Past due accounts will be notified at 15 days and parents will be asked to discuss their situation with the Administrator and/or Treasurer to determine a resolution.**

If an account is over 30 days past due, the Pen Bay Christian School Board reserves the right to ask the parent or guardian to withdraw the child(ren) from the school. This will be a last resort after all efforts to work with parents to bring their account current has failed. Please read carefully the rules in your financial agreement.

## FINANCIAL AID

In an effort to make Christian education affordable for as many families as possible, the Pen Bay Christian School Board of Directors has established a financial aid program. **Applications for financial aid are available in the school office and should be submitted by June 15th for the upcoming school year. Your financial aid award will be distributed to your account monthly provided you are current with your portion of tuition.**

## TUITION AND FEES

Tuition payments can be paid in full to the school at Open House in August or can be paid monthly at Pen Bay Christian School. Payments are due by the 1st of each month beginning with September and ending with the June payment. Payments are on a ten month schedule (September-June).

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

- First Child - Full Rate
- Second Child - 25% discount
- Third Child - 25% discount
- Fourth child - 25% discount

All new families will receive a \$50.00 discount from their tuition. All current families who refer a new family will receive \$150.00 discount from their tuition.

### **TUITION RATES:**

- Two day pre-school \$1000.00
- Three day pre-school \$1300.00
- Kindergarten \$2200.00
- Grades 1-8 \$3200.00

### **REGISTRATION FEES:**

- Pre-School \$ 50.00
- Kindergarten-Grade 8 \$ 175.00

Registration fees are non-refundable and due by Open House in April for Pre-School and by June 1<sup>st</sup> for Elementary.

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

## **VOLUNTEERING**

Volunteers are an important aspect to the success of the school. Pen Bay Christian School asks its parents to give of their time in volunteer work at the school. Each family is asked to complete at least 15 volunteer hours per school year. The school office will keep a record of all volunteer hours. Please be sure to report your hours to the school secretary.

There are many volunteer opportunities throughout the school year. It is the parent's responsibility to respond to these opportunities (please see the Parent's Profile - Information packet - available in the school office). Background checks (Department of Motor Vehicle, Department of Human Services and Criminal checks) will be done for all persons volunteering and working at Pen Bay Christian School. All fees charged for background checks must be paid by the volunteer and/or parent.

## **PEN BAY ASSOCIATION MISSION STATEMENT**

Our volunteer group is called the PBA (Pen Bay Association). The Pen Bay Association is made up of parents, teachers, and members of Littlefield Memorial Baptist Church and administration of the school. This group's mission is to identify and organize academic, social and enrichment activities for students and their families. All activities and/or events sponsored by the PBA and for Pen Bay Christian School must be pre-approved by the Pen Bay School Board. Fundraising is done to offset the expense of these activities. All parents of Pre-School and Elementary students and any others interested are encouraged to attend, become involved and bring ideas. Meetings are held monthly and notices are sent home as reminders. Officers are elected yearly at the beginning of each new school year.

Typically, the PBA meets the first Thursday of each month at 8:15a.m. at the school. The PBA

meeting minutes are sent home Monday to inform families of volunteer opportunities and current PBA events.

## LIBRARY

- **Pre-School Library:** Located inside of the 4-year old classroom and available for use on Thursday and Friday mornings before class begins.
- **Kindergarten:** Located within the classroom. Picture books and early readers are available.
- **Grades One - Eight:** Located on the ground level. The Library offers fiction and non-fiction on both juvenile and young adult levels as well as chapter books, reference material, biographies, science section, Maine studies, social studies, Bible studies, art, music, etc. Also available are video tapes which can be taken home for two days by students in grades 4-8. And lastly, there is CD Rom and Internet Access\* for student use. Computer use is to be supervised by the Librarian or the teacher.

*\*Students requiring the use of Internet Access will be required to have a permission slip signed by their parents and themselves and returned to the school before they may use the Internet.*

All students have scheduled library time at least once a week.

### **LIBRARY GUIDELINES:**

1. Books may be checked out for two weeks and renewed once unless otherwise stated on the pocket and card. The checkout date, student's name and grade are to be written on the book card.
2. Encyclopedias may not leave the building and have to be returned to the library at the close of each school day. Students needing more time on an article may have it photocopied in the office.
3. Food and drinks are **NOT** allowed in the library.
4. Damaged or lost library materials will be paid for based on replacement costs.
5. Unsupervised activity in the library is discouraged.
6. Students will be encouraged to check out library materials that are age appropriate.
7. Students in the library will be under the supervision of the teacher.

### **BOOK DONATIONS:**

- Donated By:
- Birthday Club Books: (both adults and students)
- Memorial Books:
- In Honor of:

The above books may be purchased from the school (\$5 - \$30) or a new book (hardcover) may be given in consultation with the teacher (to avoid duplications, etc). A book plate will be placed in the front of the book with the appropriate information on it. This is a fundraising plan to add to our Library book budget. We work hard on keeping our Library current by writing grants and fundraising.

## ACADEMIC INFORMATION

**KINDERGARTEN-GRADE 8:** Curriculum includes reading, math, spelling, English, phonics, Heritage Studies, science, Bible, music and physical education.

**REPORT CARDS AND GRADING:** Formal report cards are sent home approximately one week after the end of each quarter. The final report cards will be mailed home. However, report cards for the final quarter will be withheld until the final tuition payment is made. Each reporting period is approximately nine weeks. Our grading system is as follows:

<b>A</b>	<b>100-93</b>
<b>B</b>	<b>92-85</b>
<b>C</b>	<b>84-75</b>
<b>D</b>	<b>74-70</b>
<b>F</b>	<b>Below 69</b>

**INTERIM REPORT:** If a child's academic performance, conduct or effort is unsatisfactory or indicates a significant decline in achievement, the parents will be notified by the teacher prior to the official reporting period.

**HOMEWORK:** Homework is given to reinforce work done in the classroom and is begun in the early grades to help children develop good work habits and study skills. Check with your student's teacher as to their homework schedule.

**MAKE-UP WORK:** Students will be expected to complete assignments missed during an absence or illness. A list of make-up work, including due dates, will be prepared by the teacher of students in Kindergarten - Grade 6. Students in Grade 7 - Grade 8 will be responsible for obtaining information on assignments missed.

**BOOKS:** All school owned books issued to students in Grades 1-8 must be covered within the first week of school and kept covered thereafter. Taking good care of our books keeps replacement costs down.

**HONOR ROLL:** The honor roll recognizes students in Grade 4 - Grade 8 who have maintained a high level of achievement as well as satisfactory effort and conduct. An average of 85 (B) with no grade below 85 earns honors. An average of 93 (A) with no grade below 90 earns high honors. Unsatisfactory effort or conduct in any class will disqualify a student from earning honors.

**STANDARDIZED TESTING:** Standardized Tests are administered each spring in Grade 1 - 8 to help us measure each student's academic progress and evaluate the school's curriculum strengths and weaknesses. Our testing is done through the Associated Christian Schools International (ACSI) program for all grades.

**PROMOTIONS:** Students are promoted to the following grade level on the basis of academic achievement. If, by the fourth quarter, there has not been adequate progress, a conference will be held with the teacher, parents, and the Administrator to consider the best possible placement for the student.

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

### **SCHOOL SCHEDULE**

Pen Bay Christian School hours are as follows:

**Pre-School Hours:**

3-Year Old - Monday, Wednesday & Friday:	9:00am - 11:30am
3-Year Old - Tuesday & Thursday:	9:00am - 11:30am
4-Year Old - Monday, Wednesday & Friday:	9:00am - 11:30am
4-Year Old - Tuesday & Thursday:	9:00am - 11:30am

**Kindergarten:**

Morning Class - Monday - Friday:	8:15am - 11:30am
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**Grade 1 - Grade 8:**

Monday - Friday:	8:15am - 3:00pm
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**During the last period of Grades 7 & 8, students may be dismissed early for sports-related activities.**

**MORNING ARRIVAL:**

- **Pre-School:** Children will be received and dismissed through the front doors of the school. Parents can drop off children 15 minutes prior to the start of school and need to be picked up promptly at the end of the session.
- **Elementary:** Teacher coverage will be provided from 7:30am to the start of school for parents who must drop their children off early. Under no circumstances will supervision be provided prior to 7:30am. Students can go to their classrooms after 8:00am. The teachers need this time for class preparation and devotions. Elementary students are to arrive through the side doors of the school (near the playground).

**AFTER SCHOOL DISMISSAL:**

- **3:00pm Dismissal:** After school teacher coverage is provided until 3:20pm. Please come to the dismissal area (near the playground) to pick up your children. Students will not be allowed to walk through the parking area to your car as this is potentially dangerous for your children. Parents cannot expect teachers to stay with children after 3:20pm. If an emergency warrants, please contact the school immediately to ask for coverage. Parents that stay after school with their children to play on the playground, etc are responsible to supervise their children. Please do not expect the teachers to attend to this.
- **Kindergarten Dismissal:** Kindergarten students are dismissed directly to their parents or to an authorized adult outside the side door entrance. If an adult other than a parent is to be authorized to pick up a kindergarten child then the parent must communicate this to the

teacher or school office prior to pick up.

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

**ELEMENTARY SCHOOL LUNCHESES:** Students must bring their own healthy lunches and drinks. Anything in glass bottles should not be brought to school. There are no provisions for microwave meals. Milk is available for \$1.00 per week (white or chocolate).

**Lunch/Recess Schedule:**

Grade 1-8:                                    11:30am – 11:50am – Lunch  
    11:50-12:10pm – Recess

**ABSENCES:** Parents are asked to phone the school by 9:00am each day for every day their child is absent from school. (It is fine to leave a dated message on the answering machine.) Attendance is taken first thing in the morning. For safety purposes, any unreported absence will be followed up with a phone call to the parent's home or workplace.

The following are considered acceptable reasons for absence:

- Illness
- Death in family
- Emergency (please specify)
- Medical appointments that cannot be rescheduled at any other time
- Secondary school visitation by 8th graders (please notify ahead of time)

Many parents call to request assignments for their children to do at home during an illness. Requests for work must be called into the office by 11:00am and picked up at the **end** of the school day.

**TARDINESS:** All students must be ready to participate in class by 8:15am. Students must use the front entrance and report to the office for a late slip before entering the classroom after 8:10 a.m. All tardiness (excused or unexcused) must be recorded for state records. Students in grades 1-4 who accumulate four unexcused tardies will lose ten minutes of recess. Students in grades 5-8 who accumulate four unexcused tardies will lose one lunchtime recess. After 8 tardies, children will have to be picked up in the Administrators office with a meeting at that time. After 12 tardies, children will have to be picked up in the Administrators office and there will be a one-day suspension at the discretion of the Administrator. Getting to school on time is an important cooperative effort for the whole family. ***This policy is non-negotiable.***

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

**SNOW DAYS:** If school is canceled due to weather conditions, announcements will be carried over the following TV and radio stations:

- **6 ALIVE - Storm Watch**
- **WMTW-TV8**

**CHAPEL:** A regular part of Pen Bay Christian School's life is our weekly chapel service. Guest speakers, faculty, musicians, visiting missionaries, as well as our own staff are featured. There are opportunities to present skits and special musical numbers as well. The weekly chapel service is held on Friday (unless otherwise noted). Kindergarten - Grade 8 meet together in the Church Sanctuary from 8:30am - 9:00am. Parents and friends are encouraged to attend.

**Please note that food and drinks are not permitted in the church sanctuary.**

**Due to the high cost of heating oil this year, we ask that parents make sure their children wear a sweater or dress jacket at Chapel as the Church Trustees need to be particularly mindful when setting the thermostat in the sanctuary. This may also apply to classrooms.**

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

**Please do not leave your car running in the parking lot and never leave your child unattended in your car.** This is very dangerous. Accidents happen and we would not want to see your child hurt in any way. If you are walking into the school with your child, please take your other children in with you. Otherwise, you may drop them off at the appropriate entrances. If you have a child enrolled in the pre-school program, we ask that you please escort your child to their classroom door and leave them with the teacher or aide. We thank you for adhering to the parking policies.

**FIELD TRIPS:** Pen Bay Christian School takes part in various field trips throughout the year. Permission slips are always sent home requiring parents (or guardians) to sign and return. Students will not be permitted to attend field trips without a signed permission slips or verification from parents (or guardians).

The school relies upon parents to help with transportation to and from field trips. All parents wishing to help with transporting students must provide the school with evidence of their valid drivers license as well as a copy of their current car insurance (the office will make a copy of these to keep on file). Motor Vehicle Checks will need to be done for all volunteers wishing to help with transportation to and from field trips or activities. This information is needed for insurance purposes and to provide "safety first" for all students. Also, parents must follow the school policy on adhering to the schedule provided for that specific field trip.

**SPECIAL PROGRAMS:** Special programs are held at Christmas. Participation is school-wide. These events provide an opportunity to celebrate the blessings of the season, as well as the gifts and talents God has given our students. Parents, grandparents, and friends are encouraged to attend.

**STUDENT USE OF TELEPHONES:** Students are expected to make all arrangements for after school activities prior to coming to school.

**CELLPHONES:** Cell phones are permitted on school grounds as long as they are turned off and kept in a backpack for use after school.

### **ILLNESS**

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

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

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

A student who becomes ill during the school day will wait in the office until parents can make arrangements for the child to be taken home. Please be sure to keep the office informed of changes in your telephone number or emergency contacts.

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

Pen Bay Christian School has a volunteer registered school nurse who performs hearing and vision screening and records height and weights of each child. She also must keep an accurate account of the student's immunization records that the parent must provide to the school.

### **MEDICATIONS**

If medication is to be administered to a student during school hours, it must be brought to the school office and **must be in its original container with directions clearly marked**. A written note from the parent authorizing administration of the medication must be filed in the school office prior to our giving a child medication. The school office will dispense Tylenol for a headache if the parent or doctor gives authorization.

### **CONDUCT – FOR STUDENTS**

**"Love your neighbor as yourself." Matthew 22:39**

Every member of the Pen Bay Christian School student body is expected to use good judgment in evaluating appropriate behavior for school. The following rules reflect what we consider to be proper conduct at school, at recess and lunch, and when representing Pen Bay Christian School at any function/field trip. Policies and rules are determined by the Pen Bay School Board of

Directors, school faculty and administration, and may be revised without notice during the school year.

1. Practice courtesy, consideration and honesty in your association with teachers, school employees, fellow students, parents/volunteers and visitors. Respect the authority of all teachers and adults serving in the school setting, whether staff or volunteer. Disrespect shown through back-talk or non-verbal communication (ie, facial expressions or gestures) will not be tolerated.
2. Respect your fellow students. Respect their personal property. Every person has the right to remain free from intimidation or physical, verbal or psychological harassment. Name calling and teasing are not permitted. Students are not permitted to take another student's belongings or to enter a personal area (ie desk, locker, etc) without his/her specific permission.
3. Any misuse of church/school property is a serious offense. If such an incident should occur the student will be held responsible for either the repair or the replacement of the damaged property.
4. Abstain from the use or possession of any illegal drugs, etc. which would be generally recognized as harmful to health and Christian character.
5. There is absolutely no carrying of any weapon or any object that can be used as a weapon.
6. Abstain from the use of profanity and vulgar or abusive speech or actions of any kind. Eph.5:3-4
7. Be diligent in carrying out your own responsibility as a member of the school community. Help keep the school clean and orderly by: discarding litter in trash containers, not leaving books or personal items in the halls, in the bathrooms, entry ways or in any lane of travel, limiting eating only to your homeroom or lunch room, refraining from gum chewing.
8. Pass through the halls in a considerate and courteous manner. Classes are to pass through the hallway quietly and with no running so as not to disturb the other classes.
9. Do your own work. Claiming another person's work as one's own is a punishable offense. Cheating, lying, and stealing will be dealt with using parent involvement on the first offense. All offenses are serious and parents will be called on the first offense.
10. All electronic devices (including and not limited to personal cassette players, walkmen, cellphones, Ipods) are to be left in the school office and not to be used by students except as permitted in fulfillment of specific assignments.
11. Any party to be held during the school hours must be approved through the school office.

12. Classrooms are to be kept orderly. Coats are to be hung, and personal belongings placed on hangers & racks. All students are expected to help in the clean-up routine at the end of the day.
13. Students are not allowed to roam in and out of the school building before or after school. Unless staying for extra-help or a supervised after school activity, students must remain in the supervised area until they are picked up. Once at school for the day, a student may not leave the school until regular dismissal time unless there is a specific parent permission.
14. It is understood that attendance at Pen Bay Christian School is a privilege. Any student who does not abide by the standards and principles of this school may forfeit this privilege. The Administrator may request the dismissal of any student at any time.

### ELEMENTARY RECESS

All students need an opportunity to exercise and be refreshed after working several hours. K-8 students will have a twenty minute mid-morning recess and all students have a twenty minute recess after lunch. Except on days of inclement weather, all K-8 recesses will be held outdoors.

Because of the number of students involved in recess, a reasonable level of order is necessary. All rules are designed to protect the children from harm and to foster respect for each other.

#### **OUTDOOR RULES:**

- Playground equipment is to be used for its intended use only. We expect the children to show reasonable care. Therefore, no more than two people on the slide at one time. Children must slide all the way down. Children will sit when on the swings. There should only be one child per swing. There is no "tag" around or on the playground equipment.
- Children are not allowed in the bushes or over the bank near the ocean for their own safety or behind the church garage. They may not go beyond the white cross.
- Games that reflect "killing" or violence are inappropriate and not allowed. Obviously, fight and out-of-control behavior, such as snow throwing, shoving, or pulling on others' clothing cannot be permitted. There is no "rough housing" allowed.
- It is the responsibility of the parent to be sure the child is adequately dressed for outdoor play. We encourage this as children need the outdoor play. **K-3 require snow pants, boots, hats, mittens and gloves and grades 4-8 require a change of shoes to play in the snow.**
- Jump rope and basketballs may be brought from home for outside play. Balls must stay on playground, if they accidentally go off tell an adult.
- No toys are to be brought from home unless it is show-and-tell day for their class. This prevents lost and broken toys. Games and toys are available for school use.
- Children are asked not to play near the classroom windows.
- Use appropriate language and kind words.
- Please leave snow sculptures alone unless builders give permission to destroy them.

### DISCIPLINARY PROCEDURES

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

**Clear Communication:** Communication of expectations will be the first measure in maintaining the proper learning environment. Teachers will present to students the consequences of disregard for classroom, playground and general school rules. Any teacher or staff member may correct a student for misbehavior.

**Detention:** The detention system is for correction. Students will be required to serve a detention after school for violation of a school rule or regulation. This system has the advantage of bringing parental awareness into the problem immediately.

Detention Hall takes place on Tuesday and Thursday afternoons for 45 minutes unless otherwise stated. Parents will be notified the day before the detention is to be served to insure that transportation is arranged. Students will come to detention prepared to work on assignments or be given special assignments from the teacher. Detention slips must be signed by a parent and returned within two days. Failure to return slips will result in further detentions.

**Probation:** Excessive detentions or poor conduct marks indicate an unwillingness on the part of the student to be a cooperative member of the school community. Probationary status, including removal from positions of student leadership and restriction in participation in special activities will result. The specific requirements of each student's probationary contract will be communicated to the student and his/her parent.

**Suspension:** A student may be suspended from school, for a period to be at the discretion of the Administrator, as a result of a major infraction, repeated violations of any school rule, or a continued lack of cooperation with faculty or staff. Upon return to school, the student will be on a probationary status. The terms of this probation will be communicated to the student and his/her parents by the Administrator. Major infractions include fighting or harassment, misuse of school property, defiant or dishonest behavior, and blatant disrespect for teachers/administration or other students.

**Expulsion:** Expulsion is a last resort used only for very serious breeches of school conduct, such as theft, possession of any weapon, illegal substance, or any substance that threatens the safety or well-being of the school community, or after repeated attempts to bring a child into harmony with the goals and spirit of the school. Prior to expelling a student, the Administrator will meet with the student, the parents (or guardian), and present the case to the School Board of Directors. A student who has been expelled may be reconsidered for re-admission after completion of one school year.

**The Administrator and School Board reserve the right of flexibility within the disciplinary system including suspension when warranted.**

## **DRESS CODE**

Pen Bay Christian School's dress code is a set of guidelines designed to uphold certain Biblical standards as well as to promote a positive academic environment.

**Biblical Standards:**

- Dress modestly and don't overdo the outward appearance (1 Timothy 2:9)
- Don't cause another person to stumble (Romans 14:19-21)
- In all you do, do it all for the glory of God (1 Corinthians 11:31)

**Positive Academic Environment:**

- A clean, neat and tidy appearance
- Freedom to engage comfortably in all educational activities including physical education
- Respect for chapel and other special events as occasions for a more "dressed-up" look (ie. field trips, presentations)

**Dress Code Requirements for Kindergarten – Grade 8:**

- Blue jeans are permitted although they **must** follow these guidelines:
  1. No holes or overly worn
  2. No overly long jeans - not dragging on the floor
  3. Loosely-fitted jeans are encouraged
- No skin or undergarments showing due to midriff tops or low-rise pants
- If pants/jeans are excessively loose, belts are required
- Sweat pants are to be worn **only** on Phys. Ed days.
- Shorts will be permitted (weather permitting) if they are neat, not tight-fitting (spandex) or sheer, no cut-offs and are no more than 4" above the knee.
- T-shirts, shirts, turtlenecks, sweaters and sweatshirts must follow these guidelines:
  1. No pictures or writing that indicates disrespect in any way
  2. "Neat and Tidy" with no holes or worn
  3. No profanity or references to alcohol, tobacco, drugs, death, torture, or anything that could be considered objectionable.
  4. Athletic events or teams are permissible as long as slogans/artwork are not offensive.
- Dress shirts and all other shirts are to be buttoned and tucked in at all times.
- Tank tops are not permitted.
- Sleeveless shirts for girls must be modest. (No spaghetti straps.)
- No midriff can be shown on any student.
- Dresses and skirts must be of modest length and be no more than 2" above the knee including slits. Remember, when sitting, the hemline may rise another 3-4 inches.
- Hats are not to be worn by boys or girls in the building.
- No application of makeup during class time.
- Hairstyles must not be distracting to others and self.
- Students are to be aware of their personal hygiene so as not to offend their fellow classmates. Deodorant, hair washing and showering is encouraged.
- No body piercing permitted except earrings for girls.
- No tattoos or writing on one's body.
- No "Heely" shoes.

**CHAPEL DRESS:** All students are required to wear "chapel dress" on chapel days or other special programs. Chapel dress requirements are as follows:

- **Boys: Long dress pants (No jeans) or dress shorts (weather permitting), dress shirt tucked in and tie.**

- **Girls: Dress or skirt and blouse. Loose-fitting dress pants are permitted (No jeans).**

Sweatshirts, outerwear jackets and hats are to be removed and left in the classroom for chapel. Students are to come to school on the designated chapel day dressed for chapel service. No change of clothes will be allowed after chapel, except that boys may remove their ties at noon.

**PHYSICAL EDUCATION :** All students will need sneakers on Physical Education days. It is recommended that students wear sweatpants or appropriate attire for physical activity. Grades 4-8 have permission to change into appropriate exercise attire if needed.

The Administrator will contact the parent if the student's attire does not meet with the dress code of Pen Bay Christian School.

### **CLOSING STATEMENT**

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

**The following is the Student & Parents Statement of Cooperation. Please sign and return to the school office as soon as possible so it may be filed in your child's personal records.**

**STUDENT STATEMENT OF COOPERATION**

I have read (or been read to) and understand the entire contents of this handbook, and am willing to abide by all the principles and standards therein. I understand I will be subject to dismissal from school for violation of the discipline code in regard to the policies set forth by the school.

I also understand that attendance at Pen Bay Christian School is a privilege and not a right. This privilege may be forfeited for any student who does not abide to the standards and principles of this school. I understand that the school may request my withdrawal at any time.

It is my prayerful desire to contribute positively to the spirit of Pen Bay Christian School and to live a life pleasing to the Lord.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**PARENT'S STATEMENT OF COOPERATION**

I have read and understand the entire contents of this handbook, and I am willing to abide by all the principles and standards therein. I understand that my child will be subject to dismissal from school for violation of the discipline code in regard to the policies set forth by the school.

I also understand that attendance at Pen Bay Christian School is a privilege and not a right. This privilege may be forfeited for any student who does not abide to the standards and principles of this school. I understand that the school may request my child's withdrawal at any time.

Each family is asked to complete at least 15 volunteer hours per school year.

It is my prayerful desire that my child contribute positively to the spirit of Pen Bay Christian School and to live a life pleasing to the Lord.

\_\_\_\_\_  
Signature of Mother

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Father

\_\_\_\_\_  
Date

## FINANCIAL POLICY

1. **A REGISTRATION FEE** of \$175.00 per child must be paid by June 1st for elementary school and a **REGISTRATION FEE** of \$50.00 for Pre-School at Open House in April.
2. **TUITION PAYMENTS** are to be paid monthly (unless paid in full at the beginning of the school year). The monthly payments need to be paid on the 1st of each month beginning with the September 1st payment and ending with the final payment on June 1st.
3. All tuition from the previous year must be paid in full for a returning student to begin classes in September.
4. **Families with tuition payments in arrears of more than 15 days must contact the School Administrator and/or Treasurer.**
5. As should be obvious by the tuition charged in comparison to secular private schools, attempts have been made to offer an excellent Christian education within means of most working families. This involves a significant sacrifice on the part of many. Our teachers and staff labor at a fraction of the wages possible in the secular market. They do this out of concern for our children and as a service to the Lord. **Our ability to pay our staff is directly dependent on your tuition payments.** Therefore, we ask for your continued attention to the status of your account and that they be kept paid and current.
6. If an account is over 30 days past due, the school board reserves the right to ask the parent(s) or guardian to withdraw the child(ren) from Pen Bay Christian School. This will be a last resort after all efforts to work with parent(s) or guardian to bring their account current has failed.
7. Should your family experience major illness or drastic decline in income, please contact our School Administrator and/or Treasurer immediately.

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I have read this Financial Policy, understand it and will adhere to it.

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Father's Signature

Mother's Signature

DATE: \_\_\_\_\_