



# **Student Handbook**

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## History

Puebla Christian School held its first classes in January 1967, as a joint effort of the Mexican Indian Mission and the Central American Mission in Puebla. Since that time, the Mexican Indian Mission has merged with the UFM International (newly renamed Crossworld) and the Central American Mission has become Camino Global, now part of Avant Ministries. Those first classes were held in the homes of three families while a suitable building was sought. The primary purpose of PCS remains the same now as in 1967, namely to have an American based system of education for English speaking children of missionaries to train them spiritually, academically, socially and physically. PCS is governed by a local self-perpetuating board.

## Mission

Puebla Christian School exists to provide Biblically-focused education, with curriculum based on US standards, through a learning environment that promotes holistic growth and academic excellence. We are dedicated to pursuing a spirit of servanthood, integrity in speech and action, and God's truth. We aspire to glorify God in all we do.

## Doctrinal Statement

The doctrinal position of the PCS Constitution will be followed. A summary is as follows:

We believe that the Bible is the Word of God, verbally inspired and inerrant in the original manuscripts, and that it is completely sufficient as our rule of faith and practice; that there is one eternal God Who exists in three equal persons: Father, Son and Holy Spirit; that man was directly created in the image of God, that he is condemned to spiritual death by his fall into sin, and that the guilt, death and condemnation of sin passes to all men; that the incarnation of Christ is vicarious, His resurrection corporal, and that He ascended to the right hand of the Father; that whoever places his faith in Christ is justified by His blood shed on the cross; that regeneration and positional sanctification are the work of the Holy Spirit carried out the moment one believes in Christ; that the Church is made up of all believers who are baptized into the body of Christ by the Spirit the moment they believe, and that the mission of the Church is to edify the saints and preach the Gospel to the lost; that Christ will return bodily to the earth; that the just and the unjust will be raised, the saved to eternal blessing and the unsaved to eternal punishment.

## Philosophy Statement

A well-formulated and biblically based statement of philosophy is the touchstone from which a Christian school's aims and objectives are derived. The ultimate objective of the Christian school is to glorify God, corporately and individually. In achieving this goal, one must consider the major objectives of the spiritual and moral development of the pupil, his personal and social growth and interaction, his academic achievement, and growing worth in service to others. The following statement expresses what Puebla Christian School believes with respect to education and its role as an educational enterprise.

**GOD:** God is revealed in the Scriptures to be the creator and sustainer of all things, the originator of all knowledge. He is wholly responsible for the existence of all living things. God is the source of all truth and has chosen to reveal Himself to man.

**MAN:** Man was created by God in His own image with the purpose of reflecting that image in this world. Man rebelled against God and is by nature a sinner without the ability to reflect the nature of God. In Christ Jesus that image has been renewed and man became capable of receiving all of God's revealed truth, of communing with God, and communicating God to others.

REVELATION: God has revealed Himself to man through the Living Word, Jesus Christ. The Bible is the source book for true knowledge and wisdom, by which we may live. Therefore, it is of utmost importance to integrate the content of each subject in the curriculum with the truth revealed in the Scriptures. Jesus Christ is the perfect manifestation of God, and it is only through receiving Him as Savior that one can be personally related to God. He is the personification of the knowledge and wisdom of God and the perfect example to the believer for living a life pleasing to God.

PROCESS: What we believe about God, man, and how God has revealed Himself to man causes us to seek a truly Biblical correlation in every subject area. The Holy Spirit is God's agent to teach and guide parents, teachers and pupils into all truth and bring each one into conformity to God's revealed will. This is true reality – not material and temporal, but spiritual and eternal.

The goal of the policies and practices set forth in this handbook is to encourage our students towards academic, spiritual, and personal excellence; to help grow students who act with compassion, modesty, integrity, and obedience; and to help our students to be salt and light in a dark world.

## Conduct and Discipline

Obedience to PCS rules and respectful compliance to the direction of PCS faculty, staff, and administration is expected at all times. PCS students are expected to exhibit behavior that is supportive of scriptural guidelines and the school's mission and policies. PCS is systematic in its approach to discipline. Consequences levied for not exhibiting such behavior are meant to be formative, not punitive, in nature with the objective of disciplinary measures being one of restoration. ***Students may be held accountable for behavior both on and off campus, including when school is not in session.*** The PCS administration retains, at their sole discretion, the prerogative to assign specific consequences up to and including suspension/expulsion.

### **For elementary grades:**

Homeroom teachers and those who teach specials should coordinate classroom management plans under the supervision of the administration. The objective is a consistent approach to discipline while maintaining flexibility for the teachers of specials to do what works for them.

### **Possible Major Infractions May Include:**

1. Disobedience, disrespect, and/or insubordination
2. Lying
3. Cheating/Plagiarism
4. Stealing
5. Destruction or misuse of school property or another student's property
6. Fighting
7. Harassment or Bullying -
8. Inappropriate language or behavior (e.g. foul, disrespectful, abusive, or crude language and/or gestures) - including on social media
9. Leaving campus without proper permission
10. Possession or use of weapons on campus
11. Possession or use of alcohol, tobacco products, electronic cigarettes, other drugs, and/or paraphernalia associated
12. Possession or use of pornographic material
13. Inappropriately touching another person
14. Sexual impropriety, immorality, and/or harassment

### **Possible Minor Infractions May Include:**

1. Class disruption
2. Using electronics, including the school-issued computer, when not permitted
3. Not speaking English during school hours (excluding foreign language coursework) \*\*
4. Dress code violation
5. Repeated failure to complete homework
6. *Tardiness to, sleeping in, or incomplete work* in class and/or chapel.

\*Any minor infraction may be considered major infraction when a pattern of disobedience is demonstrated.

***Additionally, being a party to another's wrongdoing is just as serious as actually committing the offense.*** Actions such as hiding something for someone, concealing the truth to protect another person, giving or selling illegal or unacceptable items to someone, and/or enticing others to act contrary to the rules or expectations of Puebla Christian School are subject to disciplinary action.

\*\*PCS values the cultures, languages, and backgrounds of all of our students and the diversity that those backgrounds create within our school family. However, as a matter of respect, courtesy, and empathy, and in accordance with the school's mission, it is expected that students will speak English during the school day.

## **Disciplinary Procedure**

The steps outlined below are typical when responding to a situation where students in grades 7-12 fail to follow the primary expectations of a PCS student: respect, responsibility, integrity, stewardship, and/or compassion. However, the administration reserves the right to elevate the level of response to a specific disciplinary situation up to and including detention, Saturday detention, suspension, and expulsion at their sole discretion. Behavioral Reports are issued by faculty to students for offenses. Behavioral Reports are completed through GradeLink, and a parents will be notified via the GradeLink program and/or email. Certain offenses (e.g. cell phones in class, cheating/plagiarism, campus dress violations) have separate and specific response guidelines outlined elsewhere in this handbook.

- *Step 1:* PCS faculty or staff will address incorrect student behavior by conversing with the student regarding primary expectations and/or school policy.
- *Step 2:* Continued incorrect student behavior will result in the faculty or staff member recording the offense and response in GradeLink. The faculty member will communicate with the student's parent(s) regarding the incorrect behavior and actions taken in response.
- *Step 3:* An accumulation of write-ups in GradeLink, for any offense, will typically have the following results:
  - 3 write-ups – Detention Hall assigned
  - 5 write-ups – Detention Hall assigned
  - 7 write-ups – Saturday Detention assigned
  - 9 write-ups – In-School Suspension

Repeated offenses in one general category are considered serious violations of school policy illustrating a student's inability or unwillingness to follow PCS rules and respond to correction. Such repeated offenses are major disciplinary offenses and often result in suspension, behavior contract, dismissal, and/or other serious consequences.

## **After-School Detention (ASD)**

Students are required to attend ASD when assigned. Students will be allowed to reschedule an ASD one time during each semester. To reschedule a ASD, students should contact the office. If a student skips ASD, both student and parents will be required to meet with the administration the next school day, or before the student is permitted to return to school. ASD will be available to be served one day each week, and this day will be set at the beginning of each semester. Students serving ASD will be scheduled from 2:50 p.m. to 3:50 p.m. During ASD, students will be permitted to read or work on homework, but may not be permitted to sleep, eat, or use electronics. **Students will be fined \$50 MNX per ASD.**

## **Saturday Detention**

Students assigned to a Saturday Work Detail will meet from 9 a.m. to 12 p.m. Manual labor and/or academic work will be assigned. Students who are assigned Saturday Work Detail will be charged **\$300 MXN** to defray the cost of supervision. If a student fails to show up for a Saturday Work Detail, then the student will serve an in-school suspension the following Wednesday and will pay a fine of **\$500 MXN** and the student and parents will need to meet with the principal. If the student fails to show up for in-school suspension, he/she will not be allowed to return to school until the in-school suspension has been served.

## **In-School and Out-of-School Suspension**

If an in-school suspension (ISS) is assessed, students will report to the designated area from 8:00 a.m.-2:48 p.m. The student will not be permitted to leave the campus for lunch. Manual labor and/or academic work will be assigned during the day(s). A student serving an ISS will not be allowed to participate in extracurricular PCS activities on the same day. All schoolwork missed during a time of an in-school suspension may be made up for full credit.

If an out-of-school suspension is assessed, the student will not report to campus for class or any PCS extracurricular activities for the day(s) assigned. All schoolwork missed during a time of an out-of-school suspension may be made up for full credit.

## **Withdrawal & Dismissal**

A student who has demonstrated an unwillingness to cooperate with the school through habitual disobedience and insubordination by maintaining an unrepentant, negative attitude or through any single major disciplinary offense may be dismissed from Puebla Christian School.

Immediate out-of-school suspension and possible expulsion may be expected from the following offenses:

- Possession of knives, firearms, or any other weapons on campus, or at any school function
- Possession or use of alcohol, illegal drugs, and/or abuse of prescription or nonprescription drugs on or off campus
- Any misdemeanor or felony on or off campus
- Sexual immorality on or off campus, including but not limited to extra-marital sexual activity, homosexual activity, and transgender behavior.
- Communicating a threat to another person or the PCS community

Administration may, at its own prerogative, choose to allow a student to withdraw in lieu of expulsion if circumstances warrant. If dismissed in the fall semester, a student may re-apply to PCS for the following school year. If dismissed in the spring semester, a student may not apply to PCS the following school year, but may re-apply in the future.

Evidence of changed behavior and positive references will be considered in a re-application, but there is no guarantee of re-admission.

A student who has been expelled from PCS may be asked not return to the PCS campus during that school year except to pick up transcripts or apply for re-admittance. The administration may prohibit students who have been expelled from PCS from attending PCS sponsored events in the school year they are expelled. An expelled student may appeal to the administration in writing at least one week in advance for an exception to this policy if the student believes circumstances warrant, but exceptions to this policy are at the sole discretion of PCS administration and board.

## **Behavioral Probation**

Behavioral probation may be applied at the discretion of the principal. Behavioral probation can be expected for, but not limited to, the following:

- The student has demonstrated a pattern of disobedience or insubordination.
- The student has demonstrated an unrepentant and/or negative attitude.
- The student has committed a single major offense.

The conditions of such probation would likely include, but are not limited to, the following:

- Weekly meeting with the principal or adult mentor
- Suspension from participation in leadership and/or all or specific extra-curricular activities

Additional conditions may be applied at the administration's discretion. The probation period will be for a period of time designated by the administration.

## **Behavioral Contract**

Students who demonstrate a pattern of disobedience or insubordination, and a habitual unrepentant and/or negative attitude, will likely be required to sign a Behavioral Contract, along with their parents and the principal. Signing this document indicates the student's commitment to change and subsequently applying themselves to the behaviors and attitude to which God has called them. This contract will indicate the specific area(s) being addressed and the time frame for monitoring and evaluating the student's progress. Not honoring the contract would likely result in the student's dismissal from the school.

## **Disciplinary Appeals**

A student may appeal any disciplinary action after the student has spoken directly with the faculty member or administrator who assigned the consequence (in keeping with Matthew 18). This gives the student an opportunity to explain the circumstances and listen to the faculty member's response. If the student still wishes to appeal, an appeal can be submitted to the principal.

## **Student Privacy**

While PCS will make every effort to preserve student dignity and protect general student privacy, students cannot expect absolute privacy. PCS reserves the right to search student lockers and student personal belongings/possessions (e.g. clothing, bag, vehicle, digital files, electronic devices, etc.) if there is reason to suspect contraband, inappropriate materials, and/or any materials, substances, or information that are not allowed at PCS, could pose a safety risk to students, or may be illegal to possess. Every effort will be made to have the student present during any search, and at least two PCS staff members will be present during a formal search.



## **Repentance and Reconciliation**

When a student voluntarily chooses to come forward and confess to a PCS faculty or staff member his/her involvement in a misdemeanor or felony on or off campus, sexual immorality, use of alcohol or drugs, etc. the opportunity for reconciliation may be available. Consequences (such as suspension, drug testing, counseling, and other measures of accountability sometimes including expulsion) can be expected with offenses of this nature, but students who have confessed and repented *may* be allowed to continue their enrollment at PCS if fruits of repentance are evident. Whether a student will be allowed to continue at PCS, be required to withdraw from PCS for a predetermined length of time (e.g. one full semester), or be expelled from PCS will be based on an evaluation by the administration taking into account both the individual(s) and the school as a whole.

## **Attendance**

### **Time of School Day**

Students should not arrive at school earlier than 7:45 a.m. The classrooms open at 7:45 a.m. and close at 3:00 p.m. Waiting for rides should be done at the gate. Classes begin at 8:00 a.m. and end at 2:48 p.m.

Students staying on campus after school hours must do so for a specific purpose such as praise band practices, after-school tutoring, or school-sponsored social events. All students not required to be on campus for a specific activity should be off the campus by 3:10 p.m. A fine of \$50 MXN may be assessed for any late pick-ups after 3:10.

### **Late Arrival**

Students arriving after 8:00 a.m. should go directly to the main office and sign in before going to their scheduled classes. Any student arriving late to school will not be allowed into class unless they have a pass from the office.

### **Leaving Campus**

Students are not permitted to leave campus during school hours without permission. Once a student has arrived at school, the student should stay at school until the completion of his or her classes that day unless circumstances *require* his or her leaving. Students violating this policy should expect consequences up to an ISS for the first offense.

When leaving campus during the school day, specific parental permission is required. A student should present a note for early dismissal, written by a parent, to the school secretary BEFORE the start of the school day. Each note should include the student's name, reason for early dismissal, and time to be dismissed. Parents may also call or email with this information. The student then will receive a pass that should be given to the teacher at the beginning of the class from which the student will be leaving. Upon leaving class, the student **MUST** sign out with the school secretary. All students can be picked up in the front of the school. If the student leaves during the lunch hour, s/he must still sign out in the office before leaving.

## **Absences**

### Grades 7-12

It is each student's responsibility to attend class. Students in grades 7-12 may miss no more than 10% of an individual class (17 days total per 1-credit course, divided equally between semesters), and are allowed four unexcused absences per semester in each course (eight total for a year-long course). An absence will be assessed if a student misses more than 15 minutes of an individual class period. If the absence limit (excused and/or unexcused) is exceeded for an individual course, credit may not be given unless appropriate academic remediation (as determined by administration) is successfully completed. Academic remediation may bear additional financial cost beyond regular tuition. The student may appeal loss of course credit due to excessive absences to the principal's office if there are extenuating circumstances explaining the excessive absences.

Whenever possible, medical and dental appointments should be scheduled when school is not in session. For medical appointments, a doctor's note should be turned into the school secretary upon arrival back at school.

Parents should call or email the school by 8:30 a.m. for any unplanned absences (illness or death in family). However, a doctor's note may be requested for excessive absences due to illness.

Students who miss the last half of the academic day may not attend any school functions that day without specific administrative approval.

### **Elementary**

\*With the above in mind, because the elementary school is not divided into periods like that of the high school, if a student must be absent from school, up to 3 hours absence will be considered a ½ day's absence. Any period over three hours is considered a full day's absence.

### **Definition of Absences**

#### *Excused Absences*

1. Student illness where attendance in school would endanger his/her health or the health of others (more than two consecutive days must have a doctor's note)
2. Death or illness in student's family
3. Medical or dental appointments (with a doctor's note)
5. Other: ministry obligations (must be approved one week in advance), family emergencies

Excusing an absence does not mean it is erased. Excusing the absence simply means there is a valid reason for the absence. Any absence not listed above will be considered unexcused.

## **Absence Pass**

Students who will be absent from school due to a planned activity are required to complete an “absence pass” (at least one week in advance for planned activities) in order to notify teachers and administration of upcoming absence(s). Prior to the pass being issued, parents are to provide by note, email, or phone call, a brief description of the activity to include the dates of the student’s absence. Once issued, the “absence pass” is to be signed by the teachers of the classes from which the student will be absent and returned to the office at least one day prior to the planned absence. Teachers may require work to be completed during the absence. **If a teacher is not notified prior to the absence, all assignments will be subject to the late work policy for that class and the absence will be considered unexcused.**

## **Skipping Class**

Once a student is already on campus, intentional failure to attend class is considered skipping class. Leaving campus without permission is also automatically considered skipping class. The consequence for a student who skips an academic class or chapel is up to an ISS.

## **Tardies**

Students arriving to class after 8:00 a.m. should go directly to the office and sign in before going to their first class. Students arriving late to school will not be allowed into class unless they have a pass from the office. A tardy is defined as missing up to the first 15 minutes of any class. Students may also be assessed a tardy if they arrive to class unprepared and need to return to their lockers for materials.

Continued tardiness is considered a disciplinary matter. Students can expect to receive a detention for every three unexcused tardies they accumulate. Additionally, one class absence will be assessed for every three tardies accumulated in a specific class in one semester. \*Tardies may only be excused if students have a legitimate reason to arrive late to school. Most late arrivals (overslept, didn’t leave the house in time, heavy traffic, bus running behind) are not excused.

### **1<sup>st</sup>-6<sup>th</sup> grade tardy policy**

Upon being tardy for the third time in one semester, the principal will send a letter home to the student’s parents.

Upon being tardy for the sixth time in one semester, the student and parents will be required to meet with the principal and the student will be assessed a half-day absence.

Upon being tardy for the eighth time one semester, the student and parents will be required to come before the board to discuss possible expulsion.

Students in grades 1-6 will be assessed a half-day absence for every six tardies.

Poor attendance may be cause for a student to not receive an invitation to return to PCS.

## **Campus Dress**

The purpose of campus dress is to promote modesty, neatness and appropriateness in order to support a positive learning environment. Campus dress can help reduce tension in the home regarding what is and is not appropriate to wear to school, and supports school unity and identity.

PCS requires a campus dress “top” and “bottom” for all students Monday through Friday. All clothes should be clean and in good repair.

## **Tops**

Students must wear a polo shirt. Polos may be of any color / pattern, but may not have lettering printed on them, with the exception of a pocket-sized company logo. Polos may be sleeveless, short sleeved, or long sleeved and must cover the midriff with hands raised. (If a polo is not quite long enough, a top may be worn underneath to extend the length.) Zip-up or button-up cardigans, vests, or sweatshirts only may be worn over polos. Hooded or pullover sweatshirts are not permitted. Even when wearing an outer layer of clothing, students are required to wear a polo underneath it.

\*During cold weather, students are encouraged to dress warmly and may be permitted to wear their winter coats.

Blankets are not part of campus dress.

## **Bottoms**

Pants, shorts, and skirts may be worn. Skirts (girls only) and shorts must reach the knee while student is standing up straight. Students who cannot obtain skirts or shorts that reach the knee while standing straight may wear pants instead. All bottoms must be worn at the waist.

### **Grades 7-12: Pants/Shorts/Skirts**

- solid color limited to jeans, black, gray, or khaki
- no holes, rips, or frays
- no spandex
- no athletic pants/shorts

### **Grades 1-6: Pants/Shorts/Skirts**

- no holes, rips, or frays
- no spandex
- athletic pants/shorts (and tshirts) may be worn on phys ed days only

## **Shoes**

Shoes must be clean and in good repair. Beach-style or bathroom flip-flops, athletic sliders, and slippers (including moccasin style) are not permitted.

## **Accessories**

Hats are not to be worn in the school building, with the exception of knit hats when the weather is cold. Tights and leggings may only be worn under skirts that meet the dress code requirements or under gym shorts.

## **Spirit Wear Fridays**

On Fridays, students may wear a PCS t-shirt created by or approved by PCS.

## **PE Dress**

PE students will be graded on dress and participation each day. The appropriate attire for 7-12 PE classes consist of a t-shirt and shorts that are mid-thigh or longer in length (or shorts with leggings/spandex under them). Athletic sweatpants, long sleeve t-shirts, and sweatshirts are also appropriate. (Leggings may not be worn on their own.) Elementary students may choose to wear or bring PE clothes on PE days, or they may wear regular class dress. PE clothes must not have any inappropriate writings, sayings, or pictures. The PE instructor retains full discretion and regulatory authority in determining appropriateness. 7-12 students may change for PE during their lunch, but they may not leave class early to do so.

## **Casual Dress for All Students – After School Hours**

Modest clothing is expected at all PCS events. Short shorts or skirts, strapless tops or tops with only skinny straps, cut-off shirts, undershirts, cropped tops, etc. do not generally conform to this expectation. Approved swimwear at PCS events includes one-piece suits or tankini styles (midriff covered) for girls and swim trunks for boys.

## **Formal Dress / Graduation Dress for Young Ladies**

Modest formal or evening dresses may be worn to special events.

Formal dresses (slits included) must be no shorter than to the knee.

No cleavage is to be seen.

Dresses should not be too low, too tight, too loose, too transparent, etc.

Open-back dresses, dresses with cut-outs (open or covered with transparent material), strapless / spaghetti strap dresses are not allowed.

Girls wearing dresses that do not conform to the guidelines above will be asked to change before being allowed to participate in the occasion. In order to avoid this, anyone who has question about a particular item may ask in the office.

\*This includes any non-PCS guests that students may invite to the Friendship Banquet.\*

Dress shoes or dress sandals may be required (no flip-flops or tennis shoes allowed).

## **Formal Dress / Graduation Dress for Young Men**

Students must wear dark dress pants and socks (no khakis) with a button-down shirt & tie.

Dark dress shoes may be required (no athletic shoes, Vans, or Sperrys allowed).

## **Hair Standard**

All students are to keep their hair clean, neat, well-groomed, and cut out of their eyes. Extreme hairstyles and unnatural hair color (blue, green, etc.) are not acceptable, unless prior administrative approval is given. Boys should keep hair cut above their collars and be clean shaven.

## **Piercings and Body Art**

Boys are not permitted to have visible piercings or gauges (gages). Wearing a bandage to cover ear ornamentation is also not allowed. Girls are only allowed to have pierced ears visible. No gauges (gages) are permitted. Likewise, visible tattoos or body art is not permitted.

## **Campus Dress Disciplinary Procedure**

If a student comes to school wearing clothes that do not meet the campus dress standards, he/she will be required to leave class and will not be permitted to return until he/she is wearing proper campus dress. If necessary, the student will be required to call home and wait in the office until proper campus dress can be brought to school for him/her.

Absences or tardies for each class or partial class missed will accrue for students who must leave class due to campus dress violations.

**1st Offense:** The student will be sent to the office and may not return to class until in appropriate campus dress. The student will receive a tardy and/or absence(s) depending on how much class time is missed.

**2nd Offense:** In addition to the natural consequences outlined above for the first offense, the student may be disallowed from wearing certain items of clothing for the remainder of the semester, even if those items are normally approved campus dress. For example, a student may be disallowed from wearing a skirt for the remainder of the semester for a second skirt violation, or a student may be disallowed from wearing a PCS tshirt on Fridays for a second violation of wearing a non-PCS tshirt.

**3rd Offense:** Consequences from step 3 in “Disciplinary Procedures” will be considered.

**4th Offense:** A fourth offense will be considered a major disciplinary offense as described in “Disciplinary Procedures.”

## Academic Information

### GradeLink

The internet based school management system used by PCS is GradeLink. It may be accessed through a link on the school webpage or directly at [www.GradeLink.com](http://www.GradeLink.com). Parents and students may access grades, attendance and behavior reports through GradeLink. Because student behavior and attendance will be communicated through GradeLink, it is expected that parents check their email daily OR download the GradeLink app. Alerts are set up to communicate to parents when a student has an issue with grades, attendance, or behavior.

### Tests

A student scheduled to take tests (not quizzes) in three or more courses on a single day may go to the school office to request an extension for the test or tests assigned last (as determined by the school office) bringing the total for one day to tests in no more than two subjects. Students must request this extension at least 24 hours prior to the test being delayed. Students are not permitted to request extensions on tests or quizzes because they are not ready to take them (except after an absence due to illness).

### Exams

Exams for students in grades 9 - 12 are held at the end of each school year according to a published schedule. Makeup exams will be permitted for sickness, death in the family, or other circumstances pre-approved through the principal’s office. All rescheduled exams must be approved through the principal’s office. Campus dress expectations continue through exam week.

### Homework

Homework is an important aspect of the learning process. It is carefully assigned to help the students gain the most out of their classroom time. All homework is expected to be completed on time, thoroughly and neatly.

In an effort to respect scheduled vacation times, homework may not be assigned to be completed exclusively over those breaks. However, students may be required to complete assignments that were previously scheduled. Likewise, students who are behind in a class may be required to use that time to catch up.

## **Cheating and Plagiarism**

PCS does not tolerate cheating of any form. Since the root issue is one of *integrity*, PCS does not distinguish in consequences between cheating on homework, classwork, formal assessments, papers, projects, exams, etc.

Plagiarism is a form of cheating. Plagiarism, regardless of intent, is the presentation of words or ideas of another as one's own. For example:

- A student submits work using the words, sentences, ideas, conclusions, examples and/or organization of an assignment borrowed from a source (e.g. a book, an article, another student's paper, webpage, etc.) without properly acknowledging the source
- A student submits work done by another student, in part or whole, as his or her own work
- A student submits assignments received from commercial firms or any other person or group
- A student knowingly aids another student in plagiarizing an assignment as defined above
- A student knowingly submits the same work for credit in two courses without obtaining permission from the teacher

Collaboration between students - working together on an assignment leading to a mutual and greater understanding where all parties are actively engaged in the learning process and approximately equal contributors is acceptable *when given permission by the classroom teacher*. Students should take care to understand and follow the expectations of their teachers before collaborating on an assignment. Collaboration that is not approved by the teacher will be considered cheating.

Students involved in any form of cheating will receive a referral to the administration which will likely result in, at minimum, a zero on the assignment and an in-school suspension. Any student knowingly allowing or aiding another student to cheat should expect a similar consequence. Multiple cheating incidents (including plagiarism) may result in further administrative action including the possibility of expulsion.

## **Makeup Work**

An absent student is individually responsible to get the notes and/or announcements from other students and/or ask the teacher for missed work. The student is responsible for any material covered during the absence which may be on a future test/quiz. Additionally, the student is responsible for all homework, class work, and long-term projects as well as for taking any assigned quizzes or tests on time.

If a student is absent the day before a test/quiz because of a planned absence, the student is responsible to collect all assignments and make arrangements for taking tests and quizzes before the scheduled absence OR to take the test/quiz on the day that he/she returns unless prior arrangements were made with the teacher.

If a student is absent from class due to illness, a one class-meeting extension on assignments will be given for each class-meeting absent, if necessary. The student is responsible for scheduling a time to make up any missed tests or quizzes with the teacher. After the time frame to make up the test or quiz has expired, the student may not be permitted to take it, in which case, he or she will earn a "zero." \*There may be no make-up opportunities for missed homework, projects, or exams for any unexcused absence during the final week of school.\*

## Late Work

The purpose of late work penalties is to encourage faithfulness and responsibility. PCS students are encouraged to practice consistent responsibility and diligence in their academic lives. If a student has not completed an assignment he or she may submit it by the next time the class meets, but will be deducted 5 percentage points per day. After two days late, students will be assigned a detention. If the homework is still incomplete, it will continue to lose 5% per day late until it reaches a zero, or until that unit of instruction is concluded.

## Elementary Grading Scale

A+	97-100	C	73-76.9
A	93-96.9	C-	70-72.9
A-	90-92.9	D+	67-69.9
B+	87-89.9	D	63-66.9
B	83-86.9	D-	60-62.9
B-	80-82.9	F	0-59.9
C+	77-79.9	I	incomplete

## Grades 7-12 Grading Scale

A	93-100	C+	77-79.9
A-	90-92.9	C	73-76.9
B+	87-89.9	C-	70-72.9
B	83-86.9	F	0-69.9
B-	80-82.9	I	incomplete

Teachers may choose to round up half percents at their discretion.

Students who are unable to complete a course by the end of the grading period due to extenuating circumstances may be given the grade of I – Incomplete. This may only be done after consulting with administration and teachers and after a plan has been made for the student to complete the work. Once all course work is submitted and scored, the student's final score will reflect the grade earned.

## Academic Probation

Academic Probation: A student with at least three Cs or 1 F on midterm reports or a report card will be placed on academic probation until the next grade report. The student may be required to seek tutoring. While on academic probation, the student may not be permitted to serve in any leadership positions (praise band, student council, junior counselor at camp). If the student has fewer Cs and no Fs on the next report card, the academic probation will be lifted. Students must maintain a minimum yearly GPA of 2.0 to continue enrollment at PCS.



## REPEATING A GRADE

A score below the 30<sup>th</sup> percentile compared to national scores on the Terra Nova testing could be grounds for retaining a 1<sup>st</sup>-8<sup>th</sup> grade student. Similarly, a grade of F (or lower) in two of the student's math, reading, and language/writing courses (for 1<sup>st</sup>-6<sup>th</sup> grade students) or an F in any two classes (for 7<sup>th</sup>-8<sup>th</sup> grade students) could also be considered grounds for retention. The final decision will be made by the principal after consultation with the teacher and consideration of the above criteria. High school students will have to repeat any course for which they receive an average grade of F for the year.

## CREDIT REQUIREMENTS

The following high school credits shall be required for those graduation from PCS (classes of '20-'22)

### PCS GRADUATION REQUIREMENTS—22 CREDITS

4 credits	--	<u>English</u> (including American & British Literature)
3 credits	--	<u>Social Studies</u> (World History, US History, ½ credit US Government, ½ credit Economics)
3 credits	--	<u>Math</u> (Algebra 1, Geometry, Algebra 2 or equivalent)
3 credits	--	<u>Science</u> (Physical Science, Biology, and Chemistry or Physics)
½ credit	--	<u>Health</u>
½ credit	--	<u>Typing/Computers</u>
2 credits	--	<u>Foreign Language</u> (2 years of the same language)
1 credit -	-	<u>Physical Education</u>
1 credit	--	<u>Fine Arts</u> (choir, drama or art)
4 credits	--	<u>Electives</u> (this will include 1 credit of Bible for each year in attendance at PCS)

The following high school credits shall be required for those graduation from PCS (class of 2023 and after)

### PCS GRADUATION REQUIREMENTS—24 CREDITS

4 credits	--	<u>English</u> (including American & British Literature)
3 credits	--	<u>Social Studies</u> (World History, US History, ½ credit US Government, ½ credit Economics)
3 credits	--	<u>Math</u> (Algebra 1, Geometry, Algebra 2 or equivalent)
3 credits	--	<u>Science</u> (Physical Science, Biology, and Chemistry or Physics)
½ credit	--	<u>Health</u>
½ credit	--	<u>Computer Technology</u>
2 credits	--	<u>Foreign Language</u> (2 years of the same language)
½ credit	--	<u>Physical Education</u>
½ credit	-	<u>Speech</u>
1 credit	--	<u>Fine Arts</u> (choir, drama or art)
4 credits	--	<u>Bible</u> (this will include 1 credit of Bible for each year in attendance at PCS)
2+ credits	-	<u>Electives</u> (more than 2 hours of electives may be required for those lacking Bible credits)

Students who plan to attend university are encouraged to take more than the minimum required credits.

\*Students are ultimately responsible to keep track of credits earned to assure that they are on track to graduate. \*

Full-time students are expected to be enrolled in five courses each semester with a maximum of two study halls.

Students shall receive one credit for a year-long course and half of a credit for a semester-long course. For courses which last the entire school year, the student must complete the entire course with a passing grade in order to receive credit; no credit will be given for completing only one semester. Exception: Missionary students who have moved to Puebla and transfer to PCS in the middle of the year may receive a half credit for previously completed semesters. PCS reserves the right to deny transfer credit for entering high school students. Courses for which a student may receive transfer credit are expected to be equivalent to PCS courses; students may be required to take an exam to prove proficiency: the principal will make the final determination of equivalence.

Any full-time student 10<sup>th</sup> grade or younger must take all his courses at PCS (i.e. not through a homeschool or outside institution) without an exception from the board. Juniors and seniors will be allowed to take one elective (i.e. non-core) course each semester outside of PCS and receive transfer credit with pre-approval from the office.

In order to receive a diploma at PCS, students must earn at least 25% of their credits at the school and attend their final semester at PCS. Exceptions may be made for missionary students arriving in Puebla for the second semester of their senior year.

### **Teaching Assistant Policy**

PCS permits students who are juniors or seniors to serve teachers as Teaching Assistants, under the following conditions.

The Intent. The intent of the policy is twofold. First, it is to provide teachers with the kind of help that a high school junior or senior is qualified to give. Second, it is to give more mature students the opportunity to learn a different kind of responsibility, gain a sense of what teaching is like, and make a positive contribution to the PCS community.

### Guidelines.

- Either the teacher or the student can initiate a request for the student to serve in this role.
- Examples of ways in which a student can help are with grading, tutoring students in class, photocopying, setting up a computer and projector before class, and so on. Students may not enter grades for a teacher.
- The teacher and the student will draw up a brief contract, specifying in detail the student's role and responsibilities.
- The contract will include a statement about the need for the TA to respect the confidentiality of student grades and other information that the TA may learn about students during the course of the TAship.
- The contract will also specify the amount of credit the student will receive. This will be determined on a case-by-case basis by the administration.
- The contract must be approved by the principal.
- The principal, teacher and student will sign the contract. Copies of the contract and this policy will be given to the teacher and the student, and a third copy will be placed in the student's file.
- The TA may help a teacher in more than one class during a quarter. However, he or she may not be a TA for more than one teacher in any given quarter.
- A student may not serve as a TA in a class that he or she is currently taking for credit.
- A student may serve as a TA more than once, either for the same teacher or for different teachers at different times. But he or she may not receive more than 2 credits for work as a TA.
- A student on academic or behavioral probation may not serve as a TA.

## **Adding / Dropping Courses**

Students may make schedule changes with no penalty during the first 8 school days of a course. Students may not add new courses after this deadline has passed. If a student drops a course after the drop/add deadline, a grade of “Withdraw Failing” or WF will be given. A WF is factored into a student’s GPA as a failing grade and will not receive any Carnegie units for GPA. Adding and/or dropping courses, or changing course level may require the signature of a parent, teacher, and administration.

## **Courses Outside PCS**

While enrolled as a full-time student at PCS, all courses required for graduation must be taken at PCS except in the case of extenuating circumstances and with the approval of the school principal. This includes summer school courses. All classes taken outside of PCS must have prior administrative approval.

## **Advanced Placement (AP) Courses**

Puebla Christian School offers a variety of AP level courses as staffing allows. These courses are weighted one quality point above the CP weighting. Students who drop an AP course during the school year may not receive AP credit for the portion of the class already completed.

PCS families are responsible to pay an AP exam fee for each exam taken. This fee is set by the College Board, the nonprofit organization that oversees the AP exams. Specific information regarding the exam fee can be found on the College Board’s website. The AP exam fee(s) will be billed to the student’s family. Considering the cost per credit hour for college courses, the fee for an AP exam by a well-prepared student is an excellent investment.

## **Interpersonal Relationships**

PCS desires that every student learn to develop healthy relationships. Students are to show respect to both staff and fellow students in their conversations with and about others. Students will not argue, complain, or whine about what staff asks of them. Public displays of affection (including handholding, inappropriate hugging, kissing, etc.) are not acceptable (2 Timothy 2:22). This expectation is applicable on campus and at all PCS activities. Additionally, students should exercise proper postures and positions while in the presence of others to maintain modesty.

## **Sexual Immorality**

While enrolled at PCS, all students are expected to exhibit purity in their relationships. PCS retains the right to refuse enrollment or expel any student who engages in sexual immorality (1 Corinthians 6:18).

The Bible is clear in its teaching that God created man in His own image, and in this creation, He created male and female (Gen. 1:27; Mt. 19:4). His design from the very beginning was that a man and a woman would be joined together and become one (Gen. 2:24). This expression of marriage is affirmed throughout Scripture and leaves no room for same-sex unions nor sexual expressions of intimacy outside of marriage or between those of the same sex. Therefore, we hold that marriage is between one biological man and one biological woman. The idea that those of the same sex can marry is contrary to Scripture and unacceptable. Based on this, PCS prohibits and retains the right to refuse enrollment or expel any student who engages in any form of homosexual or bisexual behavior, as well as any public expression of support for such behavior or same-sex marriage. Any sexual contact or intimacy with a person of one’s same biological gender is homosexual conduct, regardless of one’s “gender identity.”

## Gender Identity

As stated above, God created male and female when He created mankind. There is growing concern and discussion regarding gender identity. Some individuals believe they are trapped in the bodies of the opposite gender (i.e., a person with a male body feels that he is a female). Some have had sex-change operations to deal with this disconnect. We believe that God's design in creation is clear and that seeking to change one's gender identity through surgery or any other means is prohibited, as well as any form of transgender expression, such as cross-dressing. Those associated with PCS should not publically advocate for any type of transgender expression and PCS retains the right to refuse enrollment or expel any student who engages in such behavior.

## Harassment and Bullying Policy

PCS protects the right of every student to have an environment that respects human dignity. Harassment of students is contrary to Scripture, morally wrong, and illegal. PCS expressly forbids sexual harassment (opposite sex or same sex) or any threatening and offensive conduct or expressions with respect to gender, gender identity, sexual orientation, race, color, national origin, disability, or age.

Harassment can include a pattern of remarks, gestures, jokes, physical contact, teasing, excessive attention, bullying, picture(s), or written material that a person finds personally threatening, derogatory, offensive, or unwanted. Sometimes individuals responsible for these actions may not know that they are offensive. Students feeling harassed should tell the person harassing that he/she is being offensive as well as notify a teacher or administrator.

Bullying is "unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time." Bullies "use their power - such as physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people." Bullying can be verbal, social, or physical, and can occur on or off campus, during or after school hours, and online or in person. "Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose," actions that a reasonable person would consider inappropriate. (Definition and information from [www.stopbullying.gov](http://www.stopbullying.gov))

Any student initiating or persisting in any form of harassment (including bullying) - verbal, physical, or visual - is subject to immediate discipline by the principal.

If a student finds the environment hostile or offensive, if a student believes he/she has been harassed or bullied by another student or individual, or if a student knows another person who has been harassed or bullied, the student should promptly tell a teacher or administrator. Expressing disagreement with or disapproval of another's actions, decisions, or lifestyle choice is not bullying/harassment. All reports will be promptly reviewed and investigated in as confidential a manner as circumstances permit, and appropriate action will be taken. If a student is dissatisfied with the investigation or action taken, the student should bring the matter directly to the principal.

## Social Events

A variety of social events occur throughout the year. These events provide fellowship among the PCS family and serve to encourage and challenge students in their spiritual walks while helping to develop school spirit and build lasting friendships.

## **Dancing**

Modest dancing is allowed at some school functions and is monitored by faculty and parent chaperones. The song list for dancing at school functions must be pre-approved by administration before the event, and deviation from the approved song list is not allowed. Explicit songs in any genre (whether the explicit or “clean” version), or any songs that promote inappropriate dancing, are not allowed. Inappropriate behavior at a dance will result in students being asked to leave, and applicable disciplinary procedures followed.

## **Extracurricular Trips**

PCS students have long enjoyed the weekend trips put on by the school. These trips, however, cannot happen without the support of parents and PCS family, for transportation help, chaperones, etc. Students who are on behavioral probation will not be permitted to attend weekend trips. The PCS administration will require that sufficient transportation and chaperone staff is arranged at least two weeks prior to any trip, or will be forced to cancel the trip. PCS can only use school vehicles, vehicles driven by their owners, or vehicles covered by a rental agreement.

## **Media Standards**

Media that is not consistent with Christian living is not permitted on campus. Appropriateness of any media item is determined solely by faculty and administrative discretion.

## **Movie Guidelines**

PG-13 and R-rated movies are not permitted on campus or at any PCS-sponsored activity unless approved by the administration. PCS students are not permitted to view movies rated NC-17, X, or D, or TV shows rated TV-MA.

## **Music Guidelines**

Music with inappropriate lyrics or themes is not permitted on campus or at school events.

## **Lunch**

Students in grades 7-12 may pack their lunches or purchase lunches next to the school or across the street. They may eat their lunches next to the school, across the street, or at PCS in the designated areas only. With prior permission of the office, they may order lunch and have it delivered. Food or drink from lunch should not be taken into the classrooms, but should be confined to the designated lunch areas. (Students are expected to finish their lunches during the lunch break and not return to class with food.)

On Wednesdays, seniors provide lunches as part of their fundraising efforts. On these days students may not leave campus for lunch.

Students may not go into the teacher’s kitchen / lounge and take silverware, plates, napkins, etc. If students need silverware, they may purchase forks / spoons in the office for \$1 each.

## **Technology Policy**

Technology is an integral part of our society and an important tool in education, the workplace, and daily life. As such, PCS embraces and utilizes technology in order to enhance the pursuit of the PCS mission and vision. At the same time, PCS recognizes the need to exercise caution and restraint when technology interferes with the primary expectations of a PCS student.

## Computer Acceptable Use Policy

- PCS students must sign the computer Acceptable Use Policy committing to the statements below before being allowed to use school issued computers.
- I understand the computer I have been issued is owned by PCS.
- I will take proper care of my computer and its accessories, and will do my best to protect them from damage. This includes keeping the computer in a case at all times.
- I will store the computer properly in the designated space and make sure it is plugged in and charging.
- I will not attempt to access websites, apps, or services that are blocked by the school or by my parents. I will not use my computer to access content that is graphic, sexually-explicit, or otherwise inappropriate.
- I will not attempt to modify any of the computer's settings (background, homepage, etc.) or download any apps or programs without permission from school administration.
- I understand that any school employee has the right to inspect my computer at any time.
- I will not share account login information with any other students.
- I will not lend my computer or borrow someone else's.
- During class, I will only use apps or websites that are approved by that teacher.
- I will not use the computer to access social media unless specifically instructed to do so by the teacher.
- I will never take pictures or make recordings in class without the explicit permission of the teacher.
- I will not take pictures or video in restrooms, locker rooms, or any other private areas. I will not post any pictures taken at school to social media sites without permission.
- I will use my computer to communicate only in ways that are kind and respectful. I will not bully others online, nor will I tolerate those who do.
- I understand that it may become necessary during the year for the school to modify or add to this document.
- I understand that if I choose to violate any of these statements, I will be subject to discipline as deemed appropriate by the school.

## Consequences for Misuse

If misuse is suspected, student technology use will be suspended immediately, and student equipment can be confiscated, until clarification and resolution can be reached through the school personnel. Students may be disciplined for misusing school owned technology.

## Personal Technology

PCS provides laptops for students in grades 9-12. The school-provided computer should be the primary device used by a PCS student. Laptops, tablets, personal computers, cell phones, and other such devices are generally not allowed. Teachers may, at their own discretion, choose to allow devices in the classroom for specific purposes as they deem necessary.

Earbuds/headphones may only be used for educational purpose and may only be present in classrooms at the request of the teacher.

## Personal Wi-Fi Hotspots

Students may not bring mobile or portable WiFi hotspots on campus. All internet access on campus should be through the PCS network. If a student has a smartphone with WiFi hotspot or tethering capability, this feature may not be used on campus.

## Social Media Use

The same expectations that apply to direct, face-to-face communication also apply to digital communication and social media. Misuse of digital communication by PCS students will be addressed and any inappropriate actions stemming from non-school-owned technology use (example: demeaning statements on Facebook, Twitter, or Instagram) could be disciplined.

## Cell Phones

Cell phones are not permitted in classrooms, unless at the specific request of the teacher. Students must **power off** their cell phones upon arrival to PCS and may not turn them back on until they are ready to leave the school grounds. During the day, cell phones may be stored in student lockers or backpacks, but may not be kept on their person. This expectation also applies to smart watches.

Students who do not conform to PCS's cell phone policy may expect the following consequences:

**1st & 2nd Offense:** The teacher will confiscate the student's cell phone, document the offense in GradeLink, and give the phone to administration. The student's parent can retrieve the phone from the office after the end of the school day, after paying a \$250 (1<sup>st</sup> offense) / \$300 (2<sup>nd</sup> offense) MXN fine. The student will be required to turn in the cell phone the next school day when he/she arrives at school and can pick it up at the end of the day.

**3rd Offense:** The teacher will confiscate the student's cell phone, document the offense in GradeLink, and give the phone to administration. A parent/guardian of the student will be contacted and can retrieve the phone from administration after the end of the school day, paying a \$400 MXN fine. The student will receive a Saturday detention and will not be allowed to bring a cell phone onto campus until administration permits.

**4th Offense:** After paying a \$500 MXN fine, a parent/guardian may retrieve the phone from the office. A fourth offense will be considered a major disciplinary offense as described in step 4 in "Disciplinary Procedures," and the student should expect, at minimum, an in-school suspension.

## Care of Property

All students, faculty, and staff are stewards of the property of PCS and are responsible for its care. Willful damage to school property or to the property of another student will result in disciplinary action, and the cost of repairing the damage due to willful acts will be charged to the student(s) at fault. Students will be assessed replacement costs for lost or damaged school books.

Food and drink should only be taken into approved and designated areas. Food in the classroom should be reserved for special occasions only. Because it is damaging to property and often a distraction, students should not have gum at school.

## Lockers/Bookbags

Every student in grades 7 - 12 is assigned a locker. Students are responsible for their personal items. While items left in the lockers are generally secure, students are advised not to leave expensive or valued personal items there. Items that might damage the lockers and textbooks, such as food & drink, should not be stored long-term in the lockers.

Bookbags may not be stored in the hall, as they become a tripping hazard. Students are expected to store their bookbags in their lockers.

## Locker and Book Bag Decoration

Anything decorating a locker should not damage the locker or paint surface when it is removed. Lockers and book bags may not include any advertisement or promotion of tobacco, alcohol, illegal substances, non-Christian musical groups, crude images, slogans, or symbols with ungodly or double meanings.

Lockers remain property of PCS and may be searched if warranted.

## Library

PCS encourages students to check out books for pleasure and coursework. *“Checking out library materials properly and **returning them promptly...**” Students are responsible to replace any damaged or lost items checked out in their name.* The library charges a fine of \$1 MXN per day. Additionally, the librarian will not sign the end-of-the-year check-out sheet if a student has outstanding materials.

## Safety & Security Considerations

Any student group meeting at PCS must have an adult supervising for the entire time. Adult supervisors may not leave until the last student has left campus. This includes senior events.

## Medication

Students may not have medication in their possession at school except their own Epi-Pens, insulin, or rescue inhalers, unless approved by the administration. All other medication(s) must be dispensed by the office.

All medication dispensed at school must be in the *original* container. Prescription medication must be in a current, completely-labeled (date, pharmacy, physician, student, medication, full dosing instructions) prescription container. Over-the-counter medication must be in clearly labeled original packaging.

## Conferences and Addressing Problems

Parents are encouraged to communicate directly with their child’s teachers, and email or phone is often an efficient way to do this. Parents who would like to arrange a conference with a teacher should make arrangements in advance. During school hours, teachers need their full attention directed toward their students. Please do not drop by class during school hours to talk with your child’s teacher(s).

When questions or problems arise, in keeping with the principle outlined in Matthew 18, please make arrangements to speak first with the teacher or responsible party. Please refrain from talking to other students, parents, or families about a problem; it can easily become divisive and destructive. If a problem persists after speaking to the responsible party, please make an appointment to speak with the principal, with the teacher or responsible party present.

## Communication

Regular forms of communication include weekly emails, GradeLink, and the PCS WhatsApp group. Parents are always welcome to call or email a teacher when necessary; however, parents who would like a conference with a teacher are asked to make arrangements in advance. During school hours, teachers need their full attention directed toward their students. Please do not drop by the class during school hours to talk with the teachers.



## School Closings

In the case that school needs to close unexpectedly, families will be notified via e-mail and WhatsApp.

## Admission

To enter the first grade, a student must be six years old by December 31 of that year. The School Board, in consultation with the staff and administration and taking into consideration entry test results, will determine acceptance of the child. The administration reserves the right to place a student in the class best suited to his/her needs. Since all work is done in English, a child must be able to speak English well. Exceptions may be made on a case-by-case basis for children of missionaries. An application form and a health form must be filled out for each child.

## Finances

Parents are responsible for all material needs of their children. All monthly tuition payments are due by the 10th of each month and are delinquent after the 10th of each month. All fees are to be paid in US dollars or their current equivalent in pesos.

If an account is unpaid by the 15<sup>th</sup> of the month, a \$20 US late fee will be applied. If the account is still not paid by the 10<sup>th</sup> of the following month, the children will be dismissed from school until the bill is paid. All absences will be unexcused. The children will be reinstated when the delinquent bill is paid in full.

A registration fee equal to one and a half month's tuition for the following school year is due by the last day of school. Failure to pay the registration or to make arrangements for payment by the last day of school will result in a \$50 USD per child late fee. For incoming families who do not pay by the last day of school, the late fee will be \$20 USD per child. If a special order for the student's materials needs to be made and the cost exceeds the amount the family pays in late fees, the difference will be covered by the family.

Students who intend to receive a PCS diploma or are taking at least five classes are considered full time for tuition purposes. A student who takes less than five classes pays a prorated tuition rate as a percentage of five classes. For example, if a student takes four classes, his tuition is 80% of full time.