STUDENT HANDBOOK
2026-2027

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Pacifica Student Handbook

School Year 2026-2027

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1 | WHO WE ARE

At Pacifica Christian High School, we teach our students to think and live well. We do this by providing a rigorous, college-preparatory, liberal arts education for students from all backgrounds and neighborhoods.

Engaging students' minds to think well and shaping their hearts to live well are critical because doing so prepares them to enjoy an abundant life. Thinking and living well is our motto, and it is about making connections—both intellectual and relational. It provides students with a fuller understanding of what it means to be human and provides them the freedom to find their place in God's created world.

Our students are free to live out their stories and fully become who God desires them to be. We provide students with opportunities that will change them for the better by challenging and maturing them. We desire our students to be more purposeful and courageous, more joyful and committed, and prepared for all that God offers in their lives.

Learning to think and live well is a lifelong process. But both the process, or even adventure, and the outcome produce joy. As such, we view a good education as an end unto itself. At the same time, a Pacifica education provides tangible benefits, like preparation for college, career, family, and service to the church and community. By approaching education as a joy-instilling, freedom-producing journey, we provide our graduates with a foundation for success in college, life, work, and faith.

Thinking Well

Thinking well is powerful because it changes not just how we see the world, but how we live in it. Students are taught to think well because the better they think, the better they will know how to live, work, and engage the world around them. At its highest, thinking well doesn't simply benefit the individual student but also the world. Pacifica teaches its students to think well for purposes higher than their own. Students are not simply attempting to grow in knowledge, but to renew their minds to see more clearly, act more justly, and love more lavishly.

Liberal Arts — Historically, the liberal arts haven't merely prepared students for careers—though they have always been remarkably suited to do that. They were subjects that free people enjoyed spending time learning. The process of study, discussion, debate, and learning produced joy and revealed new areas of interest to students. It simultaneously taught students to read, write, calculate, and think. The liberal arts freed students to know their world and themselves. They allowed students to uncover their passions and to see the world differently and more accurately. Following in the liberal arts tradition, proper study at Pacifica helps our students find their places in God's unfolding story and become ready for all that life and God have to offer. Through studying the liberal arts, we can actually become more human and enjoy more freedom from the world's confusion: we learn how to think for ourselves, make important connections, and understand our place in God's larger story.

Faith & Learning — Throughout Pacifica's curriculum, we allow texts to speak for themselves. At the same time, we reflect on the biblical narrative. In that way, our students discover two things simultaneously: important works of human creation and how they fit into God's revealed order. For example, we study the works of William Shakespeare, the intricacies of the human genome, and the varying political philosophies of Hobbes, Locke, and Rousseau. But we also take time to integrate students' learning with their faith by showing how engaging these subjects can help a person better experience God's Kingdom. We call this the integration of faith with learning. This experience provides a foundation from which we explore.

Western Civilization — We have founded our curriculum upon the Western tradition. We rely heavily on primary texts, letting students engage directly with history's greatest authors and thinkers. From ancient civilizations to the Renaissance to the founding of the United States of America, Pacifica engages its students in the *"Great Conversation."* Students learn to understand our civilization's great debates and enter into that discussion for themselves. This approach provides them with a foundation from which they can explore, understand, and critique societal movements, scientists, artists, mathematicians, philosophers, and writers from any era or culture, including our own.

Grace & Truth — Pacifica's school culture emanates from the pursuit of grace and truth in all relationships. We believe that the truth sets students free. By studying the truth,

they are free to know God, themselves, and their world. We also want Pacifica students to be honest and truthful with one another, their teachers, and the texts they study. The more truthful they are, the more they can grow in character individually and the more the Pacifica community grows together. At the same time, we seek and display God's grace when encountering truth. We want the fullness of God's grace—in all of our relationships—to extend compassion, understanding, and forgiveness to others. According to John's Gospel, the Father's gift to mankind is Jesus' model, which integrated grace and truth throughout his life. That is the example we seek to follow in shaping Pacifica's culture and each of our students.

Conviction & Compassion — All truth is God's truth. Thus, we can freely explore past human thought and experience with great confidence that we will discover truth in scripture and in revelation from our created world. We know that faith and reason are complementary and that the pursuits of the mind and the passions of the heart work together because God created them in order that we might see clearly, act justly, and love lavishly.

We are not intimidated by truth; rather, we build the courage to say that one thing is right and another wrong. That one thing is beautiful, and another is ugly. One thing is good, and another is bad. This is conviction. We direct our students to *"dwell on whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise."* (Philippians 4:8) We want Pacifica students dwelling on these things.

But convictions need not alienate students from those with whom they disagree; disagreement can actually draw them closer as scholars and friends—if handled with grace. The way our teachers model compassion and love for people will work to keep students engaged in conversations that matter, with people who matter. Like Aristotle, we teach them to entertain a thought without accepting it, and like Jesus, we teach them to love their neighbor, no matter how different they may be.

"Grace and truth," as well as *"conviction and compassion,"* may seem at odds. But at Pacifica, we teach and demonstrate that they must be held together in order both to think well and to live well.

Discussion-Based Learning — Pacifica asks students to participate directly in the *"Great Conversation"* as a way of learning and living. Teachers challenge them to ask real questions and to desire to know the answers. While students must learn from the wisdom of others—great authors, scripture, their teachers, and their classmates—we also want them to be able to explain their own beliefs well. In both writing and speech, Pacifica teaches its students to communicate well. Discussion-based learning is an important tool to teach these skills. Students are not simply given lectures. Instead, teachers engage them in a dialogue from their readings. Because students are active in the classroom, rather than just passive listeners, they learn to study and prepare more thoroughly. They want a much deeper understanding of their texts. They know teachers will call on them not just to give simple answers, but actually to explain their beliefs. This creates thrilling discussions in and out of the classroom. It also teaches students to think critically and wisely, to articulate their own thoughts, and to respond to others' thoughts with charity. Discussion-based learning is one of the best teaching tools we have to allow students to seek and discuss the truth. Students also have the opportunity, guided by their teachers' wisdom, to work together and to challenge each other intelligently and civilly.

Joy in Learning — Joy in learning is abundant through it all! Students are learning about what it is to be human in God's world. The more they know about how to live life—per God's plan and design—the more they can live well. Living well produces joy. Learning produces joy.

Living Well

People do not live well by accident. They are taught. They are taught by their parents, friends, church, community, and God. Pacifica plays a role in this process. High school is an incredibly formative period in anyone's life, so Pacifica takes its role very seriously. Teaching students to live well not only changes how students understand the world but also empowers them to experience abundant and joyful lives. Pacifica wants students to take what they learn and unite it with their faith. We provide adult examples of this way of living. Our staff engages students not merely in their studies, but also in the deeper questions they face and the decisions they make. Of course, we want our students to learn the material, but we also want to prepare them to thrive in life. These can, and

should, work together. In addition to academics, Pacifica emphasizes critical elements of living well:

Christian Faith — We teach our students how to read the whole Bible from Creation to the promises of Christ's return. We take them through a study of the Christian church's history and teachings. This culminates in their being able to understand and even apply a Christian worldview to contemporary problems and situations. After four years, our students see God, themselves, and the world differently and more accurately. Equally important, our faculty and staff model lives of Christian faith. They do not simply teach the text, they live lives of faith in front of their students. In chapel, Bible studies, travel programs, co-curricular events, and conversations outside of class, students learn how to apply their faith to what they learn and experience in the world.

Joy in life — We believe our faith offers us freedom, an *"abundant life,"* and the *"fullness of joy."* These occur in both triumphs and setbacks. Therefore, we want our students to be free to experience abundant, joyful, and full lives. We encourage our students to live out their stories, fully becoming who God desires them to be. We provide our students with opportunities that will change them for the better—both inside and outside the classroom. We want to challenge them and see them mature, to have them learn to *"consider it all joy."* As they recognize the nature of true freedom, they realize they, too, can have abundant and joyful lives. This makes them live with more purpose, make courageous decisions, and strengthen their commitments to God. As they learn—in both mind and heart—that for the faithful, all things work together for good, they become prepared for all that life and God have to offer.

Not a square inch — Just as all truth is God's truth, we trust that everything God created is sacred unto Him: "*For all the earth is Mine,"* says the Lord. Therefore, we want to learn why truth is important to God and to live accordingly. We teach that all parts of life matter to God. We want our students to pursue learning, relationships, careers, and life. We want students filled with courage and not afraid to engage the world with their beliefs. We invite them into an abundant, joyful life by showing them that each moment, every place, and all circumstances offer something of what is true, beautiful, and good.

Practicing Virtue — All circumstances in students' lives give them a chance to live more virtuously, to live well. But this is not simply taught and learned. They must practice virtue. Students learn to practice the virtues in momentous decisions, as well as in the seemingly small details of their lives. Living virtuously requires far more than memorizing a list of character traits therefore, we want students to apply what they know of faith and truth to how they live. Each decision matters and will shape them for the better or worse. C.S. Lewis held the same view: *"Good and evil both increase at compound interest."* This is why we want students to learn that the decisions they make on a daily basis are of infinite importance in shaping who they become.

And they become what they practice daily. Because of this truth, they must daily practice the virtues. How and what students practice—faith, hope, love, courage, prudence, endurance, temperance, justice, or even music, soccer, math, or languages—shapes who they become. All habits have either a positive or a negative impact on students' daily lives. Therefore, we want them to practice the right, virtuous things.

Good Decision Makers — Practicing the right things, however, requires students to make good decisions. Often, the long-term good decisions are at odds with the world around them. Pacifica's team knows that adolescence is a thrilling time, filled with triumph and disappointment. Our school community strives to give and receive grace through it all, helping our students to better recognize the truth of their lives, who God is, and what He is doing. At Pacifica, students experience support, encouragement, and love as they mature into young adulthood. We want to help equip them to live in a way that puts them in a position to thrive in all parts of life, well beyond graduation. Living well at Pacifica is not simply about following the rules but learning to make good decisions throughout life.

Learning From Failure — Students who try new things must experience failure. They must feel free to do so, or they will not take proper risks. No one is perfect at a skill at first. We believe failure can be a good thing, but only if students are taught to use their failures as opportunities for growth and maturity. We want them to learn to find the significance of each experience. We want them to celebrate their successes as well as

to use failures to make them more moldable and adaptable for God's purposes in their lives.

Life Together

Integral to thinking and living well is the community in which it is pursued. Pacifica encourages its students to live abundant and joyful lives, marked by giving and receiving grace. They work hard, play hard, and take risks. High school students—and most people—desire to have meaningful relationships, to know and to be known. Having fun together, participating in extracurricular activities, and spending time with friends are all parts of a Pacifica education. These transformative experiences allow students to grow personally as they begin to live out the truth and grace they've learned in our ever-changing world.

We come alongside each family, engaging in conversations about life and faith, while modeling lives marked by joy. Campus-life events are designed with these goals in mind. Fun-filled opportunities such as First Fridays, All-School Retreat, Wedge Week, Spring Dance, and Spirit Days give students a chance to try new things, make friends, connect with teachers, create lasting memories, and become people who value community.

Our Faculty — Without question, our teachers are the core of our high-quality education. These men and women seek to educate, lead, challenge, encourage, and set examples of faith, character, and service for each student. Curriculum and programs alone do not teach young people to think and live well. That goal requires a complete educational experience in relationship with teachers of faith who develop disciplines, encourage curiosity, equip students to achieve success, and inspire a love for learning.

Family, Church, & School — Pacifica alone does not teach students to think and live well. It is a great privilege to come alongside parents and local churches to encourage our students' faith. Understanding our important role as a school, our primary focus is education. We spend most of our time helping students master the school's graduation requirements. A good school, however, cares for more. We care about students' spiritual and social lives. These areas greatly inform a complete education. At Pacifica, we seek to partner with, not replace, the church and the family, whose functions are

complementary to, yet distinct from, a school. We are keenly aware that our primary role is to educate students, but we are equally aware that we are not their only educators.

2 | MISSION, VISION, & VALUES

Mission Statement

Pacifica Christian is a liberal arts high school, devoted to teaching young men and women to think critically and wisely, instilling heartfelt joy and interest in learning, while encouraging lives of faith, character, and service to the glory of God.

Motto

Thinking and Living Well

Statement for School Culture

Grace and Truth — *"The Word became flesh and made his dwelling among us. We have seen his glory, the glory of the One and Only Son, who came from the Father, full of grace and truth."* John 1:14

Pacifica's school culture is founded on the pursuit of grace and truth in all relationships. We seek to be honest and truthful with one another, knowing that as we interact with truth, the opportunity for growth is bolstered and the community is strengthened. We also seek to engage in relationships with the fullness of God's grace, extending compassion, understanding, and forgiveness to others. According to John, the integration of grace and truth is a gift from the Father, which is modeled by Christ. That is the example we seek to follow in shaping our school culture.

Vision

Our vision is to provide a rigorous, college-preparatory, liberal arts education to families from all backgrounds and neighborhoods, teaching them to think and live well. Teaching students to think and live well involves challenging both the heart and the mind.

Learning stimulates the mind and informs the heart. A true student seeks to love God with both their heart and mind.

We approach education as a pursuit of joy, as an end in itself, rather than a means to an end. We also believe that thinking well involves the integration of Christian theology into the curriculum, something that has been missing in education over the last half century. Our faculty seeks to integrate matters of faith into the curriculum when appropriate, in a way that comes naturally from the material presented in each class. It is not forced but approached in a way that respects the opinions of all students without compromising the school's Christian principles. We believe that the values of conviction and curiosity are not contradictory, but complementary. One can be curious about the world, ideas, and things that are new, and at the same time hold fast to convictions that have passed the test of thousands of years of solid thought. This is true wisdom.

We believe that all truth is God's truth and can be found throughout creation. This belief allows us to carefully pursue thoughts and ideas from all perspectives without fear. We can engage literature, philosophy, science, mathematics, art, theology, and history with courage in an effort to have an honest, open, and safe conversation that is just the beginning of each student's educational journey. The starting point and foundation of the pursuit of God's truth is the Bible. Students are given a solid Biblical understanding as they engage in their studies.

Pacifica is a school and serves a different role than that of the family or church. Our primary job is education. We spend most of our time helping students master the school's graduation requirements. However, in a good school, matters of a student's spiritual and social life need to be addressed and greatly inform a student's education. At Pacifica, we seek to partner with, not replace, the family and the Church whose functions are similar yet different from those of a school.

While the integration of learning and faith is the primary task at Pacifica, there are a host of other activities that inform and support the school's mission. We believe students need adults who live authentically, are mature in their Christian faith, and are passionate about teenagers to come alongside to love, encourage, and challenge them. As teachers and staff display grace and truth in their relationships, model lives of faith, and devote themselves to charity, courage, humility, forgiveness, joyfulness, self-control,

perseverance, and patience, students are put in the best position to grow and develop. These relationships can be formed both in and out of the classroom. Through scheduled activities of the sports, arts, travel, chapel, and clubs, our community is purposefully seeking the very best for each student. Pacifica also has a full calendar of co-curricular activities intentionally devoted to fulfilling this vision. Besides being fun, these events play a pivotal role in the vitality of our community.

Virtues, Class Verses & Spiritual Emphasis

Senior - Humility

Junior - Compassion

Sophomore - Integrity

Freshmen - Courage

Class of 2027 Verse: Colossians 3:1-4

Class of 2028 Verse: Romans 11:36

Class of 2029 Verse: Psalm 40:4

Class of 2030 Verse: John 10:10-11

Class of 2027 Spiritual Emphasis: A Life of Service

Class of 2028 Spiritual Emphasis: The Life of Prayer

Class of 2029 Spiritual Emphasis: Church Attendance

Class of 2030 Spiritual Emphasis: Devotional Bible Reading

Core Values

- A college-preparatory, liberal arts education.
- The integration of faith and learning.
- Teaching that engages the heart and the mind.
- A focus on inquiry and rhetoric.

- A curriculum that is founded on the great conversation of Western Civilization.
- All truth is God's truth.
- A commitment to the values of conviction and compassion as complementary rather than competing values.
- A commitment to truth, beauty, and goodness.
- A school that doesn't replace but comes alongside the family and the Church for the student's best education.
- A deepening of our students' lives of faith that reflect the values of charity, grace, justice, freedom, duty, humility, courage, goodness, and faithfulness.
- An authentic, relational community that pursues grace and truth.

Student Outcomes (Pacifica Person)

The following outcomes represent characteristics that all Pacifica Christian students should possess upon graduation as they prepare to navigate through post-secondary life.

Contributor — One who offers who they are and what they have to purposes beyond themselves.

Thinker — One who diligently seeks to find the truth in all times and in all places.

Ethical Decision-Maker — One whose thoughts and actions are consistently rooted in what is good.

Connector — One who engages, inspires, and provokes others through reasoned word and wise action.

Creator — One who responsibly uses what they have been given to make things new and beautiful.

Integrated Disciple — One who pursues wholeness of personal and communal life through virtue grounded in Christ.

Pacifica Student Profile

The following is the profile of a Pacifica student. This profile informs the community about our expectations and the qualities we seek to instill in our student body.

- A Pacifica student is committed to respecting, supporting, and pursuing the school's mission and its core principles.
- A Pacifica student is serious about both conviction and compassion as complementary rather than competing values.
- A Pacifica student is committed to academic excellence, solid work habits, and a desire to learn the whole of a liberal arts curriculum.
- A Pacifica student desires to learn more about the truth of God and the impact that is made on one's daily life through genuine pursuit of knowing our Creator.
- A Pacifica student strives to be a good decision-maker rather than just a mere rule follower.
- A Pacifica student celebrates the good decisions of his peers.
- A Pacifica student is committed not only to his/her own well-being, but to the well-being of others, displaying charity, humility, perseverance, forgiveness, courage, compassion, kindness, justice, and mercy.
- A Pacifica student desires to take risks in order to grow personally, academically, and spiritually.
- A Pacifica student seeks integrity and honesty in academic pursuits and personal relationships.
- A Pacifica student is interested in seeking help from others when in need, displaying the virtue of humility.
- A Pacifica student is committed to developing oral and written expression in academic pursuits and personal relationships.
- A Pacifica student understands that education is not a means to an end, but an end in itself, and is committed to joy in the learning process and to coming to school each day ready and eager to learn.
- A Pacifica student seeks to find opportunities to be involved in the life of the school through involvement in co-curricular activities.
- A Pacifica student is committed to respecting self and others.
- A Pacifica student seeks to love God with both heart and mind.

Accreditation

Pacifica is accredited by the Commission of the Western Association of Schools and Colleges (WASC).

Memberships

Pacifica Christian is a member of the National Association of Independent Schools (NAIS), the Educational Records Bureau (ERB), and the California Interscholastic Federation (CIF).

Statement of Faith

We Believe:

The Bible is the inspired Word of God and is the final authority for Christian faith and practice.

God exists eternally in three persons: Father, Son, and Holy Spirit; and has revealed Himself to be perfect in love, righteous in all His ways, and Creator of all things.

Jesus Christ is God's eternal Son. As truly God and truly man, He allowed Himself to be born of a virgin, taught people how to love through His sinless life, was crucified as a sacrifice for our sins, arose bodily from the dead, was seen by over 500 persons, and returned to heaven to prepare a place for us.

Men and women were created in God's image, tempted by Satan, and rebelled against God. Through repentance and personal faith in Jesus Christ, we are forgiven of our sins, reborn of the Holy Spirit, and become children of God.

The Holy Spirit persuades us to repent of our sins and confess Jesus as Lord. He lives in us, teaches us, and enables us to live godly lives.

The Church is the living Body of Christ on earth. Christ is its head and source of its life. The church body is composed of those who have received Him as Savior and Lord. The Church exists to communicate God's good news to our world, care for the growth and health of the body of Christ, and celebrate the love and life of God.

God will fully realize His redemptive purpose by the return of Christ to raise the dead, judge all people according to the deeds done in the body, and consummate His glorious kingdom.

Traditions: Colors, Mascot, Alma Mater & Crest

Colors – The school colors are blue and orange.

Mascot – Triton

A culture's myths are not lies meant to replace truth. Instead, myths illuminate truth; they connect abstract teachings to human reality. Fictional works often teach about reality better than non-fiction. At Pacifica, we seek to reveal truth to our students and to make it real in their lives. They study our natural world and our civilization's rich history and culture to discover truth and beauty, all of which, if properly understood, point to God. Given our school's proximity to the sea, our appreciation of our culture's classic works, and our desire to find how all things can point back to their creator: We Are The Tritons!

Like the Apostle Paul in Acts 17, we want our students to be able to enter an arena—a church, a marketplace, an academy, anywhere—and be equipped to engage others with grace and truth. We train Pacifica students to understand culture, to understand God, and to understand the connections between them. What the Athenians "*worshipped in ignorance,"* Paul explained through the Scriptures. He knew their culture and God's Word. At Pacifica, teachers similarly enlighten students, removing ignorance, replacing it with truth. Students begin to enjoy learning about all things. They learn to defend truth and communicate it gracefully. How would Paul have done this with the Greeks' mythical sea-creature, Triton? We think he would remind his audience that the myth said Triton could control the seas. From that myth, he might point them to a real person who could not only control the seas but also walk upon them.

We are Tritons because of where we live. Our Orange County culture is tied to the surf and sea. We play at the beach, we swim in the waves, and we surf and sail on the ocean, all while enjoying its beauty. Not only do we live by the water, but we also remember God teaching us about Himself by miraculously controlling water throughout

Scripture: creation, the flood, the Red Sea, in the desert rock, the Jordan crossing, Jonah, Jesus' baptism, the wedding at Cana, the storms of Galilee, and on it goes.

Water is part of who we are geographically, naturally, culturally, and scripturally. And Triton was the king of the waters. As Tritons, we appreciate our cultural heritage and Christians' history of using such stories to share the Good News. As Pacifica Tritons, we learn about God's creation, our history, our culture, and God's hand over it all. Like Paul on Mars Hill, we have the courage both to think well and to live well. We Are The Tritons!

School Hymn – "Be Thou My Vision"

With its heartfelt poetry and moving melody, *"Be Thou My Vision"* beautifully expresses the desires of the Christian heart. Though its popularity rose only in the past fifty years or so, the hymn actually has a rich history dating back to the eighth century.

Between the years of 400 and 700, the Irish people lived out a passionate faith in Christ. Ireland took up the missionary endeavor with excitement, and the country became known for its all-absorbing efforts to share Christianity throughout the world. Irish missionaries were found from Scotland to Switzerland, spreading the Good News wherever they went.

Some scholars believe that the words to the hymn are the product of a man known simply as St. Patrick. St. Patrick was born in A.D. 373 along the banks of the River Clyde in Scotland. When he was 16, he was kidnapped by pirates and taken as a slave to Ireland. There, he gave his life to Jesus Christ. He eventually escaped, but he never forgot this experience and, when he was about 30, he returned to his former captors with only one possession: the Latin Bible. History tells us that St. Patrick was the man most responsible for the Good News of Christ coming to Ireland. As a result of his preaching, over 200 churches were established and 100,000 converts were baptized.

"Be Thou My Vision" undoubtedly comes from this spiritually rich period. Its prominent theme encourages single-hearted focus and devotion to Christ. In the hymn lyrics, the poet expresses his adoration of God through the many titles he gives him: Vision, Wisdom, Word, Great Father, Power, Inheritance, High King of Heaven, Treasure, Bright Heaven's Sun, Ruler of All.

Today, we continue to sing the words of this hymn, echoing the poet's response to God's many titles; *"Thou my best thought, Thy presence my light."*

Be Thou my Vision, O Lord of my heart;

Naught be all else to me, save that Thou art;

Thou my best Thought, by day or by night,

Waking or sleeping, Thy presence my light.

Be Thou my Wisdom, and Thou my true Word;

I ever with Thee and Thou with me, Lord;

Thou my great Father, I Thy true son;

Thou in me dwelling, and I with Thee one.

Be Thou my battle Shield, Sword for the fight;

Be Thou my Dignity, Thou my Delight;

Thou my soul's Shelter, Thou my high Tow'r:

Raise Thou me heav'nward, O Pow'r of my pow'r.

Riches I heed not, nor man's empty praise,

Thou mine Inheritance, now and always:

Thou and Thou only, first in my heart,

High King of Heaven, my Treasure Thou art.

High King of Heaven, my victory won,

May I reach Heaven's joys, O bright Heav'n's Sun!

Heart of my own heart, whate'er befall,

Still be my Vision, O Ruler of all.

Crest – History of the Pacifica Crest

A Brief History of Heraldry

Heraldry has been defined as the art of blazoning, assigning, and marshaling a coat of arms. Between 1135 and 1155 A.D., seals show the general adoption of heraldic devices in Europe. Historians theorized that a coat of arms enabled a knight to be recognized by his followers during battle. The coat of arms became hereditary just as a knight inherited the right to lead or the duty to follow another leader in battle. The earliest coats of arms were fairly simple: bars or wavy lines, a lion rampant or an eagle displayed, or an arrangement of fleurs-de-lis. The designs became more complex as the years passed, and the practice of quartering (incorporating the arms of other families acquired through marriages) developed.

*The word "heraldry" is derived from the German "heer", a host, an army, and "held" a champion. The term "blazon," by which the science of heraldry is denoted in English, is probably derived from the German word "blazen" to blow the horn. Whenever a new knight appeared at a tournament, the herald sounded the trumpet, and as the competitors attended with closed visors, it was his duty to explain the bearing of the shield or coat-armor belonging to each. (**Fleur-de-lis**)*

Our Motto

Pacifica's motto is "*Gratia et Veritas*," which is Latin for Grace and Truth. In the Gospel of John, he describes how *"the Word became flesh, and dwelt among us, and we beheld His glory, glory as of the only begotten from the father, full of grace and truth"* (John 1:14).

Color of Our Shield

The color blue symbolizes peace, calm, stability, harmony, and loyalty. For the Hebrews, the color blue represents holiness. In Christianity, the color blue represents the hope of Heaven and the pursuit of Truth.

Elements of Our Shield

Lion: The lion is known for its dauntless courage and impressive strength. In Christianity, the lion represents Christ—who came full of grace and truth.

The Bible: The Bible symbol represents the living Word of God and is the final authority for Christian faith and practice.

Anchor: The anchor represents living well. The anchor is a symbol of salvation, hope, steadfastness, stability, and confidence.

Torch: The torch represents thinking well. The torch reflects knowledge and wisdom, illuminating both the mind and the spirit.

3 | FACULTY & STAFF

Teachers of substance, character, intellect, and faith. Teachers who lead, challenge, and model. Teachers who care for their students.

Without question, our teachers are the core of our high-quality education. These men and women seek to educate, lead, challenge, encourage, and set examples of faith, character, and service for each student. Pacifica teachers are both intellectual and relational, challenging and gentle. They engage their students with grace and truth. They have joined the Pacifica faculty because they are committed to our distinctive mission, and they desire to be part of our particular and unique story.

Our teachers partner with parents to inspire young minds, engage compassionate hearts, model shared values, and help guide students through the adolescent years. They sponsor extracurricular activities and are spirited fans at athletic events and theater productions. They are men and women of faith and substance who are excellent in their fields and well-prepared to serve our students and families.

A staff of humility, empathy, stewardship, and devotion. A staff who serve, manages, and supports. A staff that cares for their students.

Our hard-working staff are equally committed to the mission of Pacifica. They are devoted Christ followers and talented professionals who are responsible for supporting our academic and co-curricular programs by providing services, a supportive infrastructure, and a loving environment to our students. They are always willing to go the extra mile by serving, listening, and building community in our school. They are invested in the lives of our students. They are compassionate men and women who daily live out the mission of Pacifica.

Curriculum and programs alone do not teach young people to think and live well. That aspiration requires a complete educational experience in relationship with faculty and staff members of faith who develop disciplines, encourage curiosity, equip students to achieve success, support and serve students, and inspire a love for learning.

(**Board of Trustees, Administration, Faculty & Staff**)

4 | CALENDAR & BELL SCHEDULES

Master School Calendar

For updated information regarding school activities, athletic practices and games, and visual and performing arts practices and events, go to our school calendar.

Bell Schedules

Pacifica follows a block schedule where class periods are 70 minutes in length. Day 1 means that period 1 begins the day, followed by periods 2, 3, and 4. Day 5 means that period 5 starts the day, followed by periods 6, 7, and 8. Days rotate every day between Day 1 and Day 5, and the last two periods of the day rotate as well, but the structure of the days M-F remains the same. Tuesdays, Wednesdays, and Thursdays have a zero period or late start for most students. There are ten minute passing periods between all classes, allowing students ample time to go to the restroom, walk between buildings, or eat a snack.

View a PDF of our Bell Schedule on our Triton Portal

5 | ACADEMICS

Overview

Pacifica provides its students with a rigorous, college-preparatory curriculum that contributes to the development of flourishing young men and women who have fulfilled their God-given potential and who are ready to take hold of the opportunities before them to serve our community and world. It is our goal that the Pacifica student derives pleasure from learning for its own sake. The Pacifica faculty and staff seek to encourage their students to exhibit energy, curiosity, and a love of learning in their classes and lives. Pacifica is committed to academic excellence for all students and will not lower standards in any circumstance. Pacifica is built upon extraordinary teachers who will come alongside students and vigorously work to help and inspire them to meet the school's academic standards.

Thinking Christianly

In order to think Christianly, Christians begin by acknowledging that God is the Creator of all, is in all, and that all truth emanates from Him. With the Bible as our standard and teachers of faith as guides, our goal is that students grow and mature in their ability to see God's hand in all of creation and develop a personal relationship with Him, enabling them to become men and women who think critically and wisely about the world. Therefore, we can be courageous in our approach to academia, with no topic beyond our scope of inquiry—believing that wrestling with various points of view actually enhances the subject matter and our lives. Through this process, students will become well-educated in a great variety of subjects and well-informed about the world.

Graduation Requirements

To qualify for a diploma from Pacifica, each student must meet the following requirements:

Complete no less than 230 semester credits of classroom or supervised activities in grades 9-12 with passing grades (D- or better). (For classes to be recognized for University of California or California State University credit, a grade of C- or better is

required). Satisfactory attendance and good citizenship are reflected in academic grades and credits completed.

Complete the following subject matter requirements in grades 9-12 with passing grades:

English (Required 4 years/40 credits)

- Ancient World Literature and Composition or Honors Ancient World Literature and Composition: One Year/10 Credits
- World Literature and Composition or Dual Credit World Literature and Composition: One Year/10 Credits
- British Literature and Composition or AP Literature and Composition: One Year/10 Credits
- American Literature and Composition or AP Language and Composition: One Year/10 Credits
- Creative Writing: One Semester/5 Credits (Elective)

History (Required 4 years/40 credits except for transfers)

- Ancient World History I or Honors Ancient World History I: Two Semesters/10 Credits
- Medieval World History II or Dual Credit World History II: One Year/10 Credits
- European History or Dual Credit European History: Two Semesters/10 credits
- US History or Dual Credit US History: One Year/10 Credits
- Honors Civics: One Semester/5 Credits (Elective)
- Honors Economics: One Semester/5 Credits (Elective)

Science (3 years/30 credits)

- Kinesiology: One Year/10 Credits
- Anatomy and Physiology Honors: One Year/10 Credits
- Biology or Honors Biology: One Year/10 Credits (required)
- Chemistry or Honors Chemistry: One Year/10 Credits (required)
- Physics or Honors Physics: One Year/10 Credits
- Engineering, Design, and Analysis or Dual Credit Engineering, Design, and Analysis: One Year/10 Credits

- AP Computer Science: One Year/10 Credits
- AP Biology: One Year/10 Credits
- AP Chemistry: One Year/10 Credits
- AP Physics 1: One Year/10 Credits

Mathematics (3 years/30 credits)

- Algebra I: One Year/10 Credits
- Geometry or Honors Geometry: One Year/10 Credits
- Algebra II or Honors Algebra II: One Year/10 Credits
- Honors Algebra II + Trigonometry: One Year/10 Credits
- Pre-calculus or Honors Pre-calculus: One Year/10 Credits
- Finite Math: One Year/10 Credits
- H Calculus (DC): One Year/10 Credits
- AP Calculus AB: One Year/10 Credits
- AP Calculus BC: One Year/10 Credits
- AP Statistics: One Year/10 Credits

Students must take the classes listed above in sequential order.

World Languages (2 years/20 credits)

- Spanish or Latin I: One Year/10 Credits
- Spanish or Latin II: One Year/10 Credits
- Honors Spanish III: One Year/10 Credits
- Dual Credit Latin III: One Year/10 Credits
- Dual Credit Latin IV: One Year/10 Credits
- Spanish Literature and Culture: One Year/10 Credits
- AP Spanish Language and Culture: One Year/10 Credits

Students are required to take two successive years in the same language. Because of possible scheduling conflicts, it may not be possible for students to take more than one language concurrently.

Visual and Performing Arts (1 year/10 credits)

10 credits of VPA must be completed in a year-long UC-approved sequence in either of the following:

- Theatre I: One Year/10 Credits
- Theatre II Honors: One Year/10 Credits
- Choir: One Year/10 Credits
- Chamber Choir Honors: One Year/10 Credits
- Drawing and Painting I: One Year/10 Credits
- Drawing and Painting II: One Year/10 Credits
- 3D Art: One Year/10 Credits
- Digital Arts I: One Year/10 Credits
- Digital Arts II: One Year/10 Credits
- Digital Arts III: One Year/10 Credits
- AP Drawing: One Year/10 Credits
- AP 2D Art: One Year/10 Credits
- AP 3D Art: One Year/10 Credits

Theology (1 year/10 credits)

- Faith & Culture Seminar or Dual Credit Faith & Culture Seminar: One Year/10 Credits

  (Study of Old & New Testament and Theology is integrated into Ancient, Medieval, and European History)

Physical Education/Sports (2 years/20 credits)

Each season of a sport counts as one semester/5 credits:

- Independent Physical Education 1 Year/10 credits
- **Fall**: Girl's Indoor Volleyball, Boy's Cross Country, Girl's Cross Country, Girl's Golf, Girl's Tennis, Boy's Beach Volleyball, Girl's Flag Football
- **Winter**: Boy's Basketball, Girl's Basketball, Boy's Soccer, Girl's Soccer, Surfing (coed)

- **Spring**: Boy's Golf, Boy's Track, Girl's Track, Baseball, Boy's Indoor Volleyball, Girl's Beach Volleyball, Boy's Tennis

Physical education, sports, ASB, and TA grades are not calculated into a student's GPA. Students receive credit (CR) or no credit (NC) for these classes, but will not receive letter grades since these courses are not academic. Colleges do not consider non-academic work in their admission process.

Pacifica Electives (3 years/30 credits)

Students must complete 3 years/30 elective credits. Students may choose from the options listed below:

- Academic classes that exceed the minimum requirement in science, math, or foreign language
- VPA classes: both UC-approved and non-UC-approved
- Teacher's Assistant/Office Assistant*
- Theatre Production in a school play

*Pacifica's required coursework exceeds the minimum requirements for entrance into the University of California System, California State University System, and most private colleges and universities. *Offerings are dependent upon enrollment and teacher availability.*

Dual Credit Courses

Dual Credit Courses are Pacifica Honors Classes offered for transferable College Credit. Pacifica partners with **Colorado Christian University for Humanities** classes and with the **University of Texas at Austin for Engineering, Design, and Analysis.** Students must sign up for and pass the Pacifica Honors course, and they must pay a small fee to the college to retrieve transcripts from the college. Transfer rates are reported at 96% or higher. It is the responsibility of the student to acquire all necessary transcripts and pay all necessary fees to the college.

Freshmen

- **ENGLISH**
  - Ancient Literature and Introduction to Composition
  - Honors Ancient Literature and Introduction to Composition
    - Prerequisite: “A-” or above in 8th grade English, 8th grade cumulative GPA of 3.5 or higher
- **HISTORY/THEOLOGY**
  - Ancient World History
  - Honors Ancient World History I
    - Prerequisite: “A-” or above in 8th grade History, 8th grade cumulative GPA of 3.5
- **MATHEMATICS**
  - Algebra I
  - Geometry
  - Honors Geometry
    - Prerequisite: “A-” or above in Algebra I, and 8th grade cumulative GPA of 3.5 or above, and ISEE scores for Quantitative Reasoning & Mathematics of 4 or higher
  - Honors Algebra II
    - Prerequisite: “A-” or above in Geometry, 8th grade cumulative GPA of 3.5, qualifying score on math placement exam
  - Honors Algebra II + Trigonometry
    - Prerequisite: “A” in Middle School Algebra and Geometry, 6 or higher on mathematics section of the ISEE, qualifying score on math placement exam
- **SCIENCE**
  - Biology
  - Honors Biology
    - Prerequisite: Algebra I with an “B” or above and 8th grade cumulative GPA of 3.5 or above
- **VISUAL & PERFORMING ARTS**
  - Drawing and Painting 1
  - Drawing and Painting 2

        - Prerequisite: Show proof of previous training and skill to Visual Arts director for exemption
    - Digital Arts 1
    - Yearbook
        - Prerequisite: Teacher recommendation
- **WORLD LANGUAGES**
    - Latin 1 or Spanish 1
    - Latin 2 or Spanish 2
        - Prerequisite: Teacher Assessment and Recommendation

Sophomores

- **ENGLISH**
    - World Literature and Intermediate Composition
    - Honors/Dual Credit World Literature and Intermediate Composition
        - Prerequisite: “A-” in Freshman English or “B+” or above in both semesters of 9th grade Honors English
- **HISTORY/THEOLOGY**
    - Medieval World History
    - Honors/Dual Credit Medieval World History
        - Prerequisite: “A-” or above in Ancient World History, or “B+” or above in Honors Ancient World History
- **MATHEMATICS**
    - Geometry
        - Prerequisite: Passing grade in Algebra I
    - Honors Geometry
        - Prerequisite: “A-” or above in Algebra I
    - Algebra II
        - Prerequisite: Passing Grade in Geometry
    - Honors Algebra II
        - Prerequisite: “A-” or above in Geometry or “B+” or better in Honors Geometry
    - Honors Algebra II + Trigonometry

        - Prerequisite: “A-” or above in Honors Geometry and teacher recommendation (90% or better in test average)
    - Precalculus
        - Prerequisite: “B” or above in Algebra II or passing grade in Honors Algebra II
    - Honors Precalculus
        - Prerequisite: “A” in Algebra II, or “B+” in Honors Algebra II, or passing grade in Honors Algebra II + Trigonometry
    - AP Calculus AB
        - Prerequisite: “A-” or above in H. Algebra II + Trigonometry and teacher recommendation
- **SCIENCE**
    - Chemistry
    - Honors Chemistry
        - Prerequisite: “A-” in Biology or “B+” or above in Honors Biology.
        - It is suggested that students are concurrently enrolled or have completed Algebra II.
- **VISUAL AND PERFORMING ARTS**
    - Drawing and Painting 1
    - Drawing and Painting 2
        - Prerequisite: Show proof of previous training and skill to Visual Arts director for exemption
    - Digital Arts 1
    - Yearbook
    - Digital Arts 2
        - Prerequisite: C or above in Digital Arts 1
    - Theatre I
    - Theatre II
        - Prerequisite: Completion of Theatre I
    - Theater Production Fall Semester
        - Prerequisite: Audition
    - Theater Production Spring Semester
        - Prerequisite: Audition

    - Chamber Choir
        - Prerequisite: Completion of Choir and Teacher Recommendation
- **WORLD LANGUAGES**
    - Latin or Spanish 2
        - Prerequisite: “C” or above in Latin 1 or Spanish 1
    - Spanish 3
        - Prerequisite: Teacher Recommendation, or “C” or above in Spanish 2
    - Honors Latin 3
        - Prerequisite: Teacher Recommendation

Juniors

- **ENGLISH**
    - British Literature
    - AP Literature
        - Prerequisite: “A-” in World Literature or “B+” or above in Honors World Literature
    - Creative Writing
        - Prerequisite: Completion of World Literature & Comp.
- **HISTORY/THEOLOGY**
    - European History
    - Honors/DC European History
        - Prerequisite: “A-” or above in Medieval World History, or “B+” or above in Honors Medieval World History
    - Honors Economics
        - Prerequisite: “A-” or above in Medieval World History, or “B+” or above in Honors Medieval World History. “A-” or above in Geometry, or “B+” or above in Honors Geometry
- **MATHEMATICS**
    - Algebra II
        - Prerequisite: Passing grade in Geometry
    - Honors Algebra II

        - Prerequisite: “A-” or above in Geometry, or “B+” or above in Honors Geometry
    - Honors Algebra II + Trigonometry
        - Prerequisite: “A-” or above in Honors Geometry and teacher recommendation (90% or better in test average)
    - Precalculus
        - Prerequisite: “B” or above in Algebra II or passing grade in Honors Algebra II
    - Honors Precalculus
        - Prerequisite: “A” in Algebra II, or “B+” in Honors Algebra II, or passing grade in Honors Algebra II + or Trigonometry
    - Honor Calculus (Dual Credit)
        - Prerequisite: “B” or above in Precalculus, or passing grade in Honors Precalculus
    - AP Calculus AB
        - Prerequisite: “A-” or above in Honors Precalculus, or “A-” or above in Honors Algebra II + Trigonometry and teacher recommendation
    - AP Calculus BC
        - Passing grade in AP Calculus AB, plus a score of “3” or higher on the AP Calculus AB exam, and teacher recommendation
    - AP Statistics
        - Prerequisite: Completion of Precalculus, or “A-” or above in Honors Algebra II
- **SCIENCE**
    - Engineering Design and Analysis
        - Prerequisite: Completion of Biology, Chemistry, and Geometry
    - Honors Engineering Design and Analysis
        - Prerequisite: Completion of Biology, Chemistry, and Geometry
    - Kinesiology
        - Prerequisite: Completion of Biology and Chemistry
        - It is suggested that students have already completed Geometry
    - Honors Anatomy and Physiology

        - Prerequisite: Completion of Biology and Algebra I, and concurrent enrollment or completion of Chemistry
    - Physics
    - Honors Physics
        - Prerequisite: “A-” in Chemistry or “B+” or above in Honors Chemistry and concurrent enrollment or completion of Algebra II
    - AP Physics 1
        - Prerequisites:
            - Math — “A” or above in Algebra II, or “B+” or above in Honors Algebra II, or “B” or above in Honors Algebra II + Trigonometry
            - Science — “B+” or above in H. Chemistry.
            - Co-requisite: Precalculus
    - AP Biology
        - Prerequisite: “A-” in Chemistry & Biology or “B” or above in Honors Chemistry and Honors Biology and concurrent enrollment or completion of Algebra II
        - It is suggested that students are concurrently enrolled in Precalculus.
    - AP Chemistry
        - Prerequisite: "A-" in Chemistry or "B+" or above in Honors Chemistry and concurrent enrollment or completion of Algebra II.
        - It is suggested that students are concurrently enrolled in Precalculus.
    - AP Computer Science Principles
        - Prerequisite: Completion of Algebra II suggested
- **VISUAL AND PERFORMING ARTS**
    - Drawing and Painting 1
    - Drawing and Painting 2
        - Show proof of previous training and skill to Visual Arts director for exemption
    - AP Drawing

        - Prerequisite: “B” or above in Drawing and Painting 1 OR show proof of significant previous training and skill to Visual Arts director for exemption
    - Digital Arts 1
    - Digital Arts 2
        - Prerequisite: “C” or above in Digital Arts 1
    - Digital Arts 3
        - Prerequisite: “C” or above in Digital Arts 2
    - AP 2D (Digital Arts)
        - Prerequisite: “C” or above in Digital Arts 2 or 3
    - Yearbook
    - Theatre I
    - Theatre II
        - Prerequisite: Completion of Theatre I
    - Theater Production Fall Semester
        - Prerequisite: Audition
    - Theater Production Spring Semester
        - Prerequisite: Audition
    - Chamber Choir
        - Prerequisite: Completion of Choir and Teacher Recommendation
- **WORLD LANGUAGES**
    - Spanish 3
        - Prerequisite: “C” or above in Spanish 2
    - Spanish Lit & Composition
        - Prerequisite: “C” or above in Spanish 3
    - AP Spanish Language & Culture
        - Prerequisite: Teacher Recommendation OR an “A” in Spanish 3
    - Honors Latin 3
        - Prerequisite: “B” or above in Latin 2
    - Honors Latin 4
        - Prerequisite: “B+” or above in Honors Latin 3 or Teacher Recommendation

Seniors

- **ENGLISH**
  - American Literature
  - AP Language
    - Prerequisite: “A-” in both semesters of British Literature or “B+” or above in both semesters of AP Literature
- **HISTORY**
  - US History
  - Honors/Dual Credit US History
    - Prerequisite: “A-” or above in European History, or “B+” or above in Honors European History, plus teacher recommendation for We The People
- **THEOLOGY:** (Required Course)
  - Faith & Culture
  - Honors/Dual Credit Faith & Culture
    - Prerequisite: “A-” in European History or “B+” or above in Honors European History
- **MATHEMATICS**
  - Finite Math
    - Prerequisite: Completion of Algebra II
  - Precalculus
    - Prerequisite: “B” or above in Algebra II or passing grade in Honors Algebra II
  - Honors Precalculus
    - Prerequisite: “A” in Algebra II, or “B+” in Honors Algebra II, or passing grade in H. Algebra II + Trig.
  - Honor Calculus (Dual Credit)
    - Prerequisite: “B” or above in Precalculus, or passing grade Honors Precalculus
  - AP Calculus AB
    - Prerequisite: “A-” or above in Honors Precalculus, or “A-” or above in Honors Algebra II + Trigonometry and teacher recommendation
  - AP Calculus BC

        - Prerequisite: Passing grade in AP Calculus AB, plus a score of “3” or higher on the AP Calculus AB exam, and teacher recommendation.
    - AP Statistics
        - Prerequisite: Completion of Precalculus, or “A-” in Algebra II Honors/Algebra II
- **SCIENCE**
    - Engineering Design and Analysis
        - Prerequisite: Completion of Biology, Chemistry, and Geometry
    - Honors Engineering Design and Analysis
        - Prerequisite: Completion of Biology, Chemistry, and Geometry
    - Kinesiology
        - Prerequisite: Completion of Biology and Chemistry
        - It is suggested that students have already completed Geometry
    - Honors Anatomy and Physiology
        - Prerequisite: Completion of Biology and Algebra I, and concurrent enrollment or completion of Chemistry
    - Physics
    - Honors Physics
        - Prerequisite: “A-” in both semesters of Chemistry & Biology or “B” or above in both semesters of Honors Chemistry and Honors Biology and concurrent enrollment or completion of Algebra II
    - AP Physics 1
        - Prerequisites:
            - Math — “A” or above in Algebra II, or “B+” or Higher in Honors Algebra II, or “B” or above in Honors Algebra II + Trigonometry
            - Science — “B+” or above in Honors Chemistry
            - Co-requisite: H. Precalculus
    - AP Biology
        - Prerequisite: “A-” in both semesters of Chemistry & Biology or “B” or above in both semesters of Honors Chemistry and Honors Biology and concurrent enrollment or completion of Algebra II

        - It is suggested that students are concurrently enrolled in Precalculus
    - AP Chemistry
        - Prerequisite: "A-" in both semesters of Chemistry or "B+" or above in both semesters of Honors Chemistry and concurrent enrollment or completion of Algebra II
        - It is suggested that students are concurrently enrolled in Precalculus
    - AP Computer Science Principles
        - Prerequisite: Completion of Algebra II suggested
- **VISUAL AND PERFORMING ARTS**
    - Drawing and Painting 1
    - Drawing and Painting 2
        - Show proof of previous training and skill to Visual Arts director for exemption
    - AP Drawing
        - Prerequisite: “B” or above in Drawing and Painting 1 OR show proof of significant previous training and skill to Visual Arts director for exemption
    - Digital Arts 1
    - Digital Arts 2
        - Prerequisite: C or above in Digital Arts 1
    - Digital Arts 3
        - Prerequisite: C or above in Digital Arts 2
    - AP 2D (Digital Arts)
        - Prerequisite: C or above in Digital Arts 2 or 3
    - Theatre II
        - Prerequisite: Completion of Theatre I
    - Theater Production Fall Semester
    - Theater Production Spring Semester
    - Choir
    - Chamber Choir
        - Prerequisite: Teacher Recommendation

- **WORLD LANGUAGES**
    - Spanish Lit & Composition
        - Prerequisite: “C” or above in Spanish 3
    - AP Spanish Language & Culture
        - Prerequisite: Teacher Recommendation OR an “A” in Spanish 3
    - Honors Latin 3
        - Prerequisite: “B” or above in Latin 2
    - Honors Latin 4
        - Prerequisite: “B+” or above in Honors Latin 3 or Teacher Recommendation

Standardized Testing

Pacifica administers the ACT Test on campus every spring for Freshmen, Sophomores, and Juniors. Freshmen take the Pre-ACT 8/9, Sophomores take the Pre-ACT, and Juniors take an official ACT Test. These tests are used to benchmark Pacifica against other Independent Schools as well as practice testing for college admissions. Special administrations of the ACT and SAT are done on campus yearly for students who have documented Learning Plans on file at Pacifica. The date for the special administration of the SAT will be held each year on the October national test date and the date for the ACT will be held in late March at Pacifica. These dates will be published on the school calendar. Students who wish to take a test during one of these administrations should email their assigned college counselor to initiate the process. For the SAT, students will need to complete the registration process and submit the payment online through the **College Board Website**. The ACT will be administered during the school day and students with accommodations will be contacted prior to the test date to discuss testing logistics. Students who only need 1 ½ time can take the SAT/ACT at any of the local test centers during the regularly scheduled dates.

Grading Periods & Reports

Semester grades are the official grades recorded on the student's transcript. Grade reports issued after each semester will include the grade for each quarter and the overall semester grade. Report cards are published at the end of the first and second semesters respectively.

Quarter grades, while unofficial, give the student an assessment of progress at the midpoint of each semester. Progress reports are published at the end of the first and third quarters respectively.

Grades

Grades are computed using the following percentages*:

Grade	Standard	Honors	AP Classes/Dual Enrollment
A	4	4.5	5
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3	3.5	4
B-	2.7	3.2	3.7
C+	2.3	2.7	3.3
C	2	2.5	3
C-	1.7	1.7	1.7
D+	1.3	1.3	1.3

D	1	1	1
D-	0.7	0.7	0.7
F	0	0	0

Grade Point Averages

Grade point averages are computed using the following percentages*:

Grade	Percentage	Grade	Percentage
A	92.5-100	C	72.5-76.4
A-	89.5-92.4	C-	69.5-72.4
B+	86.5-89.4	D+	66.5-69.4
B	82.5-86.4	D	62.5-66.4
B-	79.5-82.4	D-	59.5-62.4

C+	76.5-79.4	F	59.4 or below

Grades & Grading Policy

Grades assigned to a student's work indicate progress and achievement. Only grades given at the conclusion of each semester are recorded on a student's transcript. (Pacifica does not rank students. Grade point average calculations displayed on the transcript include only academic classes completed at Pacifica. Transfer courses are not included in the calculations displayed on the transcript. Physical education, sports, theater production, ASB, and TA grades are not calculated into a student's GPA. Students receive credit (CR) or no credit (NC) for these classes but have no letter grades since these courses. Pacifica and colleges do not consider non-academic work in their admission process. Honors courses are awarded an extra .5 point in the weighted grade point average calculation. Advanced Placement and Dual Enrollment courses receive an extra 1.0 in the weighted grade point average calculation. The additional point designations are not awarded if the letter grade for the course is below a C-. The following is a definition of each grade as a description of a student's performance in a course.

- "A" The student demonstrated mastery in all aspects of the course.
- "B" The student demonstrated mastery in most, but not all, aspects of the course.
- "C" The student demonstrated competence in some, but not all, aspects of the course.
- "D" The student demonstrated competence in only a few aspects of the course. Passing credit given.*
- "F" The student failed to meet the course objectives and received no credit.

*There is a great difference between a passing grade (D-) and a college-recommended grade. For instance, a college may rescind the acceptance of a student whose grade in any subject falls to a "C" or below. From the beginning, therefore, students should work for the highest grade within their reach. Failure to attend class regularly or failure to

seek extra help may seriously affect one's grade in a course. This jeopardizes one's future at Pacifica and seriously limits one's college options.

Academic Expectations

Every student must maintain a minimum GPA of 2.0 at the end of each semester.

Academic Contract

Any student whose GPA falls below 2.0, will be put on an Academic Contract for a semester. If that GPA is not raised to at least a 2.0 at the end of the semester on an Academic Contract, that student may be asked to withdraw from the school. Students on an Academic Contract will also be held accountable to maintain a minimum cumulative GPA. While on an Academic Contract, the school reserves the right to modify the student's program to help with meeting the minimum requirements. These modifications may include required Study Hall periods to complete work, a change in the student's course schedule, and/or a change in co-curricular responsibilities (i.e. clubs, school leadership, sports, etc.).

Academic Contract Policy Concerning Financial Aid

When a student's GPA falls below 2.5 at the end of a semester, there will be a meeting with an administrator, the student, and the student's parents. The student will be placed on an Academic Contract. If the student is not able to raise his/her GPA up to a 2.5 or higher for the following semester, the student may lose his/her financial aid.

Academic Policy Concerning Graduation

Seniors who earn 1 or 2 Fs in core academic classes that are required for graduation from Pacifica, or are missing core academic classes that are required for graduation from Pacifica in either semester of any academic year, will not receive their diploma at graduation. All courses in dispute must be completed, with a passing grade of D- or higher, before a diploma will be issued. These students will, however, be allowed to participate in graduation ceremonies.

Seniors who earn more than 2 F's in required core academic classes or are missing required core academic classes in either semester of any year will not be allowed to

participate in graduation. Seniors must make up the classes in dispute to receive a diploma at a later date.

Honor Roll

Students who achieve an academic weighted GPA of 3.7-4.24 at the end of a given term will be placed on the Honor Roll. Students who achieve an academic weighted grade-point average of 4.25–4.49 will be placed on the Dean's List. Students who achieve an academic weighted grade-point average of 4.5 or higher will be placed on the Head of School's List.

Honors at Graduation

Students who earn a cumulative high school academic weighted grade-point average of 3.7-4.24 at the end of first semester of their senior year will graduate with *Cum Laude* status. Students who achieve a cumulative academic weighted grade-point average of 4.25–4.49 at the end of first semester of their senior year will graduate with *Magna Cum Laude* status. Students who achieve a cumulative academic weighted grade-point average of 4.5 or higher at the end of the first semester of their senior year will graduate with *Summa Cum Laude* status.

Distinctions at Graduation

TGC Scholars - Silver Stole

TGC Honors - Multicolor Cord of Distinction

Summa Cum Laude - Orange Cord

Magna Cum Laude - Silver Cord

Cum Laude - Navy Cord

Valedictorian & Salutatorian Selections

The Valedictorian and Salutatorian awards will be granted to the two seniors with the highest and the second-highest weighted academic grade point averages, respectively. The grade point average is based on seven semesters of coursework: the two

semesters of Freshman year, the two semesters of Sophomore year, the two semesters of Junior year, the first semester of Senior year, and any academic courses taken at Pacifica's Summer School.

A student must attend Pacifica all four years to be eligible for these awards. Transfer students are not eligible. Only courses taken at Pacifica will be calculated in this GPA. All Pacifica academic course grades are recorded on the transcript, including Theology and Arts courses, but excluding Physical Education or Athletics, and will be counted in the calculation of the GPA for Valedictorian and Salutatorian. A minimum of 36 academic semester courses must be completed to be eligible for these awards.

In the case of ties or nearly indistinguishable GPAs, the following considerations are used: unweighted GPA, honors and AP coursework completed, performance on AP and other standardized exams, attendance, demonstrated effort, and academic accolades.

The Valedictorian and Salutatorian are often chosen to speak at the Pacifica commencement ceremony, however, the choice of who speaks is at the school's discretion.

Overview of Weighted GPA

5.0 GPA scale is utilized for Dual Credit and AP Classes, and a 4.5 GPA scale is used for Honors courses that are non-dual credit. All other college-preparatory classes are 4.0 GPA scale.

Advanced Placement & Honors

Advanced Placement courses are designed to prepare students for an Advanced Placement Examination of the College Board and are so designated by title. These are considered to be college-level courses for which students may receive college credit. AP level courses have distinctive features in terms of extended content and additional workload, which set them apart from regular college-preparatory high school courses taught in the same subject. The prerequisites are specific and make reference to appropriate performance levels.

- AP Students must fill out one Advanced Placement contract and submit the form in MyPacifica.

- Students may not enroll in more than three Advanced Placement classes at a time without administrative approval.
- For students to remain in Advanced Placement or Honors courses, they must maintain a minimum grade of a C- (70%) or better at the end of each grading period. Students falling below a C- (70%) at the end of the first semester will be required to withdraw from the course.
- Students taking an AP class are required to take the corresponding AP exam at the end of the course. If a student does not take the AP Exam, they are required to take an additional exam worth 20% of the total semester grade.

AP Classes also include the following:

- **Summer Reading and Assignments, and Additional Meeting Times:** Due to the vast amount of quantity in each AP course, students will be required to read and complete work over the summer in preparation for AP exams. Additionally, students will often be required to meet for study sessions provided by the teacher during office hours, before school, during lunch, or after school.
- **College-Level Expectations and Additional Homework Each Night Per Course:** Students are expected to be working 1-2 hours each night for each AP course. If students are not consistent with study habits for their AP courses, they will fall behind quickly.
- **Independent Learning and Reading:** For most AP courses, there is too much content to be covered in class. Students are expected to read, take quality notes, and come to class with questions. Students will be accountable for material not covered in class.
- **Add/Drop Protocols for AP Classes:** Students may drop an AP Class within the first three weeks of school. Students may only add an AP class up until the end of the first week of school.

TGC Honors & Scholars

Many academic challenges are put before each Pacifica student before graduation. These challenges require creativity, talent, and determination. For those seniors wishing to graduate with Honors, Pacifica offers The Great Conversation (TGC) Honors Program.

TGC Honors has been designed not only around rigor, but also with a student's whole well-being in mind. We are committed to giving students a big world of opportunities along with the wisdom to choose well. To that end, the Honors pathways have been expertly honed so as to avoid any particular year from being overloaded with advanced courses. At Pacifica, we believe that Honors should mean the whole-person thrives. TGC Honors offers three unique pathways to enhanced learning:

- **The Liberal Arts Path**: encourages students toward a solid general education with periodic deep dives into the individual subjects.
- **The STEAM Path**: offers specialization in science and math balanced by languages and the arts.
- **The Humanities Path**: provides a captivating study of English and history, languages and arts.

Each of these pathways offers a special senior-study course called TGC Scholars, a one-on-one guided project with a faculty advisor. This project will reflect each student's personal academic journey and interests, and will act as a capstone presentation for their time at Pacifica. TGC Scholars is a tremendously rigorous program and should only be entered into by a student who is hyper-passionate about their subject and has bandwidth to do 50-100 hours of additional work. It is anticipated that only one or two students per year will choose this option. See our website for the full curriculum guide: **Curriculum Guide**

College Applications

As a college-preparatory school, we anticipate that our students plan to attend a 4-year college. All seniors are expected to apply to at least three four-year colleges or universities, and to participate in all college planning events. All students and their families will be given log-in information to Naviance, a college information and application software program. This will be used by students as well as the Pacifica administrative staff to track the college application process. Seniors must notify their assigned college counselor regarding any changes in their application list in order to make sure all supporting documentation (transcripts, letters of recommendation, and school profile) is sent in a timely fashion. All juniors are encouraged to attend at least three (3) on-campus college representative visits.

MyPacifica Parent Portal Instructions

To communicate well with our parents, Pacifica partners with Blackbaud (MyPacifica), which provides parents access to view student grades, assignments, news, and schedules online. Teachers record grades and give assignments in MyPacifica. Information is provided to parents in real time. To access MyPacifica, follow the directions below.

Parent Access MyPacifica

1. Go to **https://pacificaoc.myschoolapp.com**

2. Click the orange "First time logging in" link

3. Enter your primary email and click the checkboxes for “username” and “password.”

4. Go to your primary email to retrieve two emails. The first email contains your username. The second email contains a link that will prompt you to create a new password. Please take note that these messages will come from pacificaoc@myschoolapp.com, so you may need to check your spam folder or save this address to your address book.

5. Click the link in the password email and enter a new password twice as prompted. You could also choose to sign in with Google instead of creating a password.

6. You will then be prompted to verify your profile information. Click “View Profile,” verify your information is correct, edit where needed, and once done click “Verify Profile.”

7. Once your profile is verified, you are logged in.

8. Once you sign out, you will be returned to the login page. We recommend that you bookmark this page. Input your username, click the “Remember Me” button; and then click “Next.” Input your password as prompted to log back in.

9. To gain familiarity with the site, it is highly recommended to take the Getting Started tour, which is only available on the computer version (non-mobile version). Once you are logged into a computer and have received a Welcome Message, please use the

“Getting Started” prompt to take a tour of important parts of MyPacifica. If the message does not appear, select your name in the top right corner and then select the “Getting Started” button in the drop-down menu.

View the Getting Started tour for messages, profile, settings, and “As a Student.” Please take time to review and update your profile and settings as needed. For technical support, please contact the Admissions Office or the Director of Academic Affairs.

The following are some features offered on the site:

- Course Requests
- Grades and averages broken down by semester, class, and specific assignments/tests, including weighting
- Student attendance, conduct, and disciplinary history
- Community Service hours
- Your own family demographics as the school has it recorded (address, phone, email).
- School directory available for printing by grade level or specific class.
- Teacher email addresses – point and click to send an email to a teacher
- Assignments
- Schedules/Calendar/School News
- Sports Teams
- Advisory & Club Information

Parent communication is important. However, it does not take the place of our students taking responsibility for their own education and fulfilling their commitments independently of their parents.

MyPacifica Orah Portal Instructions

Families will use Orah to communicate about attendance, learn more here.

Download the **Orah for Families** app.

- Download from the App Store
- Download from Google Play Store

MyPacifica Student Portal Instructions

Once a student has enrolled, Pacifica's Admissions Office will notify the student when their school accounts have been created.

To set up a student's Pacifica Gmail account: Navigate to Gmail; your student's email is formatted as: first initial, last name, grad year, & @pacificaoc.org *(eg. khernandez29@pacificaoc.org)* and temporary password upon enrollment. Please make sure your student has set up their Pacifica Gmail account and chosen a new password. Encourage your student to check emails on a regular basis, for important information.

Once logged into Gmail: Have your student find the email from Blackbaud and make sure they click the link to sign up for MyPacifica. **Students must "Sign in with Google"** *(an option at the bottom),* **using their Pacifica Gmail account**. Do not input your personal Gmail credentials directly for Blackbaud.

Study Hall / Independent Learning Time

One of Pacifica's expected school-wide learning goals is that students become ethical decision-makers, able to take responsibility for their own choices and actions. In keeping with this goal, all freshmen students at Pacifica are required to enroll in Study Hall each semester. Study Hall is a designated time for students to manage their own workload by independently completing homework, studying for exams, receiving academic advising, college counseling, or collaborating with other students (as permitted by the teacher) in a controlled environment. Freshmen must report to Rooms 25-26 with the Academic Support Team whenever they are scheduled to attend Study Hall.

Upperclassmen will have Independent Learning Time on campus and are not required to attend Study Hall. However, if any student's cumulative GPA falls below 3.0, they will be moved into an assigned Study Hall each quarter and be required to attend.

Seniors may use both the first and second periods for a late start during Independent Learning Time. All other students may use only the first period for a late start. Independent Learning Time is a privilege, and students who misuse this time may lose

that privilege and be required to report to a supervised Study Hall on campus during that period. Independent Learning Time, on campus, is not optional but required.

Students may not leave Study Hall without proper permission. Demerits will apply for unexcused tardies, and unexcused absences from Study Hall will be marked truant, and the student will earn a Day of Reflection with classes if not cleared by a parent. Students who leave campus without permission for any reason during Independent Learning Time may be subject to more serious disciplinary consequences, which may include suspension.

Students may not be checked out of Study Hall by parents for any reason other than what is stated in the normal school absence policies.

Course Selection and Scheduling

Students complete the scheduling process by first completing a course request in MyPacifica. The master schedule of classes is planned based on students' course requests, and every effort is made to meet the needs of all students. On occasion, students may not receive their first choice of electives due to scheduling conflicts.

Students may add/drop courses through the end of the third week of the first semester and through the end of the first week of the second semester with the approval of their parents, the teacher, and the Registrar. Program changes after this deadline are not permitted. Students who drop a class after the add/drop date will receive either a WP (withdraw passing) or a WF (withdraw failing) on their academic transcript. Administrative permission must be received prior to dropping any course.

If a course is not offered at Pacifica, students may take one class off campus per semester. The class must be an approved college, university, or on-line school.

Students may not enroll in more than three AP classes without administrative approval.

For a course to be offered, a sufficient number of students must select the course.

Not all courses will be offered each year, nor are spots in all classes guaranteed. Courses will be offered on a first come, first served basis, as well as based upon all pertinent prerequisites and teacher recommendations.

Students who earn Fs in core academic classes required for graduation must repeat the classes in an approved summer school. Students who earn D's in core academic classes required for graduation may desire to repeat the classes in an approved summer school. Most universities do not recognize a D as a passing grade. We cannot accommodate repeat classes during the regular school year.

Freshmen, Sophomores, and Juniors must take a minimum of five academic classes per semester (not including Study Halls, Independent Learning, and Academic Teams). Students are allowed to take a class off-site if the class is not offered at Pacifica in addition to the five on-campus classes at Pacifica.

Juniors and Seniors may serve as a teacher's assistant for one class.

Seniors are required to take a minimum of five core classes per semester, not including Independent Learning or non-academic electives such as Associated Students and Chapel Music. Seniors may use up to two periods for a late start.

Seniors who have earned one or more F's in core academic classes that are required for graduation in either semester of any school year will not receive their diploma until they receive a passing grade in summer school. These students will be allowed to participate in Commencement, Senior Dinner, and Grad Night.

Seniors who make up courses required for graduation need to submit an official copy of the final grade to the front office on or before May 15. Grades provided after May 15 may not be accepted for the purpose of determining participation in the graduation ceremony.

Course Remediation/Acceleration

There are certain circumstances where course remediation may be necessary. Pacifica does not regularly offer make-up courses in the summer or during the school year. Students desiring to remediate a class will therefore most likely have to find a suitable replacement course elsewhere, contingent upon Pacifica administrative approval.

If Pacifica offers a course, students must take that course at Pacifica. If a student wants to accelerate their progress in a particular discipline, they may work with the Academic

and College Counseling Team and their respective Department Chair to investigate suitable courses that would meet the graduation requirements of Pacifica. A formal request must be submitted and approved by the Registrar before a transcript and graduation credit will be given.

Transcripts for any courses taken outside of Pacifica will need to be obtained from that school. The grades for remediated or accelerated courses will be included on Pacifica's transcripts, but the GPA for any courses taken outside of Pacifica will not be computed in the overall Pacifica GPA. Courses taken outside of Pacifica that do not fulfill a graduation requirement will not be included on the Pacifica transcript.

Homework Expectations

Teachers in regular classes may assign 30-45 minutes of homework per class; teachers in honors classes may assign 45-60 minutes of homework per class. AP classes may require as much as 1-2 hours per day of homework. Students are expected to come to class each day prepared with the assigned work from the previous class meeting. Incomplete and unexcused homework will result in a zero on the assignment and/or loss of privileges.

Late Homework Policy

For absences related to a school activity or unexcused absences, homework is due on the date assigned. Students may turn the assignment in on MyPacifica, turn it in to the teacher personally, or email the assignment to the teacher.

For assignments or missed exams due to illness, once students return to class, they have two school days (not class days) per excused absence to make up work. For example, for a 1-day absence on Monday, late homework is due on Wednesday for full credit.

Any major assessments not completed within the usual grace period for excused absences will incur a 10% grade deduction per school day (not class days) for every day late, up to 10 days, at which point the assignment will receive a 0 (zero). It is the student's responsibility to consult with the teacher on revised due dates and penalties

for all missing work. For late homework not due to an excused absence, a grade of zero will be assigned.

Missing Work Due to Unexcused Absence

For absences that do not fall under the approved excused categories (e.g., family vacations), parents must notify the school in advance through Orah. Homework must be completed by its assigned due date or before; otherwise, it will receive no credit. Any major assessments that will be missed need to be submitted to the teacher or completed before the absence occurs. All major assessments taken after the unexcused absence occurs will receive the normal 10% per school day grade deduction. As always, students and families are strongly encouraged to communicate with teachers as far in advance as possible.

Grade Redemption

Pacifica does not support "extra credit" opportunities that provide students with grade recovery. A student should not expect to neglect assignments and then look for alternative ways to make up for those lost points with an "extra credit" assignment. Nor should a student approach a teacher asking for an extra assignment in hopes of raising his/her grade. However, if a student performs poorly on an assignment, test or quiz, a "grade redemption" assignment may be periodically available at the discretion of the teacher. A "grade redemption" opportunity provides a student with an assignment that is directly related to the subject content with which he or she struggled. The purpose of this assignment is to improve understanding.

Final Exams

During the last week of each semester, students will take a final exam in many of their courses. In general, final exams will be worth 20% of semester grades and may be year-long or semester-long in nature, depending on the class and course level.

It is the expectation of the school that all students are present during finals week. Students who miss finals due to an unexcused absence will receive a zero on their final with no chance for a make-up exam. Any exceptions to this rule must be cleared with the administration well in advance of finals week.

Students who miss a final exam for an excused absence (e.g., illness, bereavement) must take the missed exam immediately upon their return to school. If the student cannot take the final on the same day, teachers reserve the right to administer a different final to the student who missed the normal exam. Failure to take an exam promptly upon return will result in a zero grade being given. Students who miss finals are responsible for working with their teachers and administration to schedule their make-up exam.

Seniors take their final exams three weeks before underclassmen. This allows the school to perform final grade verifications necessary for graduation and allows time for the seniors to prepare and execute their senior projects.

Students caught using unauthorized note sheets, digital devices, or any other form of cheating during a final exam will receive an automatic zero on the exam with no chance for make-up or remediation points. They may also be subject to other disciplinary procedures depending upon prior offenses including having to retake the course, detentions, Day(s) of Reflection, suspension, or expulsion.

Transfer Students

Students transferring into Pacifica at any point during the academic year will not have to make up work that was missed for their classes. However, they will be responsible for—and have to study and understand—all cumulative information on final exams, either at the end of the first semester or at the end of the year. Teachers will provide all the information to be covered on the specific final exams to the students in question at least one month before the exam, so that transfer students can get a head start on successfully appropriating the necessary knowledge. Teachers will also commit to working with students individually to make sure that they are prepared for their final exams. Remediating information is the key to moving forward with success at Pacifica. It is for this reason that we ask students to acquire knowledge that they have missed and take all final exams.

Transfer students must provide official transcripts from their prior schools. These will be transferred onto their official Pacifica transcript, but the GPA from the prior school will not be counted toward the overall Pacifica GPA. Transfer students should meet with a

college counselor upon admission to the school in order to make sure they are on track to meet all graduation requirements relative to their enrollment.

College Counseling

Having been taught to think and live well, our graduates go out into the world to contribute to, and champion, all that is true, all that is good, and all that is beautiful!

Starting freshman year, the College Counseling office provides students and their families with the resources and support necessary to walk through the college application process with confidence. To do this:

- We educate students and parents on all aspects of the college admission process and provide them with the resources needed to be successful, minimizing the pressure and stress.
- We empower students to take ownership of the college application process, helping them find the right college “fit” where they will thrive academically, spiritually, and emotionally.
- We encourage students to discover their unique interests and abilities in order to highlight these in their applications.

College Planning

Pacifica’s college counseling program is an extension of the school-wide mission. It assists students in thinking critically and wisely about their college decisions. We counsel students to find a place that continues to cultivate their interest in learning while encouraging them to live lives of faith, character, and service to the glory of God.

Please visit the **College Counseling Resource Board** for college counseling information.

Transcripts

To send Official Transcripts as part of the college application process, input your college into the "Colleges I'm Applying To" section in Naviance prior to the deadline.

To order official transcripts for another purpose, please contact the Registrar.

To order transcripts from Colorado Christian University for dual enrollment courses, follow these instructions.

To order transcripts from the University of Texas at Austin for dual enrollment engineering, follow the instructions below:

You can order a transcript by completing the form found here: University of Texas Transcript and then emailing it to transcripts@austin.utexas.edu. The fee is $20/transcript. Please explain that the course was offered through University Extension. More details may be found here: University of Texas Student Records.

Student College Visit Policy

An important part of the Pacifica experience occurs in the classroom itself. The interaction between students, teachers, and classmates involves a process for which there is no substitute. Reliability is a virtue that supports Pacifica's learning outcomes. We want our students to attend and be engaged in the classroom experience. However, we also understand the importance of college visits to our students and their families. For these reasons, we have developed the following policies.

Off-Campus College Visit Policy

Juniors are permitted to use three (3) school days during the school year, and seniors are permitted to use five (5) school days during the school year, to visit colleges that they may consider attending. A College Visit Intended Absence Form approved by the student's assigned college counselor is required before all college visits where a student must miss classroom instruction. Approved college visits will be recorded as (AE) in MyPacifica for attendance.

1. Students are responsible for communicating with their teachers in advance of their departure. Please email your teachers and copy your advisor and assigned college counselor to arrange for the completion of coursework in advance or directly upon your return to school.
2. Students with serious disciplinary issues, who are on Academic Probation, or who have reached or surpassed 12 total absences in any class may not be given approval to visit colleges.

3. Parents should input the dates of the absence into the Orah app along with "Official College Visit" in the Reason/Notes section.

On-Campus College Visit Policy

Students are permitted to attend a college representative visit on campus during the school day if the student has an Independent Learning Time. If a student would like to attend a college visit but has a class period during that time, the following procedures apply:

1. Seniors may miss up to five (5) class periods, but no more than two (2) of the same period per year to attend an on-campus college visit. The student must also get permission from the teacher and make sure no exams or labs are being administered during that time. The absence will be considered excused.
2. Sophomores and Juniors may miss up to three (3) class periods, but no more than two (2) of the same period per year to attend an on-campus college visit. The student must also get permission from the teacher and make sure no exams or labs are being administered during that time. The absence will be considered excused.
3. Freshmen may not miss class to attend a college visit.

All students must check in with the teacher before attending the on-campus visit.

6 | STUDENT LIFE

Overview

Pacifica provides activities and programs through which students gain valuable learning experiences that help them become fine young adults whose hearts and minds are academically, spiritually, and personally prepared to serve their community and our world. These experiences are an important extension of the classroom and are designed to support the academic and spiritual goals of the school. Pacifica strives to create a culture in which all students find and develop their own interests so that each student may participate as an essential part of the Pacifica community.

The dedication of our lives to God is important to the life of Pacifica and the individual lives of students. It is a life-long habit we hope to model by setting aside time during the school week where our community comes together for prayer, intellectual stimulation, and growth.

All-School Meetings (ASM), Mentor Groups, Chapel, and Assemblies

Pacifica holds four opportunities for students to gather together: All-School Meetings (ASM), Mentor Groups, Chapel, and Friday Assemblies. All-School Meetings (ASM) provide the opportunity for school-wide announcements and assemblies held each week on Monday. Mentor Groups consist of a group of students and a mentor staff member who take time to reflect on matters of faith, fun, life, academics, and scripture every Thursday directly following ASM. Every Wednesday, Chapel is reserved for prayer, singing, worship, and a lesson focused on God's story and the Gospel message. Every Friday, students meet for an all school assembly in the Triton Event Center consisting of house games, guest speakers, pep rallies, and other fun activities. All students are required to attend each of these weekly gatherings.

Houses | Introduction & Overview

At Pacifica Christian High School, the House System is a vibrant and integral part of our community life. Designed to foster a sense of belonging, camaraderie, and school spirit, the House System encourages students to engage with peers across different grades

and backgrounds, promoting a culture of unity and mutual support. Pacifica's unique approach to houses also provides weekly opportunities for staff-to-student mentoring, fostering character development and encouraging growth in the Christian faith.

House Mentors & Mentor Lunches

House Mentors & Mentor Lunches provide an opportunity for grade and gender specific mentor groups to engage in meaningful conversations about life and faith while building strong relationships. Each mentor group, consisting of 10-12 students, is divided into smaller groups of 5-6 students for more personalized interactions. These 30-minute lunch-time gatherings occur twice a month on Thursdays, allowing students and mentors to discuss the Mentor Curriculum and deepen their connections over a meal.

Service Learning

Service to others is an integral part of who we are at Pacifica Christian Orange County. When Jesus prays in John 17, He tells us that we are sent out into the world just as He was sent into it. This means that just as He came to serve—not to be served—and give His life as a ransom for many (Mark 10), so we who follow Him are sent to love others in the same way (John 13:34). Accordingly, we are asking each student to do twenty-five (25) hours of service learning each year. These hours are a series of projects where students give sacrificially to others of their time and talents. In order to earn full credit, all of your projects must total at least 25 hours.

While some might initially be uncomfortable with this school requirement, it is good to remember that Jesus said, *"it is more blessed to give than to receive"* (Acts 20:35). Pacifica students will learn this truth experientially through our service program. Our desire is to help them establish a foundation of solid character regardless of their career path. What could be better than serving others?

There are some conditions that apply for all projects, all year long:

- All service learning hours must be verbally pre-approved by your Mentor. Email your Mentor for approval.
- Please contact the Associate Director of Student Life if your Mentor Group has not yet been assigned.

- In order to get credit, you must log your hours in Mobileserve (details can be found on the Resources page in MyPacifica).
- You may earn as many hours as you like during the summer, but 10 hours must be completed during the school year.

Discuss your proposed projects directly with your Mentor, and he/she will either approve or disapprove of the idea. When you complete your projects, enter your hours in the **Mobileserve** app and have someone in authority sign-off, preferably not a relative so as to avoid a conflict-of-interest. Inform your advisor.

Your signed verifications of completed hours submitted to **Mobileserve** will help you to keep track of your hours.

Please note, while service or help given as part of a family (mowing the grass, cleaning the garage, etc.) is important, these hours do not count toward Community Service; nor do requirements for a paying job, or as a disciplinary measure. You are, however, more than welcome to do those things for your neighbors! Lastly, if you get excused from another obligation, you cannot count such time toward your total hours.

Examples of Approved Projects

- Working at a Homeless Shelter
- Visiting Retirement Homes
- Beach Clean-Ups
- Walks to Cure Diseases
- Service at School Events (TGC, Open Houses, Fundraisers)
- Church Missions Trips
- Volunteering at Animal Shelters
- 30 Hour Famine
- Operation Christmas Child

Associated Students

Associated Students, Pacifica's student government, exists to lead the student body toward the fulfillment of the school mission and to create campus life events. Associated

Students is an opportunity that will provide experience and exposure for potential student leaders as they execute student life initiatives under the direction of The Executive Council, and the Student Life Department. Typically, this will be the starting point for students who wish to serve their school. As serving comes with responsibility, participants will be held to high standards of both personal and academic conduct. During your service, you will be representing the student body on campus, and we will expect much from you.

Prefect Board

The Prefect Board is a staff-selected student group that will cultivate transferable leadership principles in Pacifica students by providing professional experiences and exposure with Pacifica Leadership. This is an outward-facing leadership experience designed for the most of student-leaders, and will give them frequent one-on-one mentorship with Pacifica faculty, staff, and friends who are proven professionals in their fields. Typically, this group will be reserved to seniors and highly-qualified juniors.

This is a position that comes with a great deal of privileges: exposure to the inner-workings of the school, one-on-one interaction with Pacifica faculty, administration, and friends, meaningful responsibility, and pre-professional experience that will transfer beyond high school. This position comes with a great deal of responsibility, and you will be held to the highest of standards of both personal and academic conduct. You are a representative of the Pacifica Christian community, and we will expect much from you.

School Trips

The purpose of school trips is to build community outside of school time. Trips include but are not limited to the All-School Retreat each September, college visit trips, international travel, as well as Arts and Athletic trips. Students are encouraged to heartily and enthusiastically participate. While on any retreat, school sponsored trip, travel for athletic competition, all policies listed within the Student Handbook do apply to all students and will be enforced by the school administration.

School Event Pickup Protocol

Students attending a school-sponsored activity (such as athletic events, arts events, or school dances) must be picked up within 20 minutes after the official end time of the event. If a student leaves during or after a school-sponsored event, they are not allowed to return.

School-Sponsored International Trips

- Students must meet the following minimum standards to be eligible to attend:
    - A minimum GPA of 2.0
    - No grades below a C- in any core classes required for graduation from Pacifica
    - No more than nine unexcused tardies in any class, and/or no more than nine absences, excused or unexcused, in any class

7 | COMMUNITY EXPECTATIONS & DISCIPLINE

Overview

The role of discipline at Pacifica is to create an environment conducive to learning while instilling virtues such as respect, honesty, and humility. Pacifica's community expectations promote students' education on campus, encourage good decision-making off campus, and prepare students for success in adulthood. Therefore, the Pacifica community has high expectations for student conduct and will work diligently to maintain high standards, set a positive example, and help students meet those expectations. Students are expected to follow the general expectations of the school as well as those expectations established in each teacher's classroom.

Honor Statement

Being a person of integrity and honor is fundamental to living a life of purpose and contribution. My decisions and my actions affect me as well as the whole community. I therefore choose to be truthful; I choose to take ownership for my own work, I choose to be kind and respectful towards others, and I choose to be responsible for everything I say and do. With God's help, I will pursue a life of grace and truth. I will use my freedom for good as I seek to find my place in our community and in God's created world.

Honor Code

The Honor Code is the school's statement on academic integrity. It articulates the school's expectations of students and faculty in establishing and maintaining the highest standards in academic work.

The Honor Code is an undertaking of the students, individually and collectively: that they will not give or receive aid in examinations; and that they will not give or receive non-permitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading. Students are expected to take an active role in upholding the spirit and letter of the Honor Code.

The faculty will avoid academic procedures that create temptations to violate the Honor Code.

While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honorable academic work.

As members of the Pacifica community, we commit ourselves to act honestly, responsibly, and, above all, with honor and integrity. We realize that our individual actions and choices have an effect on the entire community. We understand that our actions represent our peers, school, and God to the community. Accordingly, each student shall subscribe to the following:

- I agree that I will not give or receive unauthorized aid in examinations, class work, homework or projects explicitly or implicitly from any source.

- I agree that I will not misrepresent my work and will seek clarification from my teacher in all areas that may appear unclear.
- I agree that I will conduct myself in a manner that shows concern for the dignity, rights, and freedoms of others in my community.
- I agree that I will do all that I can to ensure that I and others uphold the spirit and letter of the honor code.

I accept responsibility to maintain the Honor Code at all times.

Parental Responsibility

It is the policy of Pacifica that all students must live with and be under direct parental (or legal guardian) authority and responsibility while attending our school. This includes seniors who may have turned 18 years old while attending Pacifica. The school is in partnership with the parents, working as a team with the students jointly and cooperatively. Students are expected to honor, respect, and obey both parents and school staff alike.

Disciplinary Responses

The school works closely with parents to instill virtue into students' hearts and minds to help them become good decision-makers. Students who demonstrate an unwillingness to abide by community rules are subject to disciplinary responses from the school. Violations of school rules will result in appropriate consequences in the sole and absolute discretion of the school, including, but not necessarily limited to, the following, which are not required to be administered in any progressive order.

- **Detention:** Students who have detention are required to be on campus at 7:15 AM on the first Friday following the infraction notification. Students who miss an assigned detention, will be assigned two detentions or a Day of Reflection.
- **Loss of Privilege:** Students who lose privileges may be restricted from activities and participating in school athletic events or arts performances.
- **Day of Reflection:** Students who miss multiple detentions, who consistently break school rules and policies, or whose offense rises to a level more egregious than a detention or two, may receive reflection days:

    - Day of Reflection with class attendance. The loss of all privileges on campus except the right to attend class (including participation in interscholastic sports, the Arts, or any co-curricular activities). The student spends all non-class time including Study Hall or Independent Study Time in a designated private area from 7:45 AM to 4:00 PM completing relevant readings and journaling assignments.
    - Day of Reflection without class attendance. The loss of all privileges on campus including the right to attend class (also includes participation in interscholastic sports, the Arts, and all co-curricular activities). The student spends from 7:45 AM to 4:00 PM in a designated private area on campus completing relevant readings and journaling assignments.
    - Day of Reflection at Home. The loss of all privileges on campus including the right to come to school (also includes participation in interscholastic sports, the Arts, and all co-curricular activities). The student spends the school day at home completing relevant readings and journaling assignments.
- **Suspension:** Students who are suspended may not attend class or any school event. Suspensions may be noted on a student's official transcript.
- **Behavior Contract:** Students whose behavior demonstrates a serious or recurring disregard for the spirit of the rules and expectations of the Pacifica community will be placed on a Behavior Contract. Students who commit a subsequent major rule violation while on a Behavior Contract are likely to be dismissed from school. A student who breaks his/her behavior contract may be asked to withdraw from Pacifica.
- **Dismissal from school**: Any student may be dismissed from the school for any violation of school policy, for seriously unacceptable behavior, or when a student's conduct is deemed detrimental to the school's reputation and/or good name. Final and binding determination in the matter of separation from the school lies with the Head of School, whose determination shall be made in his/her sole and absolute discretion. A student who has been dismissed, or who has withdrawn for disciplinary reason, may not return to campus unless he or she has been granted permission by the Head of School.

- **College Admission Notification**: Pacifica reserves the right to notify colleges about disciplinary actions which, in the judgment of the school administrators, warrant such notification. Examples include but are not limited to cheating, plagiarism, lying, theft, and other such suspendable behaviors.

Consequence Flow Chart:

Demerits/Per semester	**Action**
3	Detention
6	Detention
9	Day of Reflection
12	Day(s) of Reflection
15	Suspension
30	Behavior Contract

Pacifica reserves the right and authority to govern and rule regarding matters listed below and all other matters not included here regarding improper behavior by students.

The Head of School shall have the final decision on all disciplinary actions and will exercise discretion appropriate to each circumstance.

Academic Integrity

Academic integrity is an essential part of the school culture at Pacifica. Any willful misrepresentation of another's work or ideas as one's own is considered cheating or plagiarism and will receive appropriate consequences. The following are examples of academic dishonesty.

- Copying from another's examination paper or allowing another to copy from one's own paper
- Unauthorized collaboration
- Plagiarism (representing as one's own work the work of another including AI)
- Revising and resubmitting a quiz or exam for re-grading, without the instructor's knowledge and consent
- Giving or receiving non-permitted aid on a take-home examination
- Unauthorized use of study aids such as CliffsNotes, SparkNotes, AI, etc.
- Unauthorized use or aid of any electronic device or technology
- Students may use generative AI programs (e.g., tools like ChatGPT) to help generate ideas, conduct research, and brainstorm. However, the material generated by these programs may be inaccurate or incomplete and is not a compelling substitute for independent thought and lived experiences. Students may not submit any work generated by an AI program as their own; it should be cited like any other reference material (with due consideration for the quality of the reference).
- Any plagiarism or other form of cheating will be grounds for academic integrity penalties.

The standard penalty for a <u>first offense</u> includes:

- An "F" (assignment score begins at 50% and is reduced from there) for the assignment or assessment in which the violation occurred. The teacher will notify the parents of the incident in writing and by phone to discuss what future course of action the school will take should the student be found in violation again.

- A detention is assigned.

The standard penalty for a second offense includes:

- Suspension from school.
- A “0” (zero) is given for the assignment or assessment in which the violation occurred. The teacher will notify the parents of the incident in writing and by phone to discuss the incident. An administrator will also inform the parents with a phone call to discuss the suspension.

The standard penalty for a third offense includes:

- Suspension, multiple days of suspension, or expulsion
- An “F” for the course in which the violation occurred.
- Instances of cheating that take place concurrently or across multiple courses will be handled on a case-by-case basis by the administration. The school reserves the right to determine the penalty for such infractions, up to and including dismissal from the school.

AI Usage Policy 2026 | 2027

At Pacifica Christian, we believe that education is not simply the transfer of information but the cultivation of wisdom, character, and a love for learning for its own sake. While generative Artificial Intelligence (AI) tools offer new possibilities, the products they generate can never substitute for authentic human thought, lived experience, and the intellectual and physical struggle that produces true learning.

This policy establishes guidelines for the use of AI in ways that serve student growth, uphold academic integrity, and reflect our mission as a liberal arts Christian school.

Guiding Principles

- Authentic Learning Comes First
    - AI may support learning but may never replace it. As T.S. Eliot asked, *“Where is the wisdom we have lost in knowledge? Where is the knowledge we have lost in information?”* Our goal is true experiential learning and wisdom, not shortcuts to personal learning that would generate the same external products.

- Redemptive Use of Technology
    - By “Redemptive AI Practices,” we mean using technology in ways that uphold truth, respect human dignity, foster creativity, and support personal learning rather than hijacking that process. (See Appendix A)
- Faculty Stewardship
    - Teachers are entrusted with modeling appropriate use of AI, guiding students in discernment, and ensuring that technology strengthens rather than weakens intellectual and moral formation.
- Embodiment, Friction, and Slowness
    - We acknowledge that part of what it means to think and live well as humans is not always ceding our activity to that which promises to make us superhuman. To live well, we often need the friction of real relationships, the knowledge and wisdom that comes from being embodied in space with other human beings, and the slowness and inefficiency that all of these things entail. (In the same way we will not always use a calculator to do math—because of the inherent worth of doing math on our own—so we will not always use AI even if AI can do the task for us faster, more accurately, and more efficiently).

Student Use of AI

- Access
    - Native AI features and prominent AI websites will be disabled on student iPads.
    - Students may only use generative AI (e.g., ChatGPT) with explicit permission and direction from a teacher.
- Assignment Guidelines
    - Teachers may allow AI use for specific assignments, but only when such use aligns with the stated mission of the school and has been approved by the Director of Academic Affairs. (It should be noted that the material generated by these programs may be inaccurate or incomplete, and is not a compelling substitute for independent thought and lived experiential learning, which should always come first).
        i. Examples of allowed use may include but are not limited to (tutoring for practice problems, refining/critiquing drafts, pronunciation help, MLA formatting, etc.)
        ii. Examples of not allowed use may include but are not limited to (generating ideas, as a substitute for critical or creative thinking, writing an essay, writing short answer responses, writing code, note-taking, etc.)

    - If AI is permitted, the teacher must clearly outline expectations and limitations in the assignment instructions.
- Academic Integrity
    - Students may never submit work generated by AI as their own.
    - Any use of AI must be properly acknowledged and cited, as with any other reference material.
    - Students must be prepared to explain and defend their work in their own words, regardless of AI assistance.
    - Teachers may require oral defense or supplemental reflection in person to ensure mastery, and can modify initial grades if warranted.
- Violations
    - Submitting AI-generated work as original or using AI in ways not permitted by the teacher will be treated as plagiarism and a violation of the school Honor Code in accordance with the policy outlined in the student handbook.

Faculty Use of AI

- Instructional Use
    - AI should never replace teacher learning/understanding.
    - When AI tools are used to edit or present material, faculty should model transparency and ethics by disclosing that use.
- Human Stewardship and Creation
    - Teaching requires moral authority to select and pass on essential wisdom to the next generation. Because this authority cannot belong to a machine, AI should be excluded from lesson planning, content generation, and curriculum design.
    - Navigating a middle ground is unsustainable. Preserving the integrity of education requires teachers to honor their distinctly human duty of stewardship—and the gifting of the Holy Spirit—by not delegating human authority to machine outputs.
- Approval & Oversight
    - Any classroom integration of AI for student use requires prior approval from the Director of Academics.

Communication & Accountability

- Parents will be informed of the school's AI policy at the beginning of the year to ensure consistency between school and home.

- Teachers and Students will revisit this policy at least annually—if not quarterly—as AI technology evolves, with the understanding that new tools will require renewed discernment and policy augmentation.

Closing Perspective

We hope that AI can serve as a tool for exploration, creativity, and efficiency, but never as a replacement for the intellectual and moral effort required to become wise and virtuous people. As Neil Postman reminded us, *"Technological change is not additive; it is ecological. A new technology does not merely add something; it changes everything."* AI must therefore be handled with appropriate caution and care since it will reshape learning in myriad ways, not merely supplement it. For this reason, we will remain vigilant and take an iterative approach to our practices around AI use, constantly revisiting them over time.

At Pacifica Christian, we will continue to uphold the liberal arts tradition, prioritizing authentic learning, embodied human creativity, and the pursuit of wisdom in all things.

Appendix A:

Redemptive AI Practices (Praxis)

- Support but not replace human agency
- Develop rather than diminish human cognitive capacity and extend rather than replace education
- Respect and advance human embodiment
- Serve rather than replace real personal relationships
- Restore and retain trust in human institutions by protecting privacy & advancing transparency
- Will benefit the minority

Sexual Harassment & Bullying

Sexual harassment or bullying of persons is an extremely serious violation, as well as a violation of criminal law. Any such offenses will result in severe disciplinary action.

Examples of bullying:

- For an action or behavior to be considered bullying it must be done in a repetitive pattern.
- Physical bullying includes any repeated physical contact that would hurt or injure a person like hitting, kicking, punching, etc. Taking something that belongs to someone else and destroying it would also be considered a type of physical bullying.

- Verbal bullying is repeated name-calling, making offensive remarks, or joking about a person's religion, gender, sexual orientation, ethnicity, socioeconomic status, or the way they look. Verbal aggression is when a person teases someone. It can also include a person making verbal threats of violence or aggression against someone's personal property.
- Indirect bullying includes repeatedly spreading rumors or stories about someone, telling others about something that was told in private, and excluding others from groups.
- Social alienation is when a person repeatedly excludes someone from a group on purpose. It also includes a person spreading rumors, and making fun of someone by pointing out their differences.
- Intimidation is when a person repeatedly threatens someone else and frightens that person enough to make him or her do what the person wants.
- Cyberbullying includes repeatedly sending messages (email and instant messages), pictures, or information using electronic media, computers, or cell phones (text messaging and voicemail, social media). It may include writing comments about a person on a website, via instant messaging, or through text messaging, posting pictures or videos of others without their permission, or tormenting, threatening, taunting, degrading, targeting, harassing, or humiliating a student or staff member using the Internet, interactive and digital technologies, mobile phones, or inviting other to join in these acts.

Examples of sexual harassment:

- Physical assault, including rape, or any coerced sexual behavior.
- Pressure exerted on either an adult or a student for sexual activity or for a relationship that takes on a sexual or romantic nature which exceeds the limit of a friendly relationship; any demeaning or repeated unwanted sexual proposition, unwelcome touching, leering at or ogling a person’s body.
- Sexually explicit or suggestive remarks about a person’s physical attributes, sexual orientation, clothing, or behavior, sexually stereotyped or sexually charged insults, humor, or verbal abuse, and inappropriate personal questions.

Senior Pranks or Ditch Days

Senior pranks or ditch days are not condoned at Pacifica. Students who enter the Pacifica school building without permission commit a criminal act and the police may be contacted. If a student ditches school he/she is considered truant. The absence will be recorded as truant and will result in Day of Reflection and a loss of opportunity to make up any school work missed.

Prohibitive Behaviors

The following actions are prohibited on the school campus, on the surrounding streets, at school-sponsored activities, athletics, and/or any time students are representing Pacifica Christian High School in public.

Disruption of the learning environment (1 demerit):

- Disruption of classroom or school-wide activities
- Unauthorized writing on bulletin boards or whiteboards
- Unauthorized use of teaching supplies
- Misuse of school property
- Public displays of affection (PDA)
- Dress code violations
- Eating food or gum, drinking liquids other than water, or littering in the classroom or in the gym
- Skating, rollerblading, or skateboarding on campus or in the surrounding neighborhood
- Violations of the electronic device policy

Disrespect of self and others (2 demerits):

- Disrespect of peers and faculty/staff
- Malicious behavior
- Profanity, socially offensive language, or inappropriate behavior
- Dishonesty, lying, insolence
- Continued pattern of disruption of the learning environment
- Persistent infringement of school rules and policies

Behavior endangering others (Day(s) of Reflection or suspension, depending on the nature of the infraction):

- Gambling
- The unauthorized selling of any items for any reason
- The use of or possession of illegal drugs, alcohol, or any tobacco item
- Fighting or physical abuse, such as hitting, slapping, biting, or kicking
- Harassment, bullying, and verbal abuse
- Stealing, vandalism, defacing school or neighboring properties
- Possession, distribution, acquisition, or viewing of pornography or any other images or written material that is degrading via the communications network or in hard copy
- Violations of the academic integrity policy (second offenses in the same class)
- Violations of the technology use policy: using the network for financial or commercial gain, and/or degrading or disrupting equipment or system performance, or invading the privacy of other individuals by accessing and/or vandalizing their computerized data
- Persistent disrespect of self and others
- Persistent disruption of the learning environment

Stealing

Stealing is a serious violation of trust and affects the entire school community. Students caught stealing may be suspended from school and may be recommended for expulsion.

Zero-Tolerance Policy, Suspension & Expulsion

Pacifica reserves the right to discipline students in a manner Pacifica's administration deems in the school's best interest. For the issues discussed below, such discipline may include immediate expulsion for a first infraction—the level of discipline will be solely at Pacifica's discretion. Pacifica prohibits the following actions on campus, on the surrounding streets, at school-sponsored activities, on any school bus, or when students are representing Pacifica in public:

1. Possession or use of firearms, explosives, tasers, or weapons of any kind.

2. Possession, sale, use, or being under the influence of illegal drugs, alcohol, or any tobacco items. This includes possession of any prescription drugs that have not been prescribed to the student. Students who take prescription drugs during the day must store them in the Administrative Office for an administrator to dispense at the appropriate time. If an agent of the school becomes aware of possible alcohol or drug use involving our students on or off campus, we reserve the right to require random drug testing at the parents' expense.

Pacifica has a Zero-Tolerance Policy regarding the possession or use of the above items.

Violation of the Zero-Tolerance Policy will result in disciplinary action, which may include expulsion. The Zero-Tolerance Policy regarding the possession or use of alcohol or drugs will result in automatic suspension pending an investigation and possible expulsion thereafter. Students are encouraged to avoid expulsion—which is not guaranteed—by coming forward on their own under the guidelines of the Four-Step Policy below.

Four-Step Policy

Pacifica's desire is to provide a Christian education to all of our students in a drug and alcohol-free environment. We also realize that at times some of our students will make decisions that are not consistent with our desires and policies. Based on our Zero-Tolerance Policy and our desire to help students who have made wrong choices, we have a Four-Step Policy to be utilized by students, if needed. The Four-Step Policy may also be appropriate for other discipline issues when a student comes to a teacher or administrator, admits the infraction, and expresses a desire for help in correcting the problem. In the case of the use of alcohol or drugs, students are encouraged to come forward on another student's behalf when that student is in danger of bringing harm to themselves or to others. In this case the who has violated the Zero-Tolerance Policy may still come forward under the Four-Step Policy. In an effort to allow our students to be proactive in correcting problems or involvement with drugs or alcohol we have adopted the following Four-Step Policy:

1. Students may contact a teacher on campus with whom they trust and confide in that teacher the problem that they are planning to correct.
2. Students must then inform their parents of the problem.
3. The teacher will inform the Head of School of the problem.
4. Finally, students must agree to submit to a correction plan agreed upon by the school, the student, and their parents. In the case of alcohol or drug use, the student may be required to complete an outside substance abuse counseling program and/or to submit to random drug testing for the duration of the term of the correction plan. If the students violate the terms of their correction plan, they may be asked to withdraw.

Canine Detection

It is the desire of Pacifica to provide the safest possible environment for Pacifica students. Pacifica is blessed with wonderful students. We are committed to taking reasonable steps to secure a safe campus for all students. As a result, Pacifica partners with an outside agency that provides canines, trained to detect the presence of illicit drugs, alcohol, and gunpowder based items, to conduct random, unannounced inspections of our campus buildings, grounds, and parking lots. If prohibited items are detected and found, the school will initiate the appropriate disciplinary action.

Inappropriate Behavior at Non-School Activities

It is not the responsibility of Pacifica to monitor student behavior at non-school activities. However, if an agent of the school becomes aware of possible alcohol and/or drug use involving our students, or other inappropriate behavior, we will share this information with the parents and the appropriate authorities and reserve the right to take disciplinary action whenever proper. We also reserve the right to require random drug testing at the parents' expense.

Pacifica reserves the right and authority to govern and rule regarding matters listed above, and all other matters not included here regarding improper behavior by students. The Head of School shall have the final decision on all disciplinary actions and will exercise discretion appropriate to each circumstance.

Policies of Nondiscrimination

Pacifica admits students of any sex, race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its educational policies, tuition assistance, co-curricular, and other school-administered programs.

Child Abuse Reporting Policy

Pacifica is required by law to report any reasonable suspicion of child abuse as soon as practically possible to the proper governmental authority of the State of California (see California Penal Code sections 11164 et.seq.).

Confidentiality Guidelines

Pacific assures privacy and confidentiality to students who may confide in teachers or staff about personal matters about which they need guidance or advice. The staff may, during the course of their work with individual students, consult with an administrator within the school in order to ensure the highest level of support. Confidentiality is not, therefore, held by the individual staff member, but within the school as a whole. If considered appropriate, those providing advice may undertake referral, liaison with or advocate on behalf of the student. In such circumstances, only information relevant to the inquiry will be passed on. The only circumstance in which information may be disclosed without the student's agreement is where there are good grounds for believing that the student will cause serious physical harm to themselves or to others, or have harm caused to him/her. In such circumstances, the staff member will, when possible, seek the student's consent to divulge information to a third party. When it appears that the student is no longer able to take responsibility for his or her own actions, consent would not be sought. The decision to break confidentiality would be made only after consultation with the Head of School.

Confidentiality Expectations & Mandated Reporting

Students can expect a certain level of confidentiality when speaking with faculty and staff members, who are expected to act in a professional, compassionate manner.

However, if a student admits to wanting to harm himself/herself or others, we are obligated to inform parents and, when prudent and necessary, local authorities or medical professionals. In California, all persons who are mandated reporters are required, by law, to report all known or suspected cases of child abuse or neglect, and threats of self-harm or threats against others. It is not the job of the mandated reporter to determine whether the allegations are valid. If child abuse or neglect is reasonably suspected or, if a pupil shares information with a mandated reporter leading him/her to believe abuse or neglect has taken place, or if a threat is made against themselves or others, the report must be made. No supervisor or administrator can impede or inhibit a report or subject the reporting person to any sanction.

Dress Code

The Pacifica Dress Code remains largely unchanged by the rebrand. Students are permitted to wear items with retired Pacifica branding for the time being, though we encourage everyone to purchase and embrace our new marks!

Where to Shop

UNIFORMS

- Vicki Marsha Uniforms

*SPIRIT STORES

- Pacifica Spirit Store (Open all year)
- **Team Store: Athletics, Co-Curriculars, & Specialites

*Please read the Dress Code carefully as not all items on our Spirit Stores are part of uniform wear Monday through Friday.

**Opens seasonally, see STORE SCHEDULE

Purpose

The Dress Code at Pacifica is designed to contribute positively to a professional learning environment by:

- Maintaining a focus on academics
- Fostering a spirit of respect for ourselves, others, and the school environment
- Presenting ourselves as a school of excellence
- Portraying the strength of our institution, a professional educational community

All students must wear clean clothing that fits well and is the appropriate size. Students are to maintain a neat, modest, and well-kept appearance at all times.

Pacifica is aware that we cannot specify every rule for the Dress Code and student appearance. We expect parents and students to stand by and adhere to the spirit of the Dress Code. Pacifica Administration reserves the right to determine the appropriateness of a student's uniform and appearance.

Bottom Line: *If you are inside any building on campus, your pants, skirts, and shorts must be in gray, navy, or khaki. Your polo shirt, sweatshirt, and/or jacket must be in a school color (navy, orange, gray, or white), and there must be an official Pacifica logo on it. If what you are wearing is not in a permissible school color, and if it does not have an official Pacifica logo, you are not adhering to the Dress Code.*

Where to Purchase Uniforms

Uniforms are provided by Vicki Marsha Uniforms and can be purchased online at www.vickimarsha.com or at their flagship store.

Vicki Marsha Uniforms (VMU)

5292 Production Drive, Huntington Beach, CA 92649 | (714) 895-6371

Hours:

- Tuesday–Friday: 10 AM – 5 PM
- Saturday: 10 AM – 3 PM
- Sunday–Monday: Closed

Standard Dress

On Monday through Thursday, students are required to wear clothing with an official Pacifica logo from the VMU selections for Pacifica or the Pacifica Spirit Store, or seasonal Team Stores, in accordance with the following guidelines:

- Uniform Polos – **A Pacifica polo must be worn at all times**, even under outerwear. VMU polos with the Pacifica logo for both boys and girls are allowed. Polos from the Pacifica Spirit Store or seasonal Team Stores are also permitted. All polos must have an official Pacifica logo and must be worn at all times. The Pacifica Spirit Polo is also permitted.
- Skirts – Uniform-style skirts in gray or plaid may be purchased from VMU or other vendors. Plaid skirts may be purchased through VMU. Skirts must be of a professional length and appropriate for a college-preparatory educational setting. Students should be able to move, sit, bend, and participate in normal school activities without distraction or the need for continual adjustment of their clothing. Tights, black leggings, knee socks, or anklet socks may be worn underneath skirts, but they may not be fishnets, mesh, lace, or provocative in nature. Hosiery must be in good repair and should reflect the spirit of the Dress Code.
- Leggings – Leggings made of stretchy cloth like spandex, nylon, or polyester, may be worn under skirts. Leggings may never be worn without a skirt.
- Pants & Shorts – Students may wear uniform-style pants or shorts in gray, navy, or khaki. Pants may be purchased from VMU or other vendors so long as the labels are not prominently displayed. No baggy pants, cargo pants, pants with multiple outer pockets, or jeans are allowed.
- Outerwear – Students may only wear outerwear from VMU, The Pacifica Spirit Store, seasonal Team Stores, or Pacifica letterman jackets/sweaters. Students are still required to wear the proper uniform polos under their outerwear. A polo shirt must be worn underneath a VMU crewneck sweatshirt.
- Sweatshirts – Plain sweatshirts are never permissible. Only sweatshirts with an official Pacifica logo are permitted. A student must wear a polo shirt underneath a sweatshirt.
- Cold Weather/Rain Wear – On rainy days ONLY, non-Pacifica rain jackets are allowed. A rain jacket is defined as a water-resistant or water-repellent material,

the non-Pacifica rain jacket must meet this definition. On cold/rainy days ONLY, students are permitted to wear a non-Pacifica warm coat/rain jacket in black or in school colors only. Non-Pacifica rain jackets must be a solid color and may not have any writing or large logos. Small logos (Nike swoosh) are permitted. Students may only wear their hoods outside when it is raining, and non-Pacifica jackets must be removed when indoors.

- Undershirts – Students may wear only solid white, navy, or gray t-shirts under their collared shirts. <u>No markings, designs, graphics, artwork, or lettering may be visible.</u>
- Shoes and Socks – For safety and appearance reasons, Crocs, slippers, beach sandals, open-toed shoes, open-backed shoes, steel-toed shoes/boots, or shoes with a heel in excess of two inches are not permitted to be worn by students. Heels and toes must be completely covered, and footwear must be worn in the manner in which they were designed and intended. Both shoes and socks must be in good repair and should reflect the spirit of the Dress Code.
- Hair – Students' grooming should be neat and well-kept in the spirit of the Dress Code. Students may dye their hair only in natural hair colors.
- Hats – Hats may be worn outside ONLY. Hats may not be worn inside any building.
- Make-up and Accessories – Girls should apply make-up in the spirit of the Dress Code. Students may have pierced ears, however, no visible body piercings are allowed. Students may not wear plugs or posts. Students may not display any accessories or writing on the skin with inappropriate pictures, words, or logos that advertise, represent, or promote alcohol, drugs, or tobacco products, violence, or anything of a sexual nature.

<u>The following are prohibited</u>:

- Sweatpants under skirts
- Sweatpants and pajamas
- Plain sweatshirts, in any color, without an official Pacifica logo
- Pants with rivets (Monday through Thursday)
- Cargo pants and pants with multiple outer pockets
- Skirts or shorts that are not appropriate for a professional college-prep setting

- Shorts that are too short or too tight
- Tight-fitting clothing, such as leggings worn as pants or yoga pants
- Halter tops or spaghetti strap tops
- Sheer clothing, tops, or pants that reveal undergarments
- Crop tops, any shirt or blouse that exposes the midriff
- Shoes worn improperly (such as leaving the heels uncovered)
- Any garment with inappropriate pictures, words, or logos that advertise, represent, or promote alcohol, drugs, or tobacco products, violence, or anything of a sexual nature
- Hats and bandanas inside any building
- Costumes

Formal Wear

- **Formal Wear - Boys**
    - Khaki, navy, or grey, chino pants
    - White Oxford shirt
    - Optional: orange/navy tie, navy sweater from VM, navy blazer
- **Formal Wear - Girls**
    - Grey/plaid skirts or khaki, navy, or grey chino pants
    - White Oxford shirt
    - Optional: navy sweater from VM, navy blazer

Friday Dress

First Quarter: Only jeans with Pacifica polos are allowed. No college sweatshirts or t-shirts of any kind are allowed.

Second Quarter (Friday, Oct. 30, 2026): Only seniors may wear college sweatshirts beginning in the second quarter. All students may wear Pacifica t-shirts on Fridays starting in the second quarter.

Third Quarter (Tuesday, Jan. 5, 2027): Juniors may wear college sweatshirts beginning in the second semester.

College Wear: Only seniors (at the start of the second quarter) and juniors (at the start of the third quarter) may wear college sweatshirts. Freshmen and sophomores are not allowed to wear college sweatshirts at any time during the school year. **College t-shirts are never permissible at any time during the school year.**

On Fridays, at the beginning of the second quarter, all students may wear Pacifica t-shirts with their approved jeans or their uniform pants, shorts, or skirts. Pacifica wear can be purchased through the Pacifica Online Spirit Store or seasonal Team Stores.

Themed Dress Days

Periodically, students will be given Themed Dress Days. Clothing choices should still be in the spirit of the theme, the Dress Code, and in accordance with the following guidelines:

- Jeans, pants, or shorts of any color may be worn, but they must be neat and in good repair (no holes or cutoffs).
- Students are expected to dress in theme, or they must dress in the daily basic uniform.
- Clothing must reflect the Theme of the Day.

Dress Code for Pacifica Events & Field Trips

For all Pacifica events, including plays, concerts, sporting events, etc., students must comply with our Friday Dress/Themed Dress Days guidelines. Chaperones will determine the Dress Code for field trips. It should not be assumed that students will be allowed free dress for field trips.

Consequences for Dress Code Violations

- One (1) Demerit will be assigned for each infraction.
- Students who continually violate the Dress Code policy may be asked to change clothes as needed or may be sent home.

Repeated Dress Code violations may also result in additional disciplinary actions.

8 | TECHNOLOGY

At Pacifica, we believe that today's students must learn to use technology wisely. We train them to use modern means to engage with ideas that have stood the test of time. Connected Learning develops 21st-century thinking skills, prepares students for the technology used in colleges and the workplace, and helps them understand technology's role in a well-balanced life.

Pacifica strategically deploys technology in ways that develop our students' ability to think wisely and critically about the work they are doing across our curriculum. Through the use of managed iPads and cutting-edge applications students are taught to utilize technology to become better researchers, scientists, analysts, writers, and communicators. They learn to use technology as a tool to support their learning across all disciplines, foster greater levels of communication with their peers and teachers, work collaboratively to solve problems, think creatively, and organize their busy lives.

We also teach them to understand technology's role in a well-balanced life—or how technology can help (and in many cases hinder) the quest to live well. Living well—experiencing joy in life, growing in faith, practicing virtue, and making good decisions—requires attention, personal reflection, a life in community, and very often a life of renunciation. Technology has changed our means of communication, our processes for doing work, our access to information and tools, and has brought us closer to the international community. But, technology has not changed what it means to be human. Pacifica students are taught the importance of human interactions within their various communities as an essential component to a life well-lived. Our students learn technology's important role in modern society while embracing the fundamentals of virtuous human experience.

Pacifica's technology plan purposefully integrates its instruction, technology, and virtue-forming environment into one seamless whole.

Justification: Mr. O'Neil's Speech about Cell Phones

Program Details

General Outline: Pacifica will be without cell phones, all day, every day. Students will bring their phones to school and store them in individualized combination lockers on the front patio of the 1499 Monrovia Campus. Students may not access them in general until school is out at 2:50pm.

Storage:

- All phones must be stored in lockers designated to each student with a box number.
- Locker numbers are assigned prior to the start of the school year.
- Each student sets and is responsible for their own locker combination.
- No other items, aside from phones and watches may be stored in phone lockers.
- Lockers are openable by the school at any time with a master key at the individual locker level.

Access During the School Day:

- Students leaving early from school for sports or appointments must obtain a school pass to access their phone and leave with it.
- Students needing to call home during the school day may access the public phone on the front deck.
- Students and parents are encouraged to use email for all normal communication.
    - Favorites and notifications recommended
- Students who need phones for physical health reasons may petition the administration to keep phones. The school reserves the right to determine legitimate medical reasons for keeping phones. Where possible, all other medical intervention possibilities must be exhausted prior to a student keeping a phone on them.

Drop Off and Pick Up:

- Students should drop off their phones in the lockers no later than five minutes before the first class of the day, or immediately upon arrival, if they come late.

- Tardies will be accounted for as usual, so students should plan their time accordingly as delays may occur at phone lockers.
- Students with locker combination problems should drop their phones in a bin at the front desk (post-it notes for phone identification)
- Students may access their phone lockers at the end of the day no earlier than 2:45pm.
- Phones must stay outside, or move off campus, once they are accessed at the end of the day. They are not to move back into the interior campus spaces until after 3pm.
- If phones are accidentally left in lockers, students and parents with the locker number and combination can access the phones until 9:00 PM each school day by talking to the security guard.

Students Without Phones:

- Parents of students who do not want their children to have phones, must notify the school that they are not bringing a cell phone to school.
- Parents of students without phones must notify the school in writing before the start of the first semester, or before the start of the second semester each year.
- If students whose parents have said they are not bringing phones are caught with phones while on campus, normal disciplinary measures will be applied (see below).

Emergency Situations:

- In emergency situations, Pacifica will communicate with parents via School Pass
- All faculty and staff have cell phones
- All classrooms and offices have landline phones
- All rooms and public spaces have a PA system for emergency communication
- NBPD has a very fast response time to Pacifica
- The FBI, Local Law Enforcement, and Independent Researchers all agree that it is, on the whole, safer when there are fewer points of contact in emergency situations. Less chaos, clearer communication, and safer conduct for all involved according to pre-planned procedures.

Disciplinary Measures:

- Any student caught on campus, with a cell phone during school hours will be subject to the normal penalties of an honor violation.
    - **1st Offense** - Email sent to student, parents copied, phone taken away and held in the Dean of Students Office until the end of the day (must be picked up by student), warning given about next consequence, one demerit assigned.
    - **2nd Offense** - Email sent to student, parents copied on email and phone call, phone taken away and held in the Dean of Students Office until the end of the day (must be picked up by parent), warning given about next consequence, detention assigned.
    - **3rd Offense** - Email sent to student, parents copied and phone call, phone taken away and held in the Dean of Students Office until the end of the day (must be picked up by parent), parent conference with Dean of Students, warning given about next consequence, a Day of Reflection is assigned.
    - **4th Offense** - Email sent to students, parents copied and phone call, phone taken away and held in the Dean of Students Office until the end of the day (must be picked up by parent), parent conference with Dean of Students and Principal, warning given about next consequence, and the student is suspended.
- If a faculty or staff member finds a student with a phone, they will take the phone in question and turn it into the Dean of Students.
- Lockers will be periodically spot checked by the school using a master key.
    - Students who fail to put phones in lockers will have their bags searched. Normal discipline procedures will apply to those who are hiding phones.
    - Students who forget to bring their phone to school, who have not opted out, and who do not inform the Front Office or the Dean of Students, will receive a warning and a demerit.
- For security purposes, Pacifica cameras are positioned to watch all lockers.
- Any student caught accessing another student's locker or moving or messing with another student's phone will be subject to school discipline equivalent to the penalties for stealing in accordance with the Student Handbook.

- *“Stealing is a serious violation of trust and affects the entire school community. Students caught stealing may be suspended from school and may be recommended for expulsion.”* Student Handbook, p.62

Smart Watches:

- Students will not be allowed to wear smartwatches during school hours.
- Smart watches must be placed in the phone lockers with their phones if they are needed at school.

Technology Code of Conduct

Pacifica understands the importance of computer technology to the educational process and has incorporated that technology into its curriculum. As such, Pacifica requires each family to buy a managed Apple iPad, case, and 4-Year warranty.

Pacifica retains sole right of possession of the network resources and grants permission to the student to use the technology according to the guidelines set forth in this document. Moreover, Pacifica administrative staff retains the right to collect and/or inspect the iPad at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware.

Because the technology in use is owned by Pacifica, its use on the school premises is contingent upon an express agreement by the student to the following Technology Code of Conduct and Technology Use Agreement, in order to ensure that such technology is used for educational purposes only and that no abuse of the device or technological privileges occurs.

Pacifica values relationships and personal communication with one another. Classroom time is sacrosanct and must be protected from unnecessary distractions. The world that we are living in today is incredibly complex, and the temptation to use electronic, connected devices at an inappropriate time is ongoing.

Electronic, connected devices can be defined but not limited to cell phones, an Apple Watch, an iPad, a computer, or any other electronic device that is connected to the Internet and can send or receive messages from another electronic, connected device.

In an effort to assist our students, we are implementing the following Electronic Connected Device Policy in the Technology Code of Conduct.

I agree to the following conditions:

- I agree to the following conditions: I understand that during the school day (7:30 am – 2:50 pm), the school's technology and personal iPad/technology are to be used for educational purposes only.
- I will check my Pacifica Christian issued email address daily and respond to all electronic communications from the school in a professional and timely manner.
- During instructional activities electronic communication is to be focused on the activity at hand. Non-school related e-communication may be checked only if I specifically obtain permission from a teacher. I understand this includes lunchtime, innovation, advisory, independent learning time, and study halls.
- I will not use a cell phone at school.
- At no time am I to watch videos or play games or buy/sell things during the school day.
- I understand that digital security is in place to protect our community and our campus systems. I will make no attempt to circumvent the school's computer security settings or to visit blocked sites. I understand that the digital security provides Pacifica staff with access to my internet browsing history.
- I agree to appropriate usage of the iPad in the classroom during lessons and activities. I will focus on the work at hand when I am supposed to be studying.
- I will not use a laptop in class unless instructed by a teacher to do so.
- I will not use my iPad to cause harm to myself or others. I understand that all expectations of Pacifica's Honor Code and Student Handbook apply to the use of technology. Violation of any of these expectations may result in disciplinary action.
- I understand the use of the camera on my iPad is to be used for academic purposes only. I will not take pictures of students or staff while at school (that are not of an academic nature) and I will not post pictures of students or staff to the internet for any reason without prior consent.
- I understand the value of intellectual property rights and I will not download unauthorized copyrighted material.

- I will not install or use “peer-to-peer” file sharing software or services.
- I will not use apps or a web browser with peers to communicate for non-academic reasons during school hours.
- I understand the importance of social interaction and social courtesy and will hold back from using technology in place of building relationships and community. Listening to music, or having earbuds in, during the school day is not allowed unless allowed to do so by a teacher within a specified class period.
- When in the classroom, if I am not using an iPad for the specific purposes of a class, the iPad will be off and put away.
- I will not take another student’s iPad without permission from that student. Moreover, I will not log in to another student’s iPad or steal/remove/place information on another person’s iPad.
- I agree to take responsibility for repairing/replacing my device with Apple if it becomes non-functional. AppleCare+ 1-800-800-2775 (option 3)

Discipline Process for Misuse of Non-Cell Phone Technology

If a student breaks Pacifica’s Technology Code of Conduct:

- **First offense:** A demerit is issued by a teacher or staff member. The device is confiscated and returned at the end of the period/assembly. The Dean of Students is notified. One demerit is assigned.
- **Second offense:** The student will have his/her electronic device confiscated by a faculty or staff member and held in the Dean of Students Office until the end of the school day. Two demerits are assigned.
- **Third offense:** The student will have his/her electronic device confiscated by a faculty or staff member and held in the Dean of Students Office until the end of the school day. The parents of the student will be contacted and informed of the refusal to follow the school’s Electronic Device Policy. A detention will be assigned.
- **Fourth offense:** The student will have his/her electronic device confiscated by a faculty or staff member and held in the Dean of Students Office until the student’s parents are able to come to pick it up. The student will receive a Day of

Reflection with classes and will not be allowed to bring the electronic device in question back to campus for five school days.

The school administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, students who use their devices to break the law or who engage in bullying or harassment of other students may be suspended or expelled from school.

Technology Use Agreement

As an outgrowth of the Technology Code of Conduct, each student is bound to the following Technology Use Agreement that further details the responsibilities of Pacifica and the Student and Parent(s).

This agreement is made effective upon each student picking up their iPad (used interchangeably with technology) at the campus, between Pacifica ("Pacifica"), the student picking up the iPad ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of using the iPad, software, and related materials for use while a student at Pacifica, hereby agree as follows:

EQUIPMENT

- Ownership: Pacifica retains the sole right of possession of school leased/purchased technology and grants permission to the Student to use the technology according to the guidelines outlined in this document. Moreover, Pacifica administrative staff retains the right to collect and/or inspect a Student's iPad at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.
- Substitution of Equipment: In the event the Student's iPad is inoperable or lost, it is the responsibility of the student and his/her family to have the iPad repaired or replaced as soon as possible. The Student may NOT opt to keep a broken iPad or to avoid using the iPad due to loss or damage. Please note that if the Student forgets to bring the iPad or power adapter to school, a substitute will not be provided. Families are obligated to deliver the student's iPad to the School or the Student will not be able to participate in class.

- Responsibility for Electronic Data: The Student is solely responsible for any non-Pacifica – installed software and for any data stored on the iPad. It is the sole responsibility of the Student to backup such data as necessary. Pacifica provides a means for backup along with direction, but Pacifica does not accept responsibility for any such files or software.

DAMAGE OR LOSS OF EQUIPMENT

- Warranty for Equipment Malfunction: A manufacturer warranty covers parts and labor for one year on all iPads. The warranty only covers damage to the iPad caused by manufacturer's defects. Families incur no additional charges for repairs covered by warranty.
- Additional Insurance: The school has purchased four years of supplemental insurance via AppleCare+to protect the iPad from accidental damage or device malfunction..
- Responsibility for Damage: The Student is responsible for maintaining a fully functioning iPad at all times. The Student shall use reasonable care to ensure that the iPad is not damaged. Please refer to Section 4, Proper Care of iPad, for a description of expected care. In the event of damage to School technology that is not covered by the warranty, the Student and Parent will be responsible for the cost of the repair.
- Responsibility for Loss: In the event the iPad is lost or stolen, the Student and Parent will be responsible for the full cost of replacement.
- Actions Required in the Event of Damage or Loss: The student will report the problem immediately to the front office. If the iPad is stolen or vandalized while not at Pacifica or at a Pacifica-sponsored event, the parent shall file a police report.

LEGAL AND ETHICAL USE POLICIES

- Monitoring: Pacifica will monitor iPad use using a variety of methods – including electronic remote access – to assure compliance with Pacifica's legal and ethical use policies. All use must be consistent with the Technology Code of Conduct. Pacifica utilizes Mosyle's cloud-based Mobile Device Management system to manage and monitor all iPads, push out software updates, upload necessary

applications, connect electronic devices to the school's network, among other necessary functions.

- Every student iPad must have the school's Mosyle Management Profile installed on the iPad at all times. Removal of the Mosyle Management Profile, or any of its subsequent settings profiles, will result in a disciplinary response from the school for the student.
- File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).
- Allowable Customizations: Each student is required to have a managed Apple ID for the proper functioning of his/her iPad.

PROPER CARE OF iPAD

- Student Responsibilities
    - Bring the iPad and charging unit, if necessary, to Pacifica school day. (Substitutes will NOT be provided.)
    - Always charge your iPad overnight at home, and make sure you are updating your iPad system software and apps to the latest versions available at all times.
    - Keep the iPad either in a secure place where others do not have access or attended (with you or within your sight) at all times. Keep the iPad stored in a secure place when you cannot directly monitor it. iPads left in bags and backpacks or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked iPads, if stolen—even at school—will be your full financial responsibility.
    - Avoid use in situations that are conducive to loss or damage. For example, never leave your iPad in school vans, in the gym, in a locker room, on playing fields, or in other areas where it could be damaged or stolen. Avoid storing the iPad in a car.

    - Do not let anyone use the iPad other than your parents or guardians. Loss or damage that occurs when anyone else is using your iPad will be your full responsibility.
    - Adhere to Pacifica's Technology Code of Conduct and Use Agreement at all times and in all locations. When in doubt about acceptable use, ask a teacher or one of your school administrators.
    - Backup your data. Never consider any electronic information safe when stored on only one device. In addition to the use of cloud-based storage provided by Apple iCloud and Google Docs, back up your files by synchronizing your iPad to another storage service. Establish a routine at home—preferably nightly—but at least weekly.
    - Read and follow general maintenance alerts from school personnel.
- Problems and Troubleshooting
    - Promptly report any problems to the Front Office.
    - Promptly report any problems to the Front Office.
    - Don't force anything (e.g., cable connections). Seek help instead.
    - When in doubt, ask for help.
- General Care
    - Do not attempt to remove or change the physical structure of the iPad. Doing so will void the warranty.
    - Do not do anything to the iPad that will permanently alter it in any way.
    - Keep the equipment clean. For example, do not eat or drink while using the iPad.
- Carrying the iPad and Screen Care
    - Close the iPad's case and ensure that it is secure before moving for long periods of time.
    - Do not crush your iPad by packing it with other objects, such as books, in an overburdened backpack.
    - Do not store anything (e.g., cords, papers, or disks) in the area within the iPad case designed for the iPad other than the iPad itself as this may damage the screen.
    - Do not overstuff your pack—extreme pressure on the iPad can cause permanent damage to the screen and other components.

    - The iPad screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
    - Do not touch the iPad screen with anything other than your finger, an approved stylus, or iPad screen cleaner.
    - Clean the screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for your iPad.
- Battery Life and Charging
    - Arrive at school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your iPad charging overnight.
    - Avoid using the charger in any situation where you or another person is likely to trip over the cord.
    - Do not let the battery completely drain. Immediately shut down if you are unable to connect to the charger.
    - Close the cover of the iPad case when it is not in use in order to save battery life and protect the screen.
- Personal Health and Safety
    - Avoid lengthy use involving repetitive tasks. Take frequent breaks as well as alter your physical position (type while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard that allows you to situate the screen at eye level and the keyboard at lap level.
    - Read the safety warnings included in the Apple documentation.

9 | CAMPUS INFORMATION

Campus Supervision

There is no supervision for students on campus before 7:30 AM. Students should wait for the start of school in the courtyard or gym after 7:30 AM. Students may be picked up after 2:50 PM. Campus will be closed at 4:30 PM—and supervision is greatly diminished after 3:30 PM—thus, students will need to be off campus by then, as supervision will not be available, unless attending a school-sponsored activity.

Front Office Hours

The Front Office is open from 7:30 AM – 4:30 PM. If you need to leave a general message or a message regarding attendance for the Administrative Assistant, call (949) 887-2070.

Quiet Areas

The areas near any classroom on campus must be maintained as quiet, respectful spaces to reduce distractions for students in a class. The Upstairs Commons on the 1499 Monrovia Campus and the green patio space adjacent to the Art classrooms on 15th Street are designated as calm, quiet study spaces, akin to a library. Students who are loud and disruptive will be asked to leave.

Forgotten Items

To cultivate responsible students and minimize classroom disruptions, students are responsible for bringing all supplies to class. Should a parent deliver a forgotten item to the school, the student is welcome to retrieve the item from the Front Office during passing periods or lunch. Pacifica does not interrupt class to deliver forgotten items.

Closed Campus

In the interest of student safety, welfare, and academic progress, Pacifica is a *"closed campus."* Students must receive parent permission through Orah in order for the Front Office staff to allow the student to leave the school grounds before the end of the school day. A student who must leave school during the day for an appointment, due to illness, planned events, or any other reason, must be signed out through Orah. If the student returns to school, he/she must sign in at the Front Office before returning to class. Students who leave the school grounds without advance permission will have their absence considered as *"truant."* Leaving school without permission is a major school rule violation and may result in a suspension.

Students are not allowed to invite outside organizations, church groups, and individuals on campus without prior written permission from the Director of Academic Affairs, the Dean of Student Life, or the Dean of Students.

Lunch and Morning Breaks

Students should bring food for morning break and lunch to school. No food or drink, other than water at the teacher's discretion, is allowed in the classroom during class time because it interrupts the learning environment. Students may not have food delivered to the school, and they may not leave to get food during the school day. Eating and drinking is not allowed in the Triton Event Center during athletic events, chapel, or All-School Meetings.

Hot Lunch

The hot lunch program at Pacifica is provided by Sapphire at School. Menus, pricing, and ordering will be available online through our website, Sapphire at School, and on their Sapphire at School Portal. Complete instructions for setting up your account are included below. All orders may be added/changed/canceled on the portal by midnight prior to service.

To set up an account, please visit Sapphire at School Portal:

- Select Account Type - "Parent".
- Complete Account Details: Please provide accurate contact information.
- Prior to logging in, check your inbox and spam for the verification email from Sapphire at School. Click on the "Verify" button, and you will be prompted to log in.
- After logging in, add your student's school ID number located in your student's contact card under general information in MyPacifica.

To add a payment method:

- Click on the Payment Method + sign to add your payment method. (Visa, Mastercard, AMEX and ACH). Please note: A 4% convenience fee will be added to all Credit Card Transactions. To avoid this fee, you may set up ACH or submit a check payable to "Sapphire at School"
- Once a payment method is added, click on "Reload" and input the amount.
- Click on "Manage Auto Reload" to enable auto reload when your account is low.

To place an order:

- Under your Student Profile on the dashboard, click on “Lunch Calendar”. Scroll through the weeks and click on the individual days to place an order.
- Once you have selected the day, menu items with photos and descriptions will appear. Click on the items that you want to add to your order. *Submit any serious allergies via the online form, and our team will update the student profile.
- Once you have finished your selections, select “Save”.
- To view your orders, please see “Lunch Calendar” under individual dates.

To view order history:

- In the top right-hand corner of your account dashboard, open the drop-down menu next to your account name. Select My Account.
- Click on “History” and select "Order History" and a date range to view past orders. Click the drop-down button to see order details per student.
- Please direct questions about how to create an account, place orders, or our menu to the Sapphire team at info@sapphireatschool.com or (949) 715-3320.

Textbooks

Students are able to purchase textbooks for school at many retail stores. The official booklist can be found on the Resources page in MyPacifica.

Students should take care of their books, as replacement copies are often difficult to obtain. We discourage students from loaning their books to others and request that they not leave their books in rooms or on the school grounds. Students’ names should be neatly written on the front of all books. Proper care of textbooks could save your family considerable expense.

Lost and Found

Pacifica has established a new Lost and Found Policy because of the large number of items left behind each day. Any items left unclaimed at the end of the day will be:

- Collected and date-stamped
- Locked in the new Lost and Found Locker inside The Cove or in the Front Office.

- Thrown away one week after the date stamped

Every student is responsible for their own belongings. If an item is left or lost, students are responsible for checking the Lost and Found the next day. Lost items on the 15th Street Campus can be claimed by asking a staff member with a key for assistance to open the Lost and Found. Parents are encouraged to remind students to follow these practices.

Student Parking Policies and Guidelines

- Student parking at Pacifica is a privilege for students who have been issued a parking permit through the school.
- Student parking is limited to designated student parking spaces provided at Pacifica's 15th Street or Monrovia Avenue parking lots.
- Only one parking pass per student and per family will be issued, and the pass is non-transferable (may not be loaned to another student or sibling). The pass is valid only for the student to whom the pass is issued.
- Students with a valid parking permit are allowed to park in the lot beginning at 7:50 AM. Students may park earlier than 7:50 AM if they have an approved school commitment or class that starts beforehand. Students who have a late start are not allowed to park until 20 minutes before their first class starts unless they have a scheduled meeting on campus with a Pacifica staff member. Students are never permitted to *"hang out"* or loiter in the parking lot.
- Students should employ utmost caution when walking from the parking lot to the school's campus. Students must use designated crosswalks and walkways when traveling between campuses.
- All students must keep noise to a minimum when walking through the neighborhood so as to be respectful to our neighboring communities.
- Pacifica Christian High School-Orange County does not assume liability for theft or damage sustained to vehicles in the use of its parking facilities.
- Students do not have access to their cars or the parking lot during the school day. When leaving their car after arriving on campus, students must bring all of their books, supplies, and food with them as needed for the entirety of their school day.

- The issued parking permit must be displayed on the rearview mirror at all times. Parking on campus without a Pacifica parking permit may result in the vehicle being towed. In instances where the vehicle can be reliably connected to a student, the student will be issued one demerit per infraction.
- Vehicles parked on campus throughout the school day, or for any school sponsored/supervised events, are subject to search by school officials at any time.
- Vehicles should not have decals, stickers, license plates or frames, or any drawings that convey a message contrary to the values, standards, and mission of Pacifica.
- No person shall park in an area posted or marked “Handicapped Parking” unless a valid handicapped placard, license plate, or handicap permit issued by the DMV is displayed on the vehicle. Handicapped Parking is regulated and enforced by the Newport Beach Police Department. Students may not park in stalls marked “Staff,” “Visitor,” or “Reserved.” Students are required to park in exactly one student parking stall.
- No overnight parking is permitted without prior permission from the school. Cars that are left on campus overnight may be towed at the owner’s expense.
- No person shall park or leave a vehicle in traffic lanes.
- No person shall park or leave a vehicle which blocks a walkway, gate, or access point.
- During the school year, students who did not receive a parking permit are not permitted to park on campus. Parking on campus without a Pacifica parking permit may result in the vehicle being towed. In instances where the vehicle can be reliably connected to a student, the student will be issued one demerit per infraction.
- Per our Conditional Use Permit with the City of Newport Beach and surrounding homeowners, parking is NOT permitted on 15th Street or Monrovia Avenue. Students and/or their parents may not solicit permission from Pacifica neighbors to park in their neighborhood. Pacifica is obliged to enforce this agreement by imposing strict disciplinary consequences for those students who do not abide by this agreement. These consequences may include loss of parking permit and disciplinary consequences, which may include suspension from school.

- Repeated violation of the Student Parking Policies and Guidelines, or any form of unsafe behavior in the parking lot or in the local neighborhood, may result in serious disciplinary consequences, which may include revocation of parking permit, suspension from school, or dismissal from school.

Drop-Off and Pick-Up

To decongest traffic during drop-off and pick-up, staggered times have been assigned by grade level. Because the majority of students being dropped off and picked up are 9th and 10th graders, those grades are split as follows:

Drop-Off

Monday-Friday

7:40 - 8:40 AM | School begins at 8:45 AM

Monday-Friday | Zero Period

7:15 - 7:25 AM | Zero periods begin at 7:30 AM

Pick-Up*

Monday-Friday

9th & 12th 3 - 3:10 PM

10th &11th 3:10 - 3:20 PM

**For drivers with students in multiple grades, please choose the most convenient pick-up time. Safety and efficiency are our goals for morning drop-off and afternoon pick-up. In an effort to ensure that students enter and exit cars in a safe and organized manner, we need your partnership during these busy times of the day. Join us in adhering to the procedures described below for drop-off and pick-up.*

PACIFICA CHRISTIAN HIGH SCHOOL

DROP-OFF ROUTE



DO NOT

- APPROACH PACIFICA ON 15TH STREET OR PRODUCTION PLACE
- DROP OFF STUDENTS ON STREETS, COASTLINE COLLEGE, OR TRITON LAB

PACIFICA CHRISTIAN HIGH SCHOOL

PICK-UP ROUTE & THE TRITON LOOP



IMPORTANT NOTE:

IF YOUR STUDENT IS NOT PRESENT IN THE PICK-UP AREA WHEN YOU ARRIVE, YOU WILL BE ASKED TO EXIT CAMPUS AND ENTER THE TRITON LOOP TO RESTART THE PICK-UP ROUTE.

DO NOT

- ARRIVE BEFORE 3 PM
- APPROACH PACIFICA ON 15TH STREET OR PRODUCTION PLACE
- PICK-UP/WAIT FOR STUDENTS ON STREETS, COASTLINE COLLEGE, OR TRITON LAB

Main Campus Morning Drop-Off

- Drivers should approach Pacifica using Monrovia Avenue. From the Monrovia Avenue cul-de-sac, turn right into the southernmost driveway of the 1499 Monrovia Avenue campus. Driving down 15th Street and turning left onto Monrovia Avenue is prohibited.
- When entering the parking lot, drivers will form a single-file line that wraps around the back of the property.
- Please pull all the way around the building into the marked Drop-Off/Pick-Up Zone as traffic allows. Drivers are not permitted to drop students outside of the Drop-Off/Pick-Up Zone.
- Students may be dropped off along the entire length of the Walking Area and are only permitted to unload along the passenger side of the vehicle. No trunk unloading is allowed in this zone. Students are to have all school materials, including backpacks and lunches, ready before exiting the vehicle.
- The driver must remain in the vehicle at all times, and all driver-side doors are to remain closed.
- Once students are dropped off, drivers will be directed to pull forward and fill in all gaps in the Drop-Off/Pick-Up Zone.
- To exit the parking lot, proceed straight onto 15th Street as traffic allows. Turning left onto Monrovia is prohibited.
- **Drop-off on Monrovia Avenue, on 15th Street, and in the Coastline College parking lot is prohibited.**

Zero Period Drop-Off

- Students should be dropped off between 7:15 and 7: 25 AM for zero period
- From Monrovia Ave., turn right into the furthest entrance of Parking Lot A (the driveway nearest the cul-de-sac)
- Drive to the closed gate, turn right towards the exit on Monrovia.
- Drop the student at the exit

Students are to use the sidewalk on Monrovia Ave. to get into the building

15th Street Campus Morning Drop-Off

- Drivers should approach Pacifica using Monrovia Avenue. From Monrovia Ave., turn left onto 15th Street and then turn right into the first Pacifica driveway. Driving down 15th Street and turning left into the parking lot is prohibited, as is making a U-turn at the intersection of 15th Street and Monrovia Ave.
- When entering the parking lot, drivers should pull into one of two Alternating Queue Lanes, whichever has more room. Drivers will be directed by a Pacifica staff member to proceed forward into the Drop-Off/Pick-Up Zone.
- Please pull all the way around the building into the marked Drop-Off/Pick-Up Zone as traffic allows. Drivers are not permitted to drop off students outside of the Drop-Off/Pick-Up Zone.
- Students may be dropped off along the entire length of the Walking Area and are only permitted to unload along the passenger side of the vehicle. No trunk unloading is allowed in this zone. Students are to have all school materials, including backpacks and lunch, ready before exiting the vehicle.
- The driver must remain in the vehicle at all times, and all driver-side doors are to remain closed.
- Once students are dropped off, drivers will be directed to pull forward and fill in all gaps in the Drop-Off/Pick-Up Zone.
- To exit the parking lot, turn right onto 15th Street. Turning left onto 15th Street is prohibited.
- Drop-off on Monrovia Avenue and in the Coastline College parking lot is prohibited. Students may be dropped off in Lot C on the 15th Street Campus, but may not be dropped off anywhere else on 15th Street.

Main Campus Afternoon Pick-Up

If Pacifica students are involved in a sport, afternoon pick-up will be naturally staggered.

- Pick-up drivers are not allowed to arrive on campus until 3 PM each day. Those who arrive early will be turned away.
- Under no circumstances are pick-up drivers allowed to park or wait on Monrovia Avenue, 15th Street, or in the Coastline College parking lot to enter campus at 3 PM.

- This change allows student drivers to more easily exit campus and allows plenty of time for all other students to make their way to the Pick-Up Area after school ends at 2:50 PM.
- If a pick-up driver enters the Pick-Up Area before their student(s) arrive, they will be asked to enter the Triton Loop by exiting campus down 15th Street, turning left on Placentia Avenue, left on 16th Street, and left on Monrovia Avenue, and then restarting the Pick-Up Route.
- Please pre-arrange your pick-up time with your student or carpool group so they are prepared and waiting for you in the Pick-Up Area.
- Pick-up procedures are the same as drop-off; approach from Monrovia Avenue; no left turns from 15th Street.
- To exit the parking lot, proceed straight onto 15th Street as traffic allows. Turning left onto Monrovia is prohibited.
- Pick-up on Monrovia Avenue, 15th Street, and in the Coastline College parking lot is prohibited.

15th Street: Afternoon Pick-Up

Afternoon pick-up is not allowed at the 15th Street campus.

General Precautions

- Be your student's best example. Please be courteous and follow all safety guidelines at all times.
- Drop-off is not permitted prior to 7:50 AM. Please arrange a ride for your student prior to 3:30 PM, as supervision is not provided unless there is a school event.
- Follow all directions from school safety personnel. They are there to help this process run smoothly.

Discipline for Drop-Off and Pick-Up

Students are responsible for ensuring that anyone who drives them to or from Pacifica follows the school's drop-off and pick-up procedures. Students are expected to communicate these expectations to their parents and family members.

- **First Offense:** Warning issued to student; email notification sent to the student and parents by the Dean of Students.
- **Subsequent Offenses:** Demerit(s) issued; parents notified by phone and/or email. A Day of Reflection may also be assigned.
- **Repeated or Egregious Offenses:** Students may lose future on-campus parking privileges when eligible to drive. Serious or repeated violations may also result in more serious disciplinary consequences, such as a Day of Reflection or a suspension from school.

10 | ATTENDANCE

Overview

An important part of the Pacifica experience occurs in the classroom itself. The interaction between students, teachers, and classmates involves a process for which there is no substitute. Reliability is a virtue that supports Pacifica learning outcomes. In recognition of these facts, the school has established a minimum attendance requirement. **A student may accumulate a maximum of 12 excused or unexcused absences total, per class, per semester. If a student exceeds the 12-absence limit in any class, he/she may not receive credit for that class for the semester.** Approved, Pacifica-related events do not count toward this threshold total. When situations arise in which a student is excessively absent for reasons beyond his/her control, the school will work with the family to act in the best interest of the student. If the absences are due to extended illness, a doctor's note will be required.

Please be advised that an extended absence usually affects a student's performance in class. Students are responsible for all work missed when absent. It is the student's responsibility to obtain the missing assignments from the teachers or from MyPacifica.

Reporting Absences

To report an absence, parents must enter their student's absence, late arrival, or early dismissal on Orah on or before the beginning of the school day of the absence. When a student is not in class, the teacher marks NP (not present) in the

attendance records, and an automated email is sent to the student and their parents. If the absence is not reconciled by the end of the school day, an additional email will be sent to the student and parents notifying them that the NP has been switched to a truant. A truant is only removed after a parent calls or emails the Front Office. If an adequate phone call or email is made within 24 hours, the administrative staff will clear the absence and change the mark to AE, AU, TE, or TU as applicable. It is the responsibility of the student and their parents to monitor attendance records on MyPacifica and via email to ensure that the records are accurate and all truancies have been cleared. Absences that are not cleared will result in disciplinary action by the Dean of Students.

Absence Excused (AE)

If a student is absent for one of the reasons listed below, he/she will be officially excused. An excused absence means that a student will receive full credit for work missed when he/she completes the work and meets the deadlines set up by the teacher. Teachers have no obligation to assist students with work missed when the student is absent. Students should obtain the information they missed by borrowing other students' notes.

- Illness or injury (excessive absence may require a doctor's note)
- Family funeral
- Medical appointments (school may require confirmation of appointment)
- Court
- Religious holidays
- Natural disasters
- College Visits: Juniors are permitted to use three (3) school days during the school year, and seniors are permitted to use five (5) school days during the school year, to visit colleges that they may consider attending. An Intended Absence Form signed by the student's assigned college counselor is required for all college visits. Approved college visits will be recorded as (AE) in MyPacifica for attendance. Students with serious disciplinary issues, who are on an Academic Contract, or who have reached or surpassed 12 total absences in any class, may not be given permission to visit colleges.

- Absence due to sanctioned school activities, e.g., field trips, travel trips, school retreats, athletic games, etc., will be excused.

Absence Unexcused (AU)

If a student is absent for one of the reasons listed below, the absence will be considered unexcused. Schoolwork, assignments, and/or tests missed because of an unexcused absence, unless prior approval of an administrator is attained, may not be made up and will receive a zero.

- Transportation to school not available
- Working/Interviewing at a job
- Sleeping in
- Personal Reasons
- Attendance at non-school-related concerts, sporting events, or other events
- Skipped classes on purpose or by accident

Family Trips

Parents must contact the Front Office before a family trip that conflicts with a normal school day. Students must also contact their teachers in advance and get assignments that they will miss in order to stay current with the class requirements. To receive full credit, a student must complete their work before they leave on vacation. Any major assessments turned in after vacation will be subject to the standard 10% off per school day deduction. No late homework will be accepted.

Truancy (TR)

Intentionally cutting or ditching classes, that is, not attending class or arriving more than five minutes late even though a student is present in school and able to do so, is a serious matter. Insofar as individual classes are concerned, if a student is truant for an entire class, the student will receive no credit for any work due that day, even though he/she will still be responsible for completing the work. If he/she misses a test, he/she will get a zero with no chance to make it up. In addition, the student may face a more serious disciplinary response from the school.

Tardiness (TU or TE)

Students need to arrive on time to school and class. Punctuality is a virtue that supports Pacifica's learning outcomes. "*Be where you are supposed to be when you're supposed to be there."* When students are late to class, they miss valuable instruction and interrupt the learning environment. Students also need to develop the habit of punctuality to be responsible adults in society. In recognition of these facts, the school has established the following tardy policies.

Late to school: Traffic, inclement weather, parking or transportation problems, personal or family matters, athletic practices, etc., are unacceptable reasons for being late to school. Students must plan to leave early enough to account for delays that they are bound to encounter from time to time. Getting to school a few minutes early is always better than arriving late. Only in the case of extreme emergencies will tardies be excused. Tardiness will be determined as excused (TE) or unexcused (TU) by the administration. Students who arrive late to class are marked tardy unexcused. The late student must sign in through Orah in the Front Office and record his/her time of arrival prior to heading to class. Parents must enter the reason the student is late into Orah to clear the tardy. Please note that in order for the tardiness to be cleared, it must qualify as an excused reason.

Class tardies: Students must be in their seats at the beginning of class or they will be marked tardy.

Students will also be marked tardy or truant if they leave the classroom during the period without permission. It is the responsibility of the student to make sure he/she approaches the teacher to make sure his/her tardy was recorded as TU or TE and not TR. One tardy equals one demerit. Three tardies will result in a detention according to normal demerit policy.

Consequences

3 unexcused tardies or absences to class in a semester: An automated email generated by MyPacifica will be sent home to parents. A Friday morning detention will be assigned. Students must attend their scheduled detention. Students who do not

attend morning detention when it has been assigned will be required to serve two detentions.

6 unexcused tardies or absences to class in a semester: An automated email generated by MyPacifica will be sent home to parents. Another Friday morning detention will be assigned. Students must attend once the detentions are scheduled. Students who do not attend morning detentions when assigned may be required to participate in a Day of Reflection. The participation grade in the class may also be lowered.

9 unexcused tardies or absences to class in a semester: An automated email generated by MyPacifica will be sent home to parents. A Day or Days of Reflection will be assigned. The participation grade in the class may also be lowered.

12 unexcused tardies or absences to class in a semester: An automated email generated by MyPacifica will be sent home to parents. A Day or Days of Reflection will be assigned. The participation grade in the class may also be lowered.

15 unexcused tardies or absences to class in a semester: Student will be dropped from the class with an “F” on his/her transcript. The student may also be suspended from school.

Excessive Absences During Independent Learning Time/Community Times

Independent Learning Time is an important part of the academic day and is intended to support students' intellectual, social, and personal development within the Pacifica community. While families are encouraged to schedule medical, dental, and other necessary appointments during these periods whenever possible, students are expected to remain on campus during Independent Learning Time. These periods are not intended for outside tutoring, athletic training, employment, or other personal activities. Students who fail to meet this expectation may be required to provide documentation for all future appointments. Repeated or egregious misuse of Independent Learning Time may result in the loss of this privilege and reassignment to a supervised, on-campus Study Hall.

Attendance Contract

An important part of the Pacifica experience occurs in the classroom itself. The interaction between students, teachers, and classmates involves a process for which there is no substitute. Reliability is a virtue that supports Pacifica learning outcomes. When a student misses a significant amount of time in the classroom, on-campus events, and Study Hall or Independent Learning times, it diminishes the education one would hope to receive at Pacifica. If a student has recurring attendance issues and unresolved truancies, an Attendance Contract may be implemented with the goal of getting the student consistently on campus every day.

Late-Start

When students have not been assigned a class for the first period of the day (Period 1 and Period 5), they have the option of opting out of those Study Halls and Independent Learning times by filling out a required Google Form. Students who have a late start should arrive no earlier than 9:30 AM if they opt out, unless the student has an appointment with a teacher or other staff member. If students are assigned to Study Hall or Independent Learning Time but arrive before or during Period 1 or Period 5, they must sign in at the Front Office. Late-Start students must remain in the Commons or on the Deck until the passing period so as not to disturb classes already in session. Students who do not wish to participate in Late-Start will remain enrolled in Study Hall during those times and should contact the Director of Academic Affairs for any schedule changes.

Seniors only may opt out of two consecutive Independent Learning periods on the same morning. All other students may opt out only during Independent Learning Time or Study Hall on the first period of the day (Period 1 or Period 5) and must complete the required Google Form. Students may not opt out of any other class period, including study blocks during the school day and particularly at the end of the school day. If any student's cumulative GPA falls below 3.0, they will be moved into an assigned Study Hall each semester. Students who are struggling in a particular class or who are on an Academic Contract may be required to attend Study Hall during Period 1 or Period 5.

Leaving Early

Students are permitted to leave campus for appointments with parental approval. Students must receive parent permission through Orah in order for the Front Office staff to allow the student to leave the school grounds before the end of the school day. A student who must leave school during the day for an appointment, due to illness, planned events, or any other reason, must be signed out by a parent through Orah. If the student returns to school, he/she must sign in at the Front Office before returning to class. Classes missed will be marked using the same criteria used for day absences.

Students who leave the school grounds without advance permission will have their absence considered as “truant.” Leaving school without permission is a major school rule violation and may result in a suspension.

Minimum Sitting Time

Students must be in class for a minimum of 45 minutes of a 70-minute class period. If a student leaves before the minimum sitting time, the student will be considered absent from the class. This absence will be counted towards the total number of allowable absences per class per semester. Early dismissals due to school-sponsored events are not counted towards the total number of absences.

Athletic Games and Arts Performances

Students who desire to be included in Pacifica athletic games or arts performances are expected to attend a minimum of two block periods on the day of the game or performance. Students may lose the opportunity to participate in the game or performance if that expectation is not met.

If a major assessment is missed due to an Athletics or Arts activity, the student has two school days (not class periods) to make up the assessment with no penalty. After two school days, the penalty will be 10% off each day late.

Health Policy

If a student becomes ill during a school day, the parents or guardians will be notified of the illness. A student may be allowed to sit in the Front Office or in the Administrative

Offices for one period unless otherwise deemed by the Front Office staff. After that one period, a student must return to class, or arrangements will be made for the student to go home.

Students may not leave class without permission from his/her teacher or school administrator.

Annual Medical Updates and Authorizations

Over-the-Counter Medication Authorization

Pacifica provides parents the opportunity to select specific medications their student can take on campus. Authorization is provided by the parent by completing the Over-the-Counter (OTC) Medication form in the parent's MyPacifica portal under Files and Forms. OTC medications available at school include: Ibuprofen, Benadryl, Tylenol, Tums, and Cough Drops.

Annual Medical Form

All parents must complete the Annual Medical Information Update for each child enrolled at Pacifica every year. This form is found in the parent's MyPacifica portal under Files and Forms.

California School Immunization Record Documentation

For students new to Pacifica (9th graders and transfer students), parents must supply a copy of their child's immunization record to the Front Office in hard copy form as part of their athletic registration packet. This record may be a Blue California Immunization record, an out-of-state school record, or another official immunization record from a medical practitioner.

In accordance with California law (Health and Safety Code 120325-120375), students in 7th-12th grades must have received a Pertussis booster (Tdap, DTaP, DTP, Adacel, or Boostrix) on or after his/her 7th birthday to enter California schools.

Authorization for Administration of Medication on Campus

Pacifica's policies and protocols regarding the administration of medication to students have been written in light of California's **Program Advisory on Medication Administration**.

This is a program advisory issued pursuant to Education Code Section 33308.5, which provides non-binding recommendations on administering medication to students and otherwise assisting students in the administration of medication. It is intended to provide recommendations to local educational agencies (LEAs) on pertinent issues that have been determined to be important but are outside the scope of regulations. Local education agencies are encouraged to use this information to develop and adopt local policies and procedures to enable students to receive a written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters outlined in the physician's statement.

Pacifica's Parent and Health Care Authorization for Assistance in Administering of Medication form is available in MyPacifica. Parents will need to download the form in hard copy form and have it completed by the health care provider.

Persons Authorized to Administer Medication at School

Medication will be administered at school by the site administrator or designee as allowed by law, permits administration of the medication, or by the student under specified conditions.

An unlicensed health care professional designated by the site administrator may administer medication if:

- The unlicensed staff member is willing to perform medication administration.
- The unlicensed staff member is trained and determined to be capable and competent to be able to safely and accurately administer the medication by a licensed healthcare professional, who is legally authorized to provide such training and determine competence.
- The unlicensed staff member performing medication administration is supervised by the licensed health care professional who provided the training, and the

supervision, review, and monitoring of the medication administration is documented.

- The unlicensed staff member does not administer medications that must be administered by injection, medications that have the potential for immediate severe adverse reactions, or medications that require a nursing assessment or dosage adjustment before administration, except for emergency medications as allowed by law.
- Faculty and staff members are designated to administer life-sustaining emergency intervention as allowed by law, receiving documented training and maintaining current certification in cardiopulmonary resuscitation (CPR) and the use of automated external defibrillators (AED) from a recognized source of such training, such as the American Red Cross or the American Heart Association.

Students will be allowed to carry and self-administer emergency or otherwise necessary medications if such self-administration is pursuant to the written statement of the authorized health care provider, written parental consent, and the school nurse or other duly qualified supervisor of health observation and documentation of the student's capability to safely and competently perform the task according to the authorized health care provider's written statement.

Documentation of Administration of Medication in School

Each student receiving medication in school has an individual record or "medication log" to document all medication administered to the individual student within MyPacifica. This is recorded by a designated staff employee.