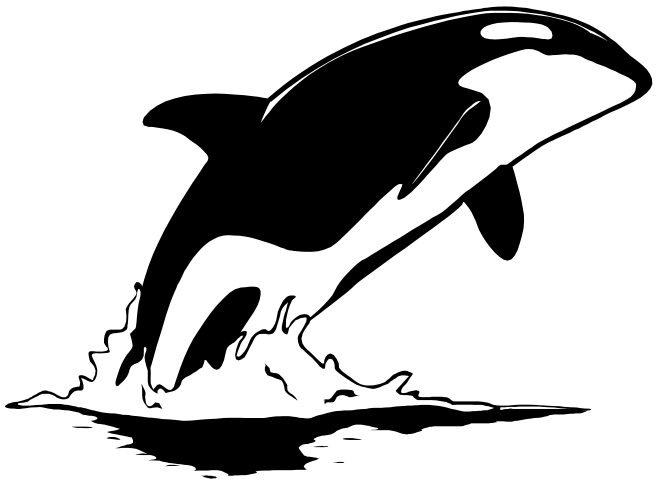
PEARL
PREPARATORY SCHOOL

STUDENT & FAMILY HANDBOOK



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GENERAL INFORMATION

Philosophy

Pearl Preparatory School is an innovative college prep elementary school consisting of kindergarten through grade six. Just as a pearl is created from a simple grain of sand in the right environment, Pearl works cooperatively with the home to create a stimulating and wholesome atmosphere that fosters personal as well as academic development in children.

Pearl challenges each child individually to reach his or her ultimate potential with a solid academic curriculum that instills the study skills needed for success in higher education. Children grow and learn more than just during the six hours of a school day, and teachers at Pearl are concerned about the growth of the child outside of the classroom as well.

Pearl places a strong emphasis on character development throughout all aspects of the child's life including respect, self-discipline and basic moral and ethical values.

Pearl is a non-denominational school founded on Christian principles. The teachers and staff at Pearl are all Christians and uphold high moral standards to insure proper role models for students. Though we do not have Chapel or Bible classes, the stories of the Bible and Bible verses will be used as part of our Character Training curriculum.

Mission Statement

Pearl Prep partners with families to nurture children in a caring, Christian environment, helping them grow as disciples of Christ and lifelong learners.

Vision Statement

Pearl Preparatory School envisions confident, compassionate, and academically prepared students who are equipped to thrive academically and live a Christ-centered life.

Purpose Statement

Pearl Prep exists to partner with families in creating a nurturing, faith-centered environment where children can grow academically, personally, and spiritually into their God-given potential.

Campus Facilities

The grounds are gated and fully equipped with classrooms, music room, mobile computer lab, library, playground facilities, and an auditorium with a large stage for performances. Pearl Prep is located at 1307 E. Longden Ave., in Arcadia.

Kare Youth League

Pearl Preparatory School is owned and operated by Kare Youth League. Kare Youth League began in Pasadena in 1931 as an organization designed to teach children moral values and general Christian principles through team sports. Kare is a non-profit organization that offers full year-round sports activities with teams divided by age and ability so that every child can compete. Kare is a self-supported program financed through minimal fees and donations. It does not receive any government funding and is not connected to any other church or organization.

The name Kare Youth League was chosen to emphasize that the purpose of the organization is to "care" about what is best for children, above teaching a sport or winning a game. For this reason, Kare will alter the equipment, field size or rules of a game to make the environment better for the children who are playing.

Kare begins with the letter "K" to make it unique, as it believes every child is unique. More information on the Kare Youth League program is available by calling the Kare office at (626) 442-1160.

Pearl Preparatory School attempts to instill in students the same values that Kare Youth League inspires through athletics. Pearl also tries to coordinate activities and schedules with Rio Hondo Prep and Kare Youth League as part of its mission to provide families with a comprehensive program that has steady Christian values.

Rio Hondo Prep

Rio Hondo Prep, Pearl's sister campus, is also owned and operated by Kare Youth League. "RHP" offers a college preparatory curriculum for the seventh through twelfth grades. The school is located at 5150 Farna Avenue in Arcadia, just approximately one mile from Pearl and may be reached by calling (626) 444-9531.

Rio Hondo specializes in providing a college preparatory education in a safe and nurturing environment. Most RHP students graduate with some college credits through either Advanced Placement Tests or online courses. RHP students experience many curricular and extracurricular activities including summer tours, class trips, athletic teams, student government, science camps and fine art programs. Throughout all RHP activities is the emphasis that all students realize the importance of service to others and Christian Leadership.

Rio Hondo selectively chooses students with a demonstrated desire to serve others based on the recommendation of their Kare Youth League leader. Therefore, it is encouraged for Pearl students who wish to transfer to RHP to join Kare Youth League during sixth grade. Pearl students in good standing, who are Kare members, have access to a special RHP express admissions process.

Non-Discrimination Statement

Pearl Preparatory School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of race, gender, color, national or ethnic origin in the administration of its education policies, admission policies, financial aid, or other school administered programs.

GENERAL SCHOOL POLICIES

Admissions

Pearl Preparatory School is designed for the average student and family who …

- Desire to uphold a high personal level of conduct and personal standards
- Have demonstrated good citizenship
- Focus on their studies
- Score average to above average academically
- Want a dynamic and comprehensive learning experience
- Display an attitude that whole-heartedly endorses the mission, objectives, policies and procedures of the school.

The main goal of Pearl Preparatory School's admission and retention processes is to identify the students that are the closest match to the long term goals and objectives of our school. There are many factors taken into consideration and it is not possible or appropriate to elaborate on or list the specific reasons why one student is selected over another. The overall decision is based on identifying the applicants who, in the opinion of the faculty and admission committee, have the best potential for future success in our program.

Pearl Preparatory School as part of the retention process, may review and possibly rescind previously accepted students at any time. If an accepted student's seat is rescinded, the student's deposit will be returned less any outstanding debts or obligations to the school.

We regret that we do not have the time to meet with every applicant who is not accepted to our school.

School Day

Pearl Preparatory School begins at 8:15 a.m. on Mondays, Tuesdays, Thursdays and Fridays. School begins at 8:50 a.m. on Wednesdays. Students need to arrive at least 5 minutes before official school start times to assure ample time to get their classroom and prepare for school to start. School ends at 2:45 p.m. for Kindergarten through fourth grade and 3:00 p.m. for fifth and sixth grade on Monday through Friday. Please see the Dolphin Club schedule for the hours of Morning and Afternoon Dolphin Club.
On "Minimum Days" school will be dismissed at 11:30 a.m. prior to lunch. Dolphin Club will be available and the appropriate fees apply as designated on the Dolphin Club fee schedule.

Arriving on Campus

- Students arriving on campus before 7:55 a.m. are timed into Dolphin Club. They should report to the designated Dolphin Club room upon arrival.
- Students arriving after 7:55 a.m. (or 8:30 on Wed) will enter through the south classroom building door and proceed directly to their classroom. Students must arrive by 8:10 a.m. and be seated and ready to begin class by 8:15 a.m. (or 8:45 a.m. on Wed.) Back doors will close at 8:15 (8:50 on Wed) and students arriving after the doors close will need to report to the Pearl Office to sign in and be marked tardy.
- All adults and visitors arriving on campus during school hours are required to sign-in at the Pearl office upon first entering the campus. Adults entering the campus to sign-in or sign-out students from Dolphin Club do not need to sign-in at the Pearl office but should go directly to Dolphin Club.

End of School Day and Picking-up Students

- Each family is required to have after-school instructions on file in the School Office for each student on campus. This form will instruct the Pearl staff as to where each student is to go each day of the week after school.
- When changes occur to a student's schedule for after school, a parent needs to call/text into the school office before 2:00 p.m. This includes changes to the Kare schedule as the coaches do not notify the Pearl Office of changes.
- Though the school staff believes all students, it may only follow the instructions to Pearl from a parent or guardian. Therefore when there is a temporary or permanent change in after school plans, it is not sufficient to tell the student, a parent must call/text the Pearl office.
- When there is confusion about where a student is to go after school the School office will select the plan that it feels provides the safest option for the student. This usually means going to Pearl's Dolphin Club program on campus. In these cases, the family will be charged for the Dolphin Club usage.
- Only individuals authorized as "signee" by a parent or legal guardian may pick-up a student. New signees may be added to the signee list by contacting the Pearl Office.
- Students who are to be picked up by a signee will be chaperoned by a teacher to the parking lot to meet their rides. Teachers will send students to their cars when visual contact is made.
- Parents who wish to wait for their students in their cars may join the pickup line. Parents choosing to park must come pickup their child from the teacher.
- At the end of the school day, students who are supposed to be picked up by a signee and do not have a signee waiting in the parking lot, will be timed into Pearl's Dolphin Club program and charged for Dolphin Club usage.

Campus Gates

- Students may never go beyond the campus gates unless accompanied by a teacher or signed out of school by an authorized signee.
- Students may never open a campus gate without adult permission. If necessary, they should bring to school personnel's attention that someone is outside the gate desiring access into the school.

Student Health

Student health procedures and guidelines are intended to protect the health of all students and school personnel. Every family needs to give a high priority to not exposing or contaminating other students. When in doubt students who do not feel well or who have recently been sick should stay home.

When a student should <u>not</u> come to school

- If there is a possibility that a student may infect or contaminate anyone on campus.
- If a student has had a fever anytime in the last 18 hours.
- If a student has vomited anytime in the last 8 hours.

Medications on Campus

- Parents should attempt to arrange medication dosages and timing so that they are not administered on campus.
- All medications (including inhalers and epipens) on campus must be kept by the school office. On field trips, medications are the responsibility of the teacher.
- Medications (including over the counter medications like Tylenol, Tums, etc.) will only be administered on campus with a signed Pearl Medication Permission Request Form. For students who occasionally need a medication, the medication may be provided to the school and administered on an "As Needed" basis with a completed Medication Permission Form.
- All medications must be in their original containers.
- Medications that must be administered on campus are done by the school office and are only given at a student's lunch or 2:30 p.m.
- Medications once on campus, must be picked up from the school office by a parent or signee, except on the last day of school, when the school office may elect to send the medication home with the student in his or her backpack.

Personal Possessions

The school cannot be responsible for lost or stolen possessions. It is recommended that students not store valuable items at school.

Cell Phones and Wireless Devices

Students are not permitted to use or have any cell phones or wireless devices while at Pearl. Students who have an emergency and believe they need to use a phone must request to use the phone from their teacher or Dolphin Club leader, and then use only a Pearl phone. If a parent feels there are extenuating circumstances that warrant the use of a cell phone for after school purposes, they should contact the school office and phones can be checked in and out through the main school office if determined to be necessary for safety purposes. 6th graders that have cell phones must check them in with their homeroom teacher at the beginning of the day. If a student has a cell phones or other wireless device used for texting such as an Apple watch out on campus, it will be confiscated and held in the school office for a parent to pick up.

Lost and Found

All student clothing and items should be labeled with the student's name. All found items will be forwarded to the school office. The office personnel will look for students' names on items and then return those items to the correct student. The Pearl Office does their best to get items back to their owners. Unmarked items will be held in the office for pick up, but will periodically be disposed of or given to charity if unclaimed.

Photo Release

Pearl Preparatory School may use any photograph or likeness of its current or former students for school history, school records, school information, publicity, promotional, or advertising purposes.

Records

- Pearl Preparatory School takes care to preserve both the integrity and the privacy of required school records.
- Organization personnel will only have access to student information for legitimate purposes that are within the scope and mission of the organization.
- The parents or guardians are responsible to notify the school of additions or any changes to student information that is important for school business. This includes such items as current address, home and emergency phone numbers, signees, health and medical information, etc. The school and the Finance Office keep separate address databases, so the parental name and address for financial statements may be different than the name and address for official school use. Please make sure and notify the Pearl Office to set that up as the default billing address will be the one listed on Gradelink. Parents of students have a right to access any and all student records related to their children.
- Student information will not be sold or given to any other organization without permission by a parent or by court order. The school will release transcripts to other schools that request them if the school believes that a parent originated the request, and the family has met its contractual obligation as outlined in the Finance section of this handbook.

Service Hours

Pearl believes that the home and school must work together in order to help each child reach his/her ultimate potential. Therefore, parental involvement is encouraged. Parents are asked to volunteer at least ten hours each year. These hours can include activities like helping as an aid in a classroom, making special presentations, maintenance in the summer or on weekends, chaperoning on field trips, or assisting in class preparation. Because Pearl depends on this parent participation, there is a $150.00 fee to PAL required for parents who are unable to fulfill their 10 hour commitment.

At least one parent or legal guardian is required to attend any parent conference scheduled by the teacher as well as any major school events such as the Christmas Program and Spring Musical.

Finance

Finance Office: Pearl Preparatory School's Finance Office is combined with Rio Hondo Prep and Kare Youth League. Finance questions should first be addressed with the Pearl Office at 626-442-7737 ext 0.
Tuition and Fees: Current tuition, fees and finance policies are available on the Pearl Finance and Tuition Worksheet; Dolphin Club Information sheets and other sheets are available from the school office.
Method of Payment: Pearl, PAL and Kare Youth League prefer check payments which can be paid at any RHP or Pearl office or mailed to Kare Youth League, PO Box 662080, Arcadia, CA 91066. Payments for school fees can be made by credit card online using the Pearl Prep website or in the Pearl or RHP offices. There will be a 3% surcharge added to tuition payments only for any card payments. Cash payments must be made directly to the Pearl or RHP Offices where a receipt can be immediately issued. The paying family is responsible to receive and keep the cash payment receipt for proper record in the event there is question regarding the payment.
Billing Fee: There is an additional billing fee assessed on any item or service that is owed in arrears that must be either billed through the Finance Office and/or charged against a student's deposit.
Delinquent Accounts and Student Records: When a family transfers with a balance owing, it is understood as a matter of contract that families, by their attendance at Pearl Preparatory School, waive their right to the forwarding of transcripts to their next school which may have been granted by the Family Education Rights and Privacy Act and the California Education Code and any/or all other legislative codification bearing on the transfer of such records upon request of the school to whom the student is intending to transfer. As this Handbook represents the understanding of both parent and school, attendance at school is therefore to be viewed as assent to the terms and conditions stated in this document and on the Pearl Finance and Tuition Worksheet.

Communications

Pearl Prep and its staff and teachers may officially communicate information to student families through several methods. It is the responsibility of each family to be watchful of the following methods to receive pertinent information:

- Student Handbooks – Pearl Prep attempts to carefully outline important policies and procedures in student handbooks such as "The Student and Family Handbook" (this one you are reading). This handbook is updated periodically throughout the year, with the most recent official editions available on the Pearl Prep web page, PearlPrep.org.
- Each student is given a "Communication Envelope" that the school and teacher use to transmit home important items of school and class business. The Communication Envelope is usually sent home on Tuesdays, but may be sent home any day the school a teacher deems necessary. On nights when the envelope comes home, parents need to sign it and return it the next school day. Parents may also use the envelope to forward communication to the teacher or school.
- Text Alerts – Parents should be signed up for reminders via text alerts.
- Gradelink App – Student grades, attendance and daily financial transactions (Dolphin Club & School Lunch) are available through the Pearl Gradelink App or on Gradelink.com. User names and passwords are available in the Pearl office and will be emailed out at the beginning of each school year.
- Daily teachers and staff may give students notes or communiqués to be placed in their backpacks to be taken home. Please check your student's backpack nightly.
- U.S. Mail or other domestic carrier.
- Email Newsletters -Pearl Parents will receive the weekly newsletter from the Pearl office using their designated email from Gradelink unless they request an alternate/additional email. Additional relatives/friends may be added by parental request. Please contact mixta@pearlprep.org to request changes/additions.
- Pearl Prep is not responsible to make multiple sets of paper communications for separated parents. Separated parents may request their own Gradelink account by contacting the Pearl Office or their own Remind texting and weekly newsletter email.

Items from Home: Toys, Games, Wheels, Bikes, Etc.

One of Pearl's primary missions is to have a campus that is safe, enjoyable and conducive to learning. To keep the proper atmosphere, Pearl and its teachers provide many kinds of appropriate recreational equipment and toys that enhance students' physical fitness and social learning. To maintain this environment, parents and students are to follow these policies:

- Students are not to bring any items like toys, games, trading cards, collectibles, etc. on campus without the previous permission of their homeroom teacher.
- Any item or prop brought for educational purposes like sharing, book project presentations, Literary Character parades, etc. must be used only for that specific purpose. Parents and students should also consider the possibility of loss or damage to those items and remember the school's policy of not being responsible for lost or damaged items. Any questionable items should be discussed with the homeroom teacher in advance. Toy guns or other life-like toy weapons are not allowed.
- Except for the situations named below, students are not to bring any athletic equipment on campus without the previous permission of their homeroom teacher.
- Baseball gloves are permitted on campus, but should have the student's name written on them.
- Athletic equipment needed for Kare Youth League or after school activities may be brought in a duffel bag and stored on campus.
- All football equipment must be in a large, sealed, duffel type bag with the student's name visible on the outside.
- Personal electronic devices (like video games or tablets) are not permitted on campus.
- Any dangerous device, (like laser pointers, knives, etc.) is not permitted on campus.
- All forms of wheeled transportation, like skates, scooters, including wheeled shoes etc. are not permitted for use on campus without the homeroom teacher's prior permission. Occasionally, Pearl or Dolphin Club will have special skate, hockey, etc. type days when it is permissible to bring and store the designated items for the appropriate time.
- Students riding bikes or scooters to school should walk them while on the school campus. Students are required to lock their bikes on the bike rack behind the school office while on campus.
- There are no animals allowed on campus unless approved at least one day in advance by the homeroom teacher and the Principal. If permission is given, animals must arrive just in time for their participation in their event and be taken home immediately after their participation is completed. Animals must at all times be caged, leashed or properly controlled to insure student safety.
- Music instruments will be stored in the classrooms or designated area on Band days. Instruments should never be left on campus overnight. Make sure your child has a luggage style tag on their instrument case with their name on it.

ATTENDANCE POLICIES

Attendance

Regular and punctual attendance builds personal character and is essential to provide for a smooth and complete process of learning for all students in the class. Absences and tardies are not only detrimental to the student involved, but also have a negative impact on an entire class or group and require additional teacher time. Therefore, faithful and on time attendance is required for all school functions. School functions include regular classes, all field trips, science camps, school group performances, Open House and other school sponsored events.

If a student is to be absent from any part of school, the parent or guardian is obligated to notify the school office by 8:15 a.m. that morning. Though it is helpful to talk with the teachers when a student is absent, attendance is the responsibility of the school office and parents are responsible to make sure the office is notified. The school office may be notified by leaving a message on the school answering machine if the office is not open.

If the school is not notified prior to the absence, the student must bring a note on the next school day containing the following information on the day of their return:

1. Date(s) of absence
2. Reason for absence
3. Signature of parent or guardian

Any absences that are not called in or are without a signed note returned within three days will be permanently classified unexcused. In the event of a prolonged illness, please give the expected duration of the absence. Also, please contact the teacher regarding make-up work, etc. so that lessons may be sent home and the student may be kept up to date on their work. The office staff has a form to help parents communicate with teachers the best place to leave assignments so they may be picked up.

Tardies

Promptness to school functions prevents interruptions to instruction, shows respect for the teacher and fellow students, and helps establish personal character. Students who arrive late will be issued a tardy.

- Students must be seated and ready to begin class by 8:15 a.m. (or 8:50 a.m. on Wed.) Students arriving late will be given a tardy.
- Pearl Preparatory School has a “no fault” tardy policy. All tardies, no matter how good the excuse, are considered unexcused. The number of allowed tardies has been increased to cover all good excuses like traffic delays.
- Students who receive more than eight tardies in a trimester will be charged a $25.00 fee per additional tardy.

Half Days

Students who miss part of the school day but meet the following criteria will receive a Half Day. Half Days count as school days on the student's record.
The partial absence must be one of the following excused reasons:

- Personal illness of that student (not a relative).
- Medical, dental or optometrical services of that student (not a relative) with a signed note from the doctor's office presented at the time the student returns to school.
- Death of a relative or close friend.
- The student must be signed-out and/or signed-in with the school office.
- Students leaving before 11:00 a.m. and not returning to school that day will be recorded as absent.
- On a regular length school day, a student must arrive on campus before 11:30 a.m. and remain at the school for the remainder of the day. Students arriving on campus for the first time after 11:30 a.m. will be recorded as absent for that day. On a minimum day a student must arrive on campus by 9:30 a.m. and stay at school for the remainder of the day or they will be considered absent.
- Students arriving late to school for the above excused reasons must notify the school office by 8:15 a.m. of that same day.

Excused Absences

No absence can truly ever be made up, but Pearl excuses the following absences:

- Personal illness of that student (not a relative).
- Quarantine directed by a health official.
- Medical, dental or optometric services of that student (not physical therapy) with a signed note from the doctor's office returned on the next day that the student returns to school.
- Death of a relative or close friend (for longer than 3 days, an approved Petitioned Absence is required).
- An approved petitioned absence - forms may be picked up in the school office and must be submitted to the homeroom teacher at least one week prior to the absence.

Because the above absences are classified excused, the teacher does have the discretion to allow tests or quizzes missed to be taken at different times. The teacher also has the discretion to substitute comparable tests or quizzes, or to grade the tests differently because of when they were taken. Students who miss classwork for excused absences are expected to make up the work unless otherwise directed by the teacher. This will help the student stay current. The teacher is given discretion as to what classwork should be given for make up and how it will be graded. Classwork made up at home or tests taken at different times may be graded lower than the work and/or exams done at their normal times.

Vacations or Personal Days

Pearl realizes the importance of good attendance for a good education. Student absences also hurt an entire class that inevitably is slowed by students who have missed previous classroom events. For the sake of all students Pearl limits excused absences to those specifically outlined in this handbook. Students who have unexcused absences are not allowed to make up assignments and/or tests for full credit which may impact their grade and status in the school. Any request to miss school for a personal vacation will only be considered through the Petitioned Absence process.

Petitioned Absence Guidelines

The school exercises the right to decide on the acceptance of Petitioned Absences based on its own judgment of what is best for the educational interest of the student petitioning the absence, the rest of the students at the school and the student's teachers. Petitioned Absences will only be considered under the following conditions:

- Students must be current in all work and demonstrating sufficient mastery of subjects.
- The school must have confidence that any missed work will be made up promptly.
- The absence must be petitioned on a Petitioned Absence Form, submitted to the school office at least one week prior to the first date(s) missed and signed by a parent or legal guardian.
- The absence must not occur during major school events.
- The absence must not occur during a time where work cannot be made up (i.e. science camps, special field trips or guest lectures).
- The reason for the absence must be either educational or related to family who lives outside greater Southern California.
- If the reason for the absence is educational the teacher may assign the student to write a paper or make a report on what the student learned.
- The number of acceptable petitioned absence events for any student is limited, with a maximum total of 5 days per year.

Unexcused Absences

Many other good reasons for being absent may seem legitimate to parents, but are, nevertheless, classified as unexcused. Any reason other than those mentioned above is considered unexcused. Some examples of absences that cannot be excused by the school are:

- Family or personal vacations
- Babysitting
- Needed at home
- Music, art, or other lessons
- Working or looking for a job
- Car failure or lack of transportation

Students who miss class for unexcused reasons will be given an "F" grade on assignments, reports or tests given during their absence. If a student has 3 unexcused absences, the truancy officer will be notified.

EDUCATIONAL POLICIES

Homework

Learning to turn in homework on time is an important part of education. All students are expected to complete homework assignments every Monday through Thursday night. Additional homework may be given over the weekend at the teacher's discretion. Since the value of homework depends upon how it is done, parents need to help students by providing a quiet place to study where the child can work uninterrupted. The amount of time each student takes to complete his/her assignments will vary, but the approximate times by grade level are the following:

Grade Level	Homework	Required Reading	Beginning & Advanced Band
K, 1st & 2nd grade	20 min.	15 min.	
3rd grade	30 min.	15 min.	
4th & 5th grade	45 min.	15 min.	15 min.
6th grade	60 min.	15 min.	15 min.

Grading System

Official school report cards are issued at the end of each trimester. This report reflects the teacher's best measure of a student's performance in the listed subjects and grading areas. Some measures used to determine a grade include daily work, tests, class participation and homework. The instructor teaching the subject initiates the grade, with the homeroom teacher having final authority. Any matter regarding a student's work, grades or behavior must be addressed first with the homeroom teacher.

Advancement and Graduation

Students who successfully complete course work will be recommended for advancement to the next grade level. Sixth graders who successfully complete course work will be recommended for graduation, and be eligible to receive a diploma from the school. Pearl designates that a student has successfully completed course work if a student is not on Academic Probation in the final grading period of the school year.

Probation

Pearl's academic and personal standards are designed to insure that all students will be studying in a challenging, safe and friendly atmosphere. In order to protect that atmosphere for all students, those who perform below what Pearl necessitates academically, on personal discipline or conduct will be placed on probation. Probation is designed to warn students and their families that dramatic improvement is necessary in order for the student to be accepted back to Pearl the following year.

Probationary status will be invoked for any one of the following on a student's report card:

- Pearl expects every student to earn a B- or higher in every Personal Discipline grade. Any Personal Discipline grade of C- or lower will invoke probation status.
- Pearl expects every student to earn a B- or higher on his/her homework grade. A homework grade of C- or lower will invoke probation status.
- An Academic Grade Point Average of 2.33 or lower will invoke probation status.
- A "D" or lower in any academic subject will invoke probation status.

The consideration of any student's continuing application that has been on probation at any time during the school year will not occur until June after the school year has ended. When considering applications of students who wish to study at Pearl, priority is given to continuing student applications who have not been on probation. If a continuing student who has already been accepted to study at Pearl the following year is placed on probation, that acceptance is automatically rescinded and will be reconsidered in June, after the school year has ended.

Guidelines for Internet Usage

- Respect for the equipment of the school and its network is a condition for use of the computers.
- Students may only use the internet as directed by the teacher for class assignments and projects.
- Students are to notify the teacher immediately of any disturbing material they may encounter on the web.
- Students are not to give out personal information like telephone number, full name, address, etc. to anyone on the Internet.
- Students must gain clearance from the teacher before downloading any programs from the Internet.
- Violation of any of these rules may result in forfeiture of permission to use the Internet and school network, and/or other appropriate disciplinary action.
- As is true with all parts of this handbook, the school is receiving explicit parental permission for the students to use the internet when a parent signs he or she has read this handbook, and agrees to abide by its conditions as part of the contractual obligation of attending the school.

Field Trips and School Camps

- Field trips and school camps are encouraged at Pearl Preparatory School to create a dynamic, hands on, total learning experience for students, and to better accomplish the objectives of the school such as teamwork, personal discipline and age appropriate independence.
- Each class usually takes about one field trip per month, and one school camp per year. For the kindergarten, first and second grades, the school camp will extend to the evening of the same day that they left. For the third through sixth grades, the school camp will last two to three days and will include camping out.
- The yearly activity fee of each class should cover the cost of all field trips and their related expenses (transportation, chaperones, admission charges, etc). Additional money for lunch, or a limited amount of money for souvenirs may be permissible as established by the teacher.
- All students are required to attend all trips. As with any missed assignment, students that miss trips may obviously see their grades adversely impacted.
- Adult supervision at overnight school camps will not include parents, but will come from Pearl or Kare Youth League staff or affiliates and must be fingerprinted.

Parent Chaperones on Field Trips

Homeroom teachers will decide who may chaperone on various field trips. Each adult assisting as a chaperone must agree to the following conditions:

- The chaperone's primary function is to assist the teacher and should wear attire reflective of the activity and their supervisory role.
- The chaperone will not just enjoy the field trip, but will actively help supervise the students as directed by the teacher.
- The chaperone may not bring any additional children or adults with them on the field trip.
- The chaperone will not show favoritism to their own student, or to a self-selected small group.
- As directed by the teacher, the chaperone will equally supervise and spend time with all students they are assigned to supervise.
- There will be no smoking or alcoholic beverages on any field trip.
- There will be no offensive language, slang words or questionable references used on any field trip.
- Unless in an emergency situation, no chaperone will be in a secluded place with only one student.
- No chaperone will make any physical contact with any student except in safety situations.
- Chaperones need to plan to eat lunch with the students and need to bring a sack lunch when students are required to bring a sack lunch.
- Chaperones are not to purchase souvenirs, gifts or refreshments for themselves or any student without the homeroom teacher's permission.

School Supplies

It is important for each family to make sure their student(s) is stocked in all the following items throughout the school year. **Be sure to mark all supplies with the student name.**

All Students:

- ❑ Large backpack big enough to hold books
  -K & 1st grade backpacks need to be big enough to fit lunch box & jacket inside, no wheels.
  -Older students may have wheeled backpacks, but they must have a working handle as the extended handles can cause a tripping hazard.
- ❑ Family size box of tissue for class use
- ❑ Earthquake Supply Kit (New Students Only – pay $15 in office)

Kindergarten & 1st Grade: School Supplies Included in Pearl Activity Fee

2nd-6th Grade:

- ❑ 24 Sharpened pencils w/ erasers (wooden #2 pencils)
- ❑ 1 or more highlighters
- ❑ 1 large eraser
- ❑ Crayons (16-48 count box, Crayola & Prang brands work best)
- ❑ Non-permanent markers (8-12 count box)
- ❑ Expo Markers for student personal use (4-8 count, eraser on cap preferred)
- ❑ Colored pencils (12-24 colors, Crayola & Prang brands work best)
- ❑ Watercolor paints and brush (Crayola & Prang brands work best)
- ❑ 3 large glue sticks
- ❑ School White glue or gel glue
- ❑ Scissors - grade appropriate style
- ❑ 12 inch ruler
- ❑ Portfolio folders - minimum of 3 (not report covers)-these need to be sturdy so that they will stand up when open because they are used as barriers when the student is taking a test-for this reason also check and make sure there are no math facts listed on the inside.
- ❑ School box no larger than 15" x 6" (may have 2 smaller boxes if desired)
- ❑ 3 ring binder
- ❑ 8 ½ x 11 wide lined notebook paper
- ❑ Graph paper in a bound book (5th & 6th grade only)
- ❑ Wired headphones to be kept at school for computer use
  Note: No wireless headphones/earpieces allowed on campus

Labeling Tip: Label individual pencils/markers/crayons using small return address labels printed on your computer with student's name.

STUDENT CONDUCT AND DRESS

General Student Conduct

- Treat all students, parents, teachers and property with respect.
- All indoor hallways and cement walkways are walking areas.
- Only quiet voices in school hallways or on cement walkways.
- Students may only enter rooms when a teacher is present.
- No ball or object should be thrown against any wall except the designated ball wall on the playground.
- No climbing fences, trees or walls.
- Students are not to touch any animals on campus without permission (i.e. gophers, stray cats, etc.).

Personal Standards

Pearl selects students whom it believes desire to contribute and associate in a clean moral atmosphere with fellow students that show high personal standards. Students are expected to demonstrate respect for God, parents, teachers, each other and themselves. For these reasons, any swearing, foul language or vulgarity is not allowed and is considered very serious. Pearl considers any use of the name of "God", "Jesus", the "Holy Spirit", or "Hell" in any irreverent or indiscriminate way to be swearing and/or foul language. Students are also responsible to not use any words that closely sound like swear words or foul language so as to insure that their language will not be misinterpreted as inappropriate. Pearl students are counted upon to be well disciplined and to submit to authority. Suspensions and expulsions will be used to assure a wholesome atmosphere for all students at Pearl, and may be used for any infraction including but not limited to swearing, foul language, vulgarity, harassment, defiance, fighting, stealing, or cheating. Pearl students agree to embrace and follow the Kare Youth League promise and laws.

Honor Code: Kare Youth League Promise and Laws

Students at Pearl Preparatory School agree to the Pearl Preparatory School Honor Code which is the Kare Youth League Promise and Laws.

Kare Youth League Promise
I promise by the strength of Christ to be brave, pure and true. I will fulfill my duties at school, home and club; do my part in Kare Youth League activities, keep all dates and promises and read at least one verse in the Bible daily.

Kare Youth League Laws
A Kare Youth League member is brave - he/she will not shun duty. He/she realizes that bravery in standing for the right is greater than mere physical strength. Coaxing of friends and jeers of enemies cannot persuade him/her to do wrong. A Kare Youth League member is pure in body, mind, speech and conduct. He/she will not defile his/her body with tobacco, liquor, or other harmful habits. Because he/she keeps his/her mind pure, his/her speech and conduct will also be pure and he/she will choose and go with a clean crowd. A Kare Youth League member is true to himself/herself, to parents, to all leaders and to God. He/she will not lie, steal, cheat or gamble. He/she will honor his/her parents and be respectful to those in authority. He/She is reverent toward God.

Harassment

Pearl Preparatory School is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment. Any form of harassment based on race, color, national origin, marital status, sex, disability or age is absolutely prohibited. Pearl is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion of students or termination of employees. Harassment is considered to include, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and/or jokes; threatening words spoken to another person;

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement;

Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings or gestures;

Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or education setting, under any of the following conditions:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, progress or employment;
- submission to, or rejection of the conduct by the individual is used as the basis of academic or employment decisions affecting the individual;
- submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school;
- the conduct has the purpose or effect of having a negative impact upon the individual's school or work performance, or of creating an intimidating, hostile, or offensive school or work environment.

Examples

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, display of sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- Sexually motivated physical conduct such as touching, assaulting, impeding, or blocking movements.

What to Do if You Experience or Observe Harassment

- Students or employees who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter.
- If the incident is between students it should be reported immediately to the teacher supervising the class or activity. If the student does not feel comfortable reporting to the teacher in charge of the class or activity, it should be reported to their homeroom teacher.
- If the incident is between a student(s) and a staff member, it should be reported to the homeroom teacher, or school Principal.
- If the incident is between two staff members it should be reported to the school.
- If anyone feels that he/she is being sexual harassed, they may either follow the steps above or report the incident to one of the following school officials:

Mr. Chris Horton Kare President	Mr. Greg Bolinger Kare Vice President	Dr. Marsha Johnson RHP Principal
Mr. Randy Johnson Executive Director	Mrs. Loraine Moore Pearl Principal	

- Students or employees who observe conduct of a sexually harassing nature should also report the matter to one of the school officials named above.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstance warrants.

Protection against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment, or has testified, assisted or participated in any manner in any investigation, proceeding or hearing concerning sexual harassment.

Procedure for Investigation of Complaints

In cases when a complaint of general, physical, verbal or visual harassment occurs, the teacher notified and/or school will investigate as soon as reasonably possible. In cases where deemed appropriate, the school will attempt to provide a substitute to allow the teacher in charge time to investigate the incident promptly. The teacher and/or school will take appropriate disciplinary action up to and including termination of employees or expulsion of students. The severity of the disciplinary action will be based upon the circumstances of the infraction, as well as the age, size, intent and previous history of the perpetrator(s).

When one of the school officials named above receives a complaint of sexual harassment, he or she shall immediately inform the chief operations officer of Kare Youth League. The Kare President will direct an investigation of the allegations and prompt corrective actions shall be taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination or expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Student Discipline

1. The school takes student conduct very seriously. The reason for all discipline on campus is to help the student to learn to control himself or herself and act appropriately with respect to God, others, and personal property. It also is to insure a safe, spiritual and wholesome environment for all students on campus.
2. Because the motive behind all disciplinary decisions and methods is correction and not retribution the school maintains a general policy of not reporting to victims or their families the specific disciplinary action used to correct the offender(s).
3. All staff may have input on a student's Personal Discipline Grades while the homeroom teacher is responsible to issue the actual grades.
4. Corporal punishment will not be used on campus.
5. Parents' questions or concerns regarding specific incidents should first be addressed to the teacher or staff in charge of the class or activity where the incident occurred. If the parent's question or concern remains unanswered, it should be addressed to the homeroom teacher or Dolphin Club Director. If after discussing the issue with the homeroom teacher or Dolphin Club Director, the parent's concern is still not resolved, the parents may request to discuss their questions or concern with the Principal.
6. There are many factors that must be considered in determining which level of discipline is appropriate. The main concern is to accomplish the goals outlined above. Other important factors include the size and age of the student, the size and age of any victims, the past performance and history of the student, and the motive or intent behind the student's actions. Some disciplinary methods may include:

- Teacher's individual procedures
- **Note Home:** A note home to the parent that must be signed and returned.
- **Counseling with the Principal:** The homeroom teacher or Dolphin Club Director may arrange an appointment to send the student to the Principal for counseling.
- **Notice of Reprimand**: The homeroom teacher or Dolphin Club Director has the authority to send the parent(s) a Notice of Official Reprimand. The notice explains the offense and that the student's behavioral grade(s) will be lowered. Any teacher or staff member may originate a Notice of Reprimand, but it must also include the homeroom teacher's or Dolphin Club Director's signature of approval. A copy of this note will be kept in the teacher's file for the year, but not placed in the student's permanent file.
- **Meeting with Parent(s):** The homeroom teacher may call a School Meeting with the parent(s). The teacher may or may not include the student in the meeting. The Principal or his/her designee may be in attendance.
- **Suspension:** A Notice of Suspension is originated and signed by the homeroom teacher or Dolphin Club Director and must also have the Principal's approval. The Principal may also unilaterally originate and approve a Notice of Suspension where he or she feels it is necessary. A copy of this notice will be placed in the student's permanent file.
- **Expulsion:** When deemed necessary for the safety or well-being of the other students in the school, the principal and faculty of the school may vote to expel a student from the school.

DRESS CODE

At Pearl Prep, students dress for success. Students should come to school neatly dressed and ready to learn. If a student's attire does not comply with the dress code, the school will have the discretion to either send home a warning, rent clothes to the student for the day that meet the code, or notify the parents to bring a change of clothing or pick up their child. These guidelines have been developed to assist parents with selecting appropriate attire for their children.

*Easy Dress Code ordering now available through Red Dot (reddotuniforms.com/pearl-preparatory)

Students MAY ONLY wear

- **Uniform** pants/shorts (please purchase in a standard uniform section of the store)
  - ❖ Color: blue or khaki
- Collared Polo style shirts
  - ❖ Color: Any solid or pattern
- Collared front button dress shirts or collared blouses
  - ❖ Color: Any solid or pattern
- Long jeans or capris (not shorts or skorts)
  - ❖ Blue or black
  - ❖ Not too baggy or too tight
  - ❖ No holes or rips
- Pearl Prep T-shirt or current Performance T-shirt purchased from Pearl (Fridays only)
- Pearl, Kare or RHP Sweatshirts or sweatshirts, jackets, sweaters with no graphics (small logos like Nike, Champion ok) must be worn over an acceptable top
- Tennis shoes
- Socks must be worn at all times
- A Pearl Prep/RHP Hat (outside only)

Girls may also wear:

- Skorts/skirts/jumpers which are appropriate length and worn with a collared shirt
- Dresses
  - ❖ With sleeves
  - ❖ Shorts must be worn under, but not shown
- **Uniform** capris
  - ❖ Color: blue or khaki
- Girls may wear tights or fitted leggings under skirts and dresses
- Closed-toe rubber sole dress shoes with a back and no heel

All Students may NOT

- Wear any clothes with holes or rips
- Wear any hair coloring, bleaching or dying
- Wear anything with the design of music groups, questionable cartoon characters or sayings
- Wear Performance T-shirts from previous school years
- Wear Crocs or Heelys
- Wear any body coloring, decals or tattoos
- Wear anything or any style that brings undo attention
- Wear any clothing that is extra baggy, extra short or extra tight

PEARL UNIFORMS

On select days that will be announced in advance students will wear Pearl Uniforms. Each Pearl student must have in his or her wardrobe at least one navy blue Pearl polo style shirt, at least one Pearl sweatshirt and either one pair of khaki colored uniform shorts, khaki uniform pants, khaki uniform skort or a khaki uniform skirt. This way when students go out in public they will look very presentable and it will be easy to locate Pearl students. Students out of uniform on Pearl Uniform occasions will, at the teacher's discretion, either rent Pearl Uniforms from the office (depending on availability) or have to miss the planned activity. Pearl Uniforms consist of the following:

- A navy blue Pearl collared shirt (only available through Pearl)
- A navy blue Pearl sweatshirt (only available through Pearl)
- Khaki colored uniform long pants - **Mandatory as students will be required to wear Pearl Uniforms even if it is cold or rainy.**

  Students may also wear either one of the following:
  Khaki colored uniform shorts or
  Khaki colored uniform skirt or khaki colored uniform skort

  *Preferred provider for Khaki uniform bottoms: reddotuniforms.com/pearl-preparatory

- Pearl Prep Hat (optional & only available through Pearl)

On very cold days, students may wear heavy jackets over a Pearl Sweatshirt, but may not wear a heavy jacket in place of not having a Pearl Sweatshirt.

Pearl Wear

Pearl uniform polo shirts, sweatshirts and Pearl T-shirts are available in the Pearl Office. Khaki uniform shorts, pants and skirts are available from most major department stores. Please remember that khaki uniform pants, shorts, skirts and skorts are much easier to find in the fall, but sometimes very difficult to find later in the year.

PLAYGROUND POLICIES

General Playground Policies

- Students must exercise safe and orderly play at all times.
- All students freeze in place when a long whistle is blown.
- Students need to stop play and prepare for class when music begins.
- Only "soft" balls (tennis ball or softer) are permitted to be thrown on the designated "ball walls" on the playground. Other balls may not be used.
- There is no tackling.
- There is no throwing rocks, rubber chips or other hard objects.
- There is no socializing or games permitted in the restrooms.
- There is no playing or running in the halls.
- Students are not allowed to jump off the swings.
- Only students who are actively swinging are allowed in the wood chip area. (No pushing.)

Playground Equipment

- The homeroom teachers or Dolphin Club staff check out balls and other playground equipment.
- No toys, balls or play equipment are allowed in the wood chip/rubber chip areas.

DOLPHIN CLUB (Before and After School Program)

General Information

There is a complete before and after school program available called Dolphin Club. Activities include study hall, games, sports, and crafts. There are after-school classes available as well. All Pearl students are automatically registered in Dolphin Club and may attend whenever designated by a parent. Please see Dolphin Club Fee Schedule for the costs of attending. Pearl has also coordinated with Kare Youth League to provide a competitive sports program for all interested students.

Schedule, Check In and Check Out Procedures

Morning care starts at 7:00 a.m. Students arriving before 7:55 a.m must sign in with the Dolphin Club staff. After school care runs from after school to 6:00 p.m. Any student not picked up after school will automatically be enrolled in the Dolphin Club program. When a signee arrives to pick up a student from Dolphin Club, they need to sign the student out on the Dolphin Club clipboard. Please be sure to make visual contact with the Dolphin Club staff.

In fairness to Dolphin Club staff and their families, a charge of $1 per minute is assessed for students who are signed out after 6:00 p.m. This fee is expected to be paid in cash to the Dolphin Club staff at the time the student is picked up.

Dolphin Club Dress Code

The dress code during Dolphin Club is the same as during regular school hours. It is permissible for students to change into team uniforms or practice clothes during designated times, but only when they have Kare sports activities.

FOOD POLICIES

General Food and Candy Policies

No gum is allowed on campus.
Students are not permitted to bring sodas on campus.
Students are not permitted to bring drinks in glass bottles on campus.
Candy is not allowed on campus except with the homeroom teacher's permission.
There is NOT a microwave available for students to heat up food items for meals or snacks. The 6th grade teacher does have a microwave in the classroom and may give microwave privileges to 6th grade students at their discretion.

Breakfast Policy

Breakfast is one of the most important meals of the day and in order to perform to the best of their ability, every student needs to eat a nutritional breakfast before attending school. We encourage students to have breakfast at home, but it is understood that on some hectic mornings, this is difficult to do. Therefore, the office will have breakfast snack items available for sale.

Snack Policy

Each class has a designated snack time each morning. Students may take something out of their lunch bags for snack or purchase morning snacks as part of the lunch program. Students must remain seated while eating and dispose of all trash before going out to play.

Lunch Policies

- There is no sharing, trading, or giving food away at lunch.
- Parents may not bring Fast Food at lunch time for their child.
- Students must be excused by the lunch monitor in order to leave their table.
- All food and debris should be picked up from, on, and around the table before a student is dismissed.
- Students may not leave their seats until excused by the lunch monitor.
- Students may only be dismissed to lunch recess if there is a recess monitor on duty.
- It is the school's policy that, like breakfast, all students must eat a nutritious lunch before returning to afternoon classes. It is the parent(s)' responsibility to make sure their student is provided a nutritious lunch that they will eat. The teacher or lunch monitor will notify the parents if a student repeatedly does not eat.
- Students who do not have a lunch from home when the lunch period begins will be provided with and charged for that day's school lunch.

Dessert Day

Pearl's PAL organization may sponsor a Dessert Day once a week for the students to enjoy on Friday afternoons. The proceeds will go to our PAL organization. The parents or guardians of each student are expected to help provide desserts once or twice a year when asked. Families are encouraged to prepay for the desserts by buying a Dessert Card through the Pearl office. This will help prevent money from being lost or stolen on campus. The price of desserts and Dessert Cards will be announced at the beginning of the school year. Please observe the following dessert procedures:

- Students may purchase only one dessert per day and may NOT purchase desserts for anyone else.
- Desserts must be paid for in advance or in cash at the time of purchase. Parents are encouraged to buy a prepaid Dessert Card. Checks are accepted payable to PAL.
- Students must finish their dessert in the area designated for eating snacks on the playground.

TRANSPORTATION

General Transportation Information

Pearl students go on many field trips that use School Bus transportation. Please refer to the Kare Youth League School Bus Safety and Information Handbook for more details on all transportation issues, policies and procedures available on the Kare Youth League website at KYL.org.

Transportation to and from School

- There is a bus from a stop in Glendora to school in the morning. If you are interested, contact the school for more information. Transportation requests should be turned in to the Rio Hondo Prep or Pearl offices. There is an additional charge for transportation to school.
- Transportation to most regular Kare Youth League activities is provided from Pearl through Kare Youth League busses. There is no additional charge to any Kare Youth League member who is current and in good standing to utilize Kare transportation away from school to regular Kare Youth League stops.

Kare Shuttle

- As a convenience to parents with students in both RHP and Pearl, Kare Youth League offers a morning shuttle from RHP to Pearl. Students should wait by the scoreboard at the entrance by the main field. This shuttle leaves from RHP at 8:00 a.m. on Mondays, Tuesdays, Thursdays and Fridays; and at 8:30 a.m. on Wednesdays. There is no charge for this shuttle.
- Pearl students may NOT be at RHP before 7:45 a.m. on Monday, Tuesdays, Thursdays and Fridays; and not before 8:20 a.m. on Wednesdays.
- Students waiting for this shuttle are the responsibility of the parents and will not be supervised by any school or Kare staff.

EMERGENCY PROCEDURES

Emergency Pick Up Procedures

In the event of catastrophic emergency, like an earthquake, parents or signees should enter the campus through the playground gate and sign out their student(s) at the designated sign out table.

Emergency Evacuation Procedures

If, for safety reasons, it is determined necessary to evacuate the campus, Kare Park in Irwindale will serve as our primary evacuation location as long as it is deemed safe to transport and relocate there. Rio Hondo Prep would be the secondary location. There will be a message on the Pearl Prep main line (626-442-7737) with the evacuation location as well as at Kare Youth League, Arcadia (626-442-1160). If possible, text alerts will be also sent with the location of the evacuation.

Earthquake Kit

Each student is required to buy one earthquake kit from the Pearl office.