



## **PARENT HANDBOOK 2016/2017**

*“Love the Lord your God with all your heart and with all your soul  
and with all your strength and with all your mind;  
and Love your neighbor as yourself.”*  
– Luke 10:27

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# PLEASANT HILL CHRISTIAN SCHOOL - STATEMENTS -

**STATEMENT OF MISSION:** Pleasant Hill Christian School provides a Christian environment focused on academic excellence and character development.

**STATEMENT OF VISION:** It is our vision that each child develops his or her unique and God-given abilities to the fullest potential, academically and spiritually.

**STATEMENT OF VALUES:** Pleasant Hill Christian School is committed to teaching and exhibiting the principles in God's Word, and presenting an educational program that teaches the basic skills necessary for learning and communicating.

**STATEMENT OF EDUCATION:** Pleasant Hill Christian School provides an academic learning environment that encourages creative expression, collaboration, critical thinking, analysis, problem solving, and hands-on learning.

## Introduction

Pleasant Hill Christian School began in the summer of 1982 as a result of the vision of two experienced, credentialed, Christian teachers. It was their desire to provide children with a challenging and exciting atmosphere for acquiring knowledge that would be conducive to the development of Christian character and spiritual development. In each succeeding year their ideas and methods have proven successful, and their influence of genuine love, care, and concern has done much in transforming attitudes and dispositions of the children.

The goal of Pleasant Hill Christian School is still the same: to provide each child with an excellent academic program, as well as to lovingly encourage spiritual development.

Pleasant Hill Christian School is an outreach ministry of Occidental Community Church with its own Board of Trustees, consisting of men and women dedicated to the concept of Christian education. Each member believes that PHCS should offer a quality program both academically and spiritually.

Pleasant Hill Christian School is a dues-paying member of the Association of Christian Schools International (ACSI). The Association, in return, offers legal assistance, teacher and administrative conventions and curriculum resources.

### EDUCATIONAL PHILOSOPHY

In accordance with its Mission, Vision and Values Statements, Pleasant Hill Christian School exists:

- to provide an excellent academic program committed to high scholastic standards.
- to encourage a Biblical view of God.
- to build respect, responsibility and integrity in every student through emphasis on character development.
- to give our students the skills necessary to succeed in their future education.

### The Educational Program

<b><u>Bible</u></b> Knowledge of God & His Word Character Development Bible Memory	<b><u>Science</u></b> Life/Earth/Physical Science Environmental Science
<b><u>Math</u></b> Computation Concepts Application	<b><u>Social Science</u></b> History Government Geography
<b><u>Language Arts</u></b> Reading Grammar Writing Literature Oral Presentations Spelling Vocabulary Building Penmanship	<b><u>Additional Classes Offered</u></b> Music Art Physical Education Computer Skills Foreign Language

## **Statement of Non-Discriminatory Policy**

Pleasant Hill Christian 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 the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic or other school-administered programs.

## **Statement of Faith**

Pleasant Hill Christian School supports the Occidental Community Church Statement of Faith as presented in Article I, Section II of the Church Bylaws:

1. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Deuteronomy 6:4; I Corinthians 13:14)
2. We believe the Bible to be the only inspired, infallible, authoritative Word of God which constitutes the divine and only rule for Christian faith and practice. (II Timothy 3:16-17; II Peter 1:20-21)
3. We believe in the both the deity and the humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death through His blood shed for our sins, in His bodily resurrection, in His ascension to the right-hand of the Father in glory, in His present intercessory work, and in His future return in power and glory. (John 1:12-14; Romans 3:23-25, 4:25; I Peter 1:3-5; Hebrews 9:24, 7:25)
4. We believe that regeneration by the Holy Spirit is essential for the salvation of lost and sinful men. (Ephesians 1:13-14, 4:30; Titus 3:5; I Corinthians 2:12)
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is able to live a Christ-like life. (Ephesians 5:18, 6:24; Colossians 3:16, 4:1; Galatians 5:16-18)
6. We believe that the Church – which is presently His Body and shall be the Bride of Christ – is a spiritual organism composed of all believers, irrespective of their affiliation with Christian organizations. (Ephesians 1:22, 5:25-27; I Corinthians 12:12-14)
7. We believe in the resurrection of both the saved and the lost: they who are saved to the resurrection of life; they who are lost to the resurrection of judgment. (I Corinthians 15:15-17; I Thessalonians 4:13-18; Titus 2:11-14; Acts 24:15)

## School Governance

Pleasant Hill Christian School is an outreach ministry of Occidental Community Church with its own Board of Trustees, which consists of both men and women who are dedicated to the concept of Christian Education and are ultimately responsible for overseeing the school's high academic and spiritual standards. Board members are professing Christians and are active in local churches.

Regular monthly board meetings are held at the school. These meetings are open to parents (except for executive sessions). If you wish to discuss a topic at the board meeting rather than simply observe, you must call the school office and speak with the Office Manager, who will place you on the agenda. It is necessary to have agenda items one week prior to the Board meeting, when the agenda is formulated. The Board of Trustees sets the policy for the school; whereas the Office Manager is responsible for the daily operation of the educational program. The Board reserves the right to change any policy or procedure at any time at its sole discretion after reasonable notice to constituents.

### 2016/17 PHCS Board of Trustees

Chairman.....	Dennis Bolt
Secretary.....	Bob Harper
Treasurer.....	Ken Kinser
OCC Pastor.....	Rick Hahn
Member .....	Sandi King
Member.....	Janlyn Heath
Member.....	Rich Andre'

### PHCS Faculty & Staff

Administrator/Principal.....	Ms. Sandi King
Office Manager.....	Mrs. Adria Poole
Bookkeeper.....	Ms. Debbie Hurst
Teacher TK/K.....	Ms. Courtney Porter
Teacher 1 <sup>st</sup> /2 <sup>nd</sup> .....	Mrs. Julie Reifsteck
Teacher 3 <sup>rd</sup> /4 <sup>th</sup> .....	Mrs. Terri Harper
Teacher 5 <sup>th</sup> /6 <sup>th</sup> .....	Ms. Mary Jo Kinser
Teachers' Aide .....	Mrs. Linda St. George
PE Instructor .....	Mrs. Lynsey Serpa
Spanish.....	Mrs. Celia Marr
Art Instructor.....	Mr. Dennis Bolt
Music Instructor .....	Mrs. JoVonne Bolt
Computer Lab Instructor .....	Mrs. Lori Kraemer
Before/After School Care.....	Teachers & Volunteers

### Admissions

To be accepted as a student at Pleasant Hill Christian School, the student and/or parents must:

1. Be interviewed.
2. Submit completed application forms.
3. Take an academic skills assessment test to determine grade placement.
4. Agree to support PHCS policies and procedures.
5. Meet financial obligations, namely registration and tuition fees.

## **Class Size**

Each grade level is held to a maximum of 12 students. However, the Board of Directors and teachers may choose to vary class size and combinations when deemed appropriate.

## **Discipline**

Major responsibility for student behavior remains with the parent. However, at school the teacher represents an extension of that authority. It is important that all forms of discipline are administered with one objective in mind - to bring about correct behavior and a respectful attitude. Discipline will be firm and consistent in order to promote maximum learning for all.

High standards of conduct will be expected of students at all times. Being responsible is a learned factor and discipline is one of the principles necessary in order to maintain a positive Christ-centered approach to Christian education.

Students will be expected to:

1. Honor God and His Word.
2. Follow the directions of their teachers, school support staff and volunteers.
3. Be courteous to their peers.

Obscene, profane, and disrespectful behavior will not be tolerated. Students are also expected to take good care of school property. Destruction of property by a student will be the responsibility of the parent or guardian.

Students are encouraged to develop the positive character traits of love, respect, truthfulness, obedience, diligence, sensitivity, compassion, attentiveness, initiative, creativity, and joyfulness. Problems are less likely to develop when the advice given by the apostle Paul in Romans 12:10 is practiced by everyone; "Be devoted to one another in brotherly love, and take delight in honoring each other."

## **Parental Declaration of Support**

Pleasant Hill Christian School is committed to excellence in education and character development. An integral part of a comprehensive Christian education is parental involvement and support. The act of enrolling your child in Pleasant Hill Christian School declares your commitment to the following:

1. You have carefully examined and agree with the purpose and goals of Pleasant Hill Christian School and desire the faculty and staff to work with you in the total education of your child: spiritual, academic, physical and social development.
2. You pledge your support to the aims and ideals of the school and will bring any and all questions and criticisms to either the teacher, Office Manager, or Administrator so that these problems may be properly considered. (Matt. 18:15-17)
3. You understand when discipline is necessary, it will be handled by the teacher in the classroom. It may consist of such things as verbal reprimand with suggestions given of alternative ways of behaving, and perhaps loss of some classroom or recess privileges. If openly disruptive or disrespectful behavior persists, the teacher or Office Manager will contact the parent (or person on the emergency card form) and the student may be immediately suspended from school. Disruptive behavior which continues may also subject the student to permanent dismissal from the school.

4. You understand that the school reserves the right to dismiss any student who does not cooperate with the educational process, either for academic reasons, attitude, or behavior.
5. You pledge the following as a condition of your child's enrollment in Pleasant Hill Christian School:
  - A. To support the school and help your child meet homework requirements. Parents will receive a **Weekly Communication** reporting classwork, homework and behavior. Parents will be expected to respond and support the teachers by signing and returning these reports.
  - B. To meet financial obligations to the school promptly.
  - C. To attend Parent/Teacher conferences, to support the school by keeping informed about activities and needs and by attending school-sponsored programs, i.e. Back-To-School Night, Christmas/Spring Program, and Awards Night.
  - D. To be supportive of the school through volunteerism.

### **School Hours**

School begins at 8:45 a.m.

TK – 2nd Grades dismissal: Monday – Thursday 2:15 p.m.

3<sup>rd</sup> – 6<sup>th</sup> Grades dismissal: Monday – Thursday 3:15 p.m.

Friday dismissal for all grades: 1:15 p.m.

Minimum Day dismissal: 12:00 p.m.

Students not picked up within 15 minutes of dismissal time or arriving before 8:30 a.m. will automatically be put in Before/After School Care.

**\*\*Note: If it is necessary for your child to leave the school before dismissal time, please come to the office and an office staff member will go to the classroom and get your child. You must sign your child out on the sign-out sheet in the office and sign them in if they return the same day. If the office staff member is not available, you may come directly to the classroom.**

### **Office Hours**

Office hours will be posted. Direct any messages to the teachers or students through the office, along with any questions about bookkeeping or financial matters when possible.

### **Office Area and Telephone Use**

The school office is a business office. Students must have permission from the teacher to go to the office. Students are discouraged from using the telephone for nonessential calls.

### **Emergency Card / Change of Address Notification**

Please notify the office immediately if you have any changes to report on your family records, i.e. address, telephone number, name or medical records. In an emergency this information will be of vital importance to the school and your child! Please keep it up-to-date.

### **Before/After School Care**

Please refer to the Before/After School Care Registration form for information.

## Tuition and Fees

The non-refundable annual registration fee covers the cost of processing applications and other necessary requirements of school enrollment and is a financial commitment on the part of our families which allows the administration to accurately project enrollment, staffing and curriculum needs. A withdrawal fee is charged for early withdrawal after September 10. Throughout the year there will be a variety of "pay-as-you-go" activities. Fund-raising projects are sometimes carried on by individual classrooms or grade levels for special projects and trips with the approval of the Board Chairman and under the direction of the classroom teachers.

The Financial Agreement outlines the tuition and fee requirements. Failure to meet financial obligations may result in the dismissal of the student(s). Please contact the Bookkeeper should a problem occur regarding the ability to make tuition payments.

Note: Tuition is not tax deductible.

## Dress Code

Children's dress should be clean and appropriate for school. Offensive slogan T-shirts, tops that expose the midriff, halter tops, shoes without backs or beach attire should not be worn to school. Shorts/skort/skirts of modest length may be worn. Parents will be called if clothing is considered inappropriate. Children should wear tennis shoes or comfortable running shoes every day except chapel day. Children are encouraged to dress a little nicer on chapel days.

**\*\*\*Note: Please label all clothing items, especially jackets, sweaters, and sweatshirts, with student's name.\*\*\***

## Grading

Traditional letter grades A,B,C,D,F will be given for grades 1 - 4 and percentage grades for grades 5 – 6 in the basic subject areas. These grades will be determined from daily classroom work, homework, tests, and special reports and projects. Other subject areas along with behavior and basic work and study habits will be graded S-satisfactory; N-needs improvement; U-unsatisfactory. Effort and attitude will be the determining factors in these grades.

**Weekly Communications will be sent home on Fridays to help keep parents informed of their child's academic and behavioral development. These reports must be signed and returned the following school day.**

## Homework

Homework should be expected Monday through Thursday for all grades. Occasional long-term projects may require some weekend time. Length of time required for homework assignments will vary according to the student's ability and his/her work and study habits. Parents are expected to support the teacher's efforts in this area. Some homework may require a parent's signature.

**ILLNESS:** When a child is ill, parents may call and request their child's homework assignments, however such requests must be made by 10:00am. The requested assignments can be picked up in the school office after school.

## Report Cards/Cumulative Records

Report cards are issued each trimester (three times per year). The last grade report will be mailed home. The final report card for a student will be withheld should their account not be current at the end of the school year.

If you should wish to see your child's records in the school office, they are available on request. Contact the Office.

## Lunch/Snacks

Lunchtime is from 12:00pm to 12:45pm. All students need to bring a lunch in a **non-disposable lunch box or lunch bag.** **No disposable bags, please.** All trash and uneaten food will be taken home. Be sure that names are on lunch boxes. **Students may not share lunches. Also, children do not have access to a microwave oven or refrigerator and are not allowed in the kitchen.** We request that TK– 2<sup>nd</sup> graders have a **nutritious** snack to be eaten during the morning recess. On Fridays there is a Brunch/Snack time in the late morning, as students are sent home at 1:15.

On occasion, a school activity may include the distribution of food items, candy or snacks. If you have any concerns about specific food/snacks due to food allergies or dietary preferences for your child or wish to have your child excused from the activity, please notify the school office.

## Attendance/Absence

Regular school attendance is **vital** to each child's academic success. Learning goes on every day and if there are frequent absences, the child tends to find it difficult to adjust to a regular schedule of learning. Habits formed in early years have lasting results. The habit of **being on time** should be formed early so that the pattern will be carried throughout their lifetime.

**A phone call from the parent the day of the absence or a note from the parent on the first day back stating the reason for the absence is required.** The student should be sufficiently recovered from an illness to take part in normal daily activities at school. For contagious diseases, check with your doctor as to when the child should return to school.

If your child is unable to participate in PE class, he/she **must** have a note from home stating the reason.

**Absences for vacations must be prearranged.** Parents are encouraged to plan vacations in accordance with the school calendar. In the event of extended vacation periods, parents should contact the teacher at least one week in advance for special assignments. Frequent/extended absences often result in failing grades and could be grounds for the dismissal of the student. There will be no refunds or tuition allowances made for student absences.

## Tardiness

Children arriving to school after the bell rings (8:45) will need to check in the school office for an admittance slip into their classroom. **When a student is chronically tardy, parents will be contacted.** The disruption caused to the class by a tardy student, as well as the loss of information by the tardy student will not be ignored by the teacher or administration.

## Doctor/Dental Appointments

Whenever possible, doctor and dental appointments should be made for hours other than school time. If this is not possible, please come to the office to sign out your child before leaving campus. Teachers have been instructed not to release students unless the office has been notified of the appointment.

In the interest of safety, if someone other than a family member comes to pick up your child, provide that person with a note giving your permission to do so. Be sure to tell the person picking up your child to check in at the office before going to the classroom.

## Medications and Illness

School personnel are not allowed to administer or dispense any medications, including over the counter medications, to students at school unless the following guidelines have been met. **All medications are to be provided by the parents or guardians of the student.**

The administration of prescription medications to students shall be done only when the **“Request for Pleasant Hill Christian School to Administer Medication”** form has been completed and signed by both the prescribing physician and the parent or guardian of the student. For over the counter medications, the request form must be filled out and signed by the parent or guardian.

The medication must be in its original container or in a container labeled with the student's name, medication, dosage and frequency. All medications will be kept in a locked cabinet in the school office unless written authorization directing otherwise is received from a physician.

All medications and authorizations must be renewed at the start of each school year. At the end of the school year, the office will dispose of any medications not picked up by the parent.

**Please do not bring your child to school if there is any sign of illness, especially fever.** We have limited facilities to care for sick children. Children with a temperature of 99.6 degrees or more will be sent home. If your child has a 99.6 degree temperature or more, do not send him/her to school.

## Lost and Found Items

All lost and found items not claimed by the last Monday of each month will be donated to charity. The lost and found box is located in the multi-use room and may be checked before or after school.

## Lice Policy

If a student is found to have active head lice, he/she will be sent home for treatment. Once the student has undergone treatment, he/she may return to school. If you need information regarding lice treatment please contact the school office.

## Parent/Teacher Conferences

Parent-teacher conferences will be scheduled during the first grading period. Our teachers are happy to meet with you when you desire a conference. However, please call the office to make an appointment. **We would ask that you not interrupt the teachers in the morning before school, as they are busy getting ready for the day. Under no circumstances should you try to talk with the teacher while class is in session.**

## Parent Visits/Classroom Help/Volunteers

We require that all visits be cleared through the office. Late lunches, jackets, homework, etc. should be brought to the office. Please do not take items to the classroom. Parent volunteers assisting with classroom activities and yard supervision are needed and appreciated. It is essential, however, that the volunteers be committed to specific times prearranged with the office. Consistent, dependable help is necessary. Each parent will be asked to fill out the Parent Volunteer Form at the beginning of the year and will be given specific instructions related to their area of commitment. All volunteers must sign in/out at the office at each visit.

**\*\*Note:** Here at PHCS, the safety of our students is of utmost importance. **All volunteers who have the potential for *unsupervised access* to children in our school, such as chaperones/field trip drivers, classroom helpers, before/after school care providers, etc., are required to go through a background check.** Please obtain a Background Check Consent Form from the school office.

## Parent/Staff Conflict Resolution

Within all relationships it is normal to experience differences of opinion or misunderstandings. How we handle the conflict is of great importance. We strongly encourage you to make an appointment with any staff member when you first discern a problem (Matthew 18). If after speaking with the staff person you feel the problem has not been satisfactorily resolved, then the next step is to meet with the Board Chairman. A call to the school office will secure an appointment. If the Board Chairman and/or parent feel the situation requires a three-way conference with the teacher, then he or she will be asked to join the conference. If after going through these three steps, the parent or Board Chairman is not satisfied, then the matter will be taken before the School Board.

Please know that you may also speak directly to the Board Chairman or a Board member whenever you have a concern or problem. The desire of the staff and Board is to develop and maintain a harmonious working relationship with all families in our school.

## Sexual Harassment Policy

Pleasant Hill Christian School (PHCS) is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school 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 termination/suspension.

## **Definition of Sexual Harassment**

“Sexual harassment” means 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 educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. 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.

## **Examples of Harassment**

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

- Unwanted sexual advances or propositions
- Offering academic 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, displaying 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
- Physical conduct such as touching, assaulting, impeding or blocking movements

Pleasant Hill Christian School prohibits sexual harassment of any student or employee of PHCS by any other student or employee of the school or by persons doing business for the school at school or work or any school/work related activity.

## **What To Do If You Experience Or Observe Harassment**

Employees/Students who feel they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Employees/Students who observe conduct of a harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

PHCS Office Manager; PHCS School Board Chairman

### **Confidentiality**

Every effort will be made to reasonably 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 circumstances warrant.

### **Protection Against Retaliation**

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

### **Procedure For Investigation Of The Complaint And For Taking Corrective Action**

When a complaint is received, the PHCS Board Chairman will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action 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 expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

### **Birthdays**

We ask that no birthday treats or party invitations be brought to school.

### **School Newsletter**

Each Friday a school newsletter, "PHCS News & Reminders", is e-mailed. This newsletter contains a calendar of upcoming events. Please check with the office if you need a printed copy.

### **PHCS Parent Club**

Participation in Parent Club is an opportunity for parents to support various activities such as school parties, the parent volunteer program, building and yard maintenance and assisting with the Scrip program and other fundraising projects. PHCS has a very active club and has received many wonderful benefits by the efforts of this group. They are a vital part of our school family. Make a point to get involved. Meetings are held at the school once a month.

### **The Scrip Program**

Pleasant Hill Christian School encourages school families to participate in the Scrip Program. This program allows families to provide financial support for the school through their regular weekly and monthly purchases of everything from groceries to clothing. Scrip is available from the school for a wide range of merchants. Scrip orders are placed weekly. For additional information, contact the Parent Club or the school office at 823-5868.

### **Field Trips**

Transportation for field trips or other activities away from school will be by private cars with valid insurance coverage. All field trip drivers must have completed the Driver Authorization form **for the current school year.**

**Note: The law requires a child to be seated in a child safety seat until age 8 or until he/she weighs at least 80 pounds.** If this requirement pertains to your child, please send a child safety seat on field trip days.

## **Parking**

When driving children to and from school, please enter the circular driveway nearest Watertrough Road, and exit by the far end of the driveway on to Pleasant Hill Road. If you need to park, please park on Pleasant Hill Road in front of the school or temporarily along the driveway behind the modular building. Please – no parking in the circular driveway or in any designated staff parking areas.

## **Emergency Procedures**

In the case of an emergency in which the building would need to be vacated, the children will be taken to Twin Hills Fire Department (behind the school on Watertrough Rd.) and parents will be notified as soon as possible.

During a time of flooding, the school will normally stay open for those students not threatened thereby. If, however, there is major flooding causing closure of most or all roads, school will then be canceled. Should this happen, or should there be a general power failure which appears to be of long duration, parents will be informed of the situation through radio station KSRO 1350 AM (listener: 270-1350; newsroom: 545-1000) starting at 7:00 a.m. Should the decision be made to dismiss the children early from school or in case of individual emergencies, parents will be notified. For this and other reasons, it is critically important that you keep your Emergency Procedure Card up to date.

## **Lunch Time Guidelines for Students**

Once an eating area has been selected, there should not be any moving around. All students should remain seated at the eating tables long enough to eat their lunch. **Each student should eat his/her own lunch and not share his/her food.** If you do not have a lunch you should check in at the office. (Try to call home at the first recess time if you have forgotten your lunch.)

Loud, rude behavior and/or food fights at the lunch table are not allowed.

To leave the eating area, raise your hand and get permission. If you are finished eating, make sure your lunch area is cleaned up. **All trash and uneaten food need to be taken home.**

**Lunch Time: 12:00pm – 12:45pm**

## **Before/After School Guidelines for Students**

Students arriving after 8:30am are to enter the main building through the back doors. The front is not a student entrance.

TK – 6<sup>th</sup> grade students arriving between 8:30am and 8:45am should put their belongings in their classroom and go directly to the supervised playground.

Students are to go directly to the after school pick-up area under the awning after being dismissed and doing their jobs.

The after school time is not a recess or playtime. Students waiting to be picked up are to maintain an orderly manner, keeping their belongings (in their backpacks) with them, ready to go when their ride arrives.

There should be no eating while waiting to be picked up.  
Students are not to leave the waiting area without permission.

A student whose parent is doing after school duty or whose parent is on the premises for any other reason is to remain with the parent or in the supervised after school pick-up area.

Students are not allowed to walk across the driveway without permission.

No one is allowed to play on any playground equipment after school is dismissed for the day without school permission and adult supervision.

Students staying for After School Care need to go check in with the Supervisor immediately.

A student being picked up from After School Care needs to wait until his/her parent (or authorized adult) signs him/her out.

At 2:30 p.m. all remaining TK-2<sup>nd</sup> students need to be signed into After School Care.

At 3:30 p.m. all remaining 3<sup>rd</sup>-6<sup>th</sup> students need to be signed into After School Care.

## Guidelines for PHCS Chaperones

The following are instructions for adults who volunteer to chaperone our students for on or off campus events, including field trips. They are meant to help each child get the most out of each event and also to help those in leadership present a consistent, unified representation of Pleasant Hill Christian School.

As you take on this important role, the administration asks for your full cooperation. **You are responsible for the direction and welfare of the children assigned to you.** We ask that you act in accordance with the standards of Pleasant Hill Christian School. Please carefully read the following instructions, so that you will be able to carry out your responsibilities.

1. Be observant and alert at all times to the whereabouts of those in your assigned group. Do not make changes of students in your group without teacher approval.
2. Siblings are not included in field trips.
3. **If you are driving on a field trip, please do not make any unscheduled stops. (Please come to school with the car fueled and ready to go.) Do not stop for treats or allow the children out of the car during transport.**
4. Know what is expected of you:
  - a. Meet in child's classroom for teacher instructions.
  - b. Be on time.
  - c. Fulfill assigned tasks.
  - d. A valid California driver's license and current Driver Authorization Form must be on file in the school office.
5. Be willing to set aside personal preferences which may not be in accordance with Pleasant Hill Christian School's standards and/or guidelines.

Please refrain from:

- a. Smoking
  - b. Consuming alcoholic beverages
  - c. Using electronic devices
  - d. Showing movies in the vehicle
  - e. Chewing gum
6. Require children in your group to show respect for you, one another and the public at all times (including in the car).
  7. Be willing to correct wrong behavior through a word of correction. If the child does not respond, then report his/her behavior to the teacher at the earliest opportunity.

## PHCS School and Playground Guidelines

### BE RESPECTFUL, BE RESPONSIBLE, BE SAFE

**The yard duty supervisors are to be respected and obeyed.** Any problems during recess time should be reported to the yard duty supervisor. The supervisor will let the teachers know of any discipline problems.

Students are to be courteous to their fellow classmates; no play-fighting, arguing, bad language or name-calling.

All games are open to anyone who wants to play. Take turns graciously. Sometimes games may be limited by grade level to insure safe play.

Stay within the boundaries and within eye view of the yard duty person. Do not climb or hang from the trees, fences or backstop. Do not play on, in or around the back porch of the main building, office/preschool modular or the fenced preschool playground.

If a ball goes out of bounds, go and get the attention of a yard duty person to get permission to retrieve it. 5<sup>th</sup>/6<sup>th</sup> graders may go beyond the basketball court with permission to retrieve a ball in the field but should not go in the driveway/road area.

No balls or tires in the structure play area.  
No pushing, wrestling, tackling or throwing balls at people.  
Only soccer balls and footballs may be kicked.

No twisting on, jumping or flipping out of, or hanging upside down on swings is permitted. One person per swing only.

No running or dangerous play with sticks. No rocks or pea gravel, sticks, etc. are to be thrown.

No playing in the ball boxes.

At the 5-minute warning, students are expected to get drinks or use the restroom if needed and/or bring in anything that they took out. (Play equipment, jackets, toys, etc.)

No entry into classrooms until the bell has rung.

No drinks from the drinking fountain or going to the restroom are allowed after the bell has rung.

Be sure clothes and shoes are cleaned off before coming into class.

The following items may not be brought to school:

- Chewing gum
- Trading cards
- Knives, guns or weapons of any kind
- Electronic devices such as radios, CD players, tape recorders, battery operated toys (unless by teacher permission)
- Cell phones are not to be used during school hours
- Valuable items
- Obscene or occult material
- Roller skates/roller blades/shoes with built-in skates/skateboards/scooters
- Alcohol, drugs or tobacco

## Guidelines for Yard Duty

It is **very** important that you be on time for your supervision duty. If you cannot be on time, please notify the school office immediately. 823-5868

If you will not be able to perform the duty for any reason, please make every effort to find a substitute from the substitute list provided on the Parent Volunteer List. Notify the office of the date you will not be able to perform your duty and of the name of the substitute you have found. If you cannot find a substitute, please notify the office with enough lead time so that we may find a substitute.

### **PHCS School and Playground Guidelines:**

Adhere to the "PHCS School and Playground Guidelines".

#### **Location:**

One person should supervise near the play structure and basketball court area and the other person near the field and baseball diamond area. Try to spread yourselves out so that all children are being supervised. Do not stand in one location talking or mingling with select students or adults. Keep your eyes on all students.

Students should not be in the classroom during recess without the prior permission of the teacher.

#### **Injuries/Disciplinary Action:**

If a child has a minor injury, send him/her to the office. If a serious injury occurs, send another student to the office for help. Do not move a seriously injured child.

If a child (or children) is misbehaving, reprimand or send him/her to the picnic tables to sit for a while. If the problem behavior continues, send the child to his teacher immediately. Make note of any disciplinary action taken in the "Yard Duty Notebook" located just inside the office door. Sign and date your notes and leave the notebook in the office for the teachers.

#### **Boundaries:**

Children are not allowed beyond the fence line surrounding the school boundaries, near the modular or in front of the school.

If a ball goes into an out of bounds area, a 5<sup>th</sup>/6<sup>th</sup> student needs to get permission from a yard duty person to retrieve it. That yard duty person should watch as they do so.

Please do not allow the children to scream at the yard duty person to get permission to get a ball. They should go to the yard duty person and ask for permission.

#### **End of Recess:**

The students are to bring in all playground equipment and pick up their jackets. NOTE: The yard duty supervisor is not responsible for bringing in the students' personal belongings.

## Pleasant Hill Christian School Anti-Bullying Behavior Policy

**It is the responsibility of every member of the Pleasant Hill Christian School (PHCS) community to keep our school a safe and caring place, and to help make sure that no student is bullied at school.**

BULLYING IS UNFAIR AND ONE-SIDED. IT HAPPENS WHEN SOMEONE **KEEPS** HURTING, FRIGHTENING, THREATENING, OR LEAVING SOMEONE OUT ON PURPOSE. IT RESULTS IN THAT PERSON FEELING SCARED OR INTIMIDATED, OR RESULTS IN THE PHYSICAL OR EMOTIONAL INJURY OF THE PERSON. THIS CAN OCCUR IN PERSON OR THROUGH ELECTRONIC COMMUNICATION.

Any student, who believes they have been bullied, or who has seen another student being bullied, **should report the problem immediately to a teacher or other adult on campus.** Furthermore, any PHCS employee or parent who witnesses a bullying incident should report it immediately to a teacher or the school administrative assistant.

Examples of bullying include:

- Leaving someone out on purpose or trying to get other students not to play with someone
- Spreading rumors about someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or religion or making fun of someone for being a boy or a girl
- Ganging up on someone
- Stealing or damaging another person's things
- Touching or showing private parts
- Hurting someone physically by hitting, kicking, tripping, pushing, and so on

Students at PHCS will do the following things to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report all bullying to a teacher or another adult
- Speak Up, Reach Out, and Be A Friend.

Staff at PHCS will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Teach an anti-bullying program to students in grades K - 6
- Respond quickly and sensitively to bullying reports using the Four-A-Response process: Affirm Feelings, Ask Questions, Assess Safety, and Act by coaching child on what to do in the future
- Take seriously families' concerns about bullying
- Look into all reported bullying incidents
- Assign consequences for bullying based on the school discipline code
- PROVIDE AN IMMEDIATE CONSEQUENCE FOR RETALIATION AGAINST STUDENTS WHO REPORT BULLYING. Trying to get back at someone as a result of a report will result in an appropriate consequence.

**For any violation of the Anti-bullying policy, the following consequences will be applied in sequential order as each violation occurs. The teachers may apply more than one disciplinary action, or skip a step, depending on the severity and nature of the violation.**

First Offense: Student's name reported to the teachers. *Bullying, Harassment or Intimidation Reporting Form* completed and placed in student's school file. Incident investigated. Behavior coaching, and consequence assigned.

Second Offense: Student's name reported to the teachers. *Bullying, Harassment or Intimidation Reporting Form* completed and placed in student's school file. Incident investigated. Behavior coaching, and consequence assigned. Parent notification (of both the person *doing* the bullying, and *being* bullied).

Third Offense: Student's name reported to the teachers. *Bullying, Harassment or Intimidation Reporting Form* completed and placed in student's transcript/file. Incident investigated. Behavior coaching, and consequence assigned. Parent conference. One day suspension.

Fourth Offense: Suspension - In cases of severe or repeated bullying, the student may be suspended for up to one week. Parent conference. Documentation will be placed in the student's transcript/file. PHCS Board notified.

Fifth Offense: Expulsion - In the event of dangerous bullying (such as physical violence or threats - even after only one occurrence), or where repeated efforts to address the problem have failed, the student may be referred to the PHCS Board with expulsion being a possible consequence.

### **Consequences of Harassment or Bullying Behaviors:**

Examples of Consequences:

- Loss of recess
- Time spent in office
- Students writes an apology to the other student
- Chores in the school building
- Out of school suspension
- Counselling with an 'outside' counselor (to be paid for by parents of offending student)
- Police or Community Agency Referral
- Expulsion

*The teachers/Board reserve the right to administer other consequences as deemed appropriate.*

**ALL ASSIGNED CONSEQUENCES WILL BE KEPT CONFIDENTIAL. ONLY THE STUDENT INVOLVED, HIS/HER PARENTS/GUARDIANS, AND APPROPRIATE STAFF MEMBERS WILL BE MADE AWARE OF THE OUTCOMES.**

### **TERMS AND CONDITIONS**

The following terms and conditions shall apply during the time students are on out-of-school suspension:

1. While on suspension, a student may not attend or participate in school functions or enter school property for any reason during or after the school day.
2. When a student is placed on out-of-school suspension, his/her teachers must be notified immediately concerning the date and duration of the suspension. Upon the return to school, the student may request make up work from teachers. Students will be afforded the opportunity to obtain make up work in order to keep up with material missed during their suspension. It is the student's responsibility to request this work.
3. A suspended student must comply with the full length of the suspension, unless agreed upon by the teachers.

### **SUSPENSION WITH AN EXPULSION RECOMMENDATION**

If an incident or violation or series of incidents or violations are serious enough to warrant suspension with a recommendation of expulsion, said suspension may not exceed ten (10) complete school days pending School Board action on the expulsion recommendation. Provided the School Board does not render a decision within the ten (10) school day period, the student shall be readmitted to the regular school setting or placed in an alternate educational setting until such time as the Board renders a decision.

## **Pleasant Hill Christian School Anti-Bullying Contract Student and Parent/Guardian Agreement**

Bullying is unfair and one-sided. It happens when someone **KEEPS** hurting, frightening, threatening, teasing or leaving someone out on purpose.

- Students at Pleasant Hill Christian School will not bully others and will stand up for those who are being bullied. We'll Speak Up – Reach Out – and Be A Friend.
- Everyone at PHCS belongs, and should feel safe.
- Bullying is a choice. I, \_\_\_\_\_ (student name) choose not to bully. I will be a kid against bullying.

**Student's responsibility:**

I commit that I will not bully anyone in my school, or anywhere else. When I see bullying, I will report it to a teacher/adult.

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Student's name	Grade
Teacher	Date

**Parent/Guardian's Responsibility:**

I commit to encourage my child to always respect others. I have instructed my child not to bully. I have advised my child to report bullying to the teacher or responsible adult.

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Parent/Guardian Signature	Date
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**We understand that bullying will result in the following disciplinary action:**

First Offense: Student's name reported to the teachers. *Bullying, Harassment or Intimidation Reporting Form* completed and placed in student's school file. Investigation will be conducted. Behavior coaching, and consequence assigned.

Second Offense: Student's name reported to the teachers. *Bullying, Harassment or Intimidation Reporting Form* completed and placed in student's school file. Investigation will be conducted. Behavior coaching, and consequence assigned. Parent notification (of both the person *doing* the bullying, and *being* bullied).

Third Offense: Student's name reported to the teachers. *Bullying, Harassment or Intimidation Reporting Form* completed and placed in student's transcript/file. Investigation will be conducted. Behavior coaching, and consequence assigned. Parent conference. One day suspension.

Fourth Offense: Suspension: In cases of severe or repeated bullying, the student may be suspended for up to one week. Parent conference. Documentation will be placed in the student's transcript/file. PHCS Board notified.

Fifth Offense: Expulsion: In the event of dangerous bullying (such as physical violence or threats - even after only one occurrence), or where repeated efforts to address the problem have failed, the student may be referred to the PHCS Board with expulsion being a possible consequence.

*Consequences are listed in the PHCS Anti-Bullying Behavior Policy*

**BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM**

**Pleasant Hill Christian School**

1782 Pleasant Hill Road, Sebastopol, CA 95472

707-823-5868, pleasanthillchristianschool@comcast.net

**DEFINITION:** Bullying, harassment, and intimidation are intentional verbal, written, and/or physical conduct or an intentional electronic communication\*\* that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities and performance, or with a student's physical or psychological well-being and is as follows:

- Motivated by an actual or perceived personal characteristic, including race, national origin, gender, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability
- Threatening or seriously intimidating
- Occurs on school property, at a school activity or event, or on a designated school transportation vehicle
- Substantially disruptive to or interfering with the orderly operation of the school

\*\* "Electronic communication" means a communication transmitted by means of an electronic device, including but not limited to telephone, cellular phone, computer, electronic device, or pager.

**DIRECTIONS:** Bullying, harassment, and intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a designated school transportation vehicle; or in the current school year. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member, and wish to report an incident of alleged bullying, harassment, or intimidation, please complete this form, and return it to the administrative assistant or teacher at the student victim's school. If a threat of suicide is reported, the school designee will inform the parent or guardian.

Today's date: \_\_\_\_\_ School: \_\_\_\_\_

1. **Name of student victim:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

2. **Name(s) of alleged offender(s) (if known) PLEASE PRINT**      **Age**      **Is he/she a student?**


3. **Date(s) in incident(s) occurred:** \_\_\_\_\_

4. **Where did the incident(s) happen? Please circle all that apply**

- On school property      Off school property      In a 'school designated' vehicle  
 At a school-sponsored activity or event off school property

5. **Place an X next to the statement(s) that best describes what happened choose all that apply:**

- Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- Coercing another person to hit or harm the student
- Repeated teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Making rude or threatening gestures
- Intimidating, bullying, extorting, or exploiting
- Spreading harmful rumors or gossip. *If by electronic communication, please specify:*

• Other: \_\_\_\_\_

6. **Did a physical or psychological injury result from this incident?** If yes, please explain:

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7. **Was the victim absent from school as a result of the incident?** Please circle:

Yes                      No                      If yes, how many days? \_\_\_\_\_

8. **What did the alleged offender(s) say or do?** *Attach a separate sheet, if necessary.*

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9. **Why did the bullying, harassment, or intimidation occur?** *Attach a separate sheet, if necessary*

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10. **Is there any additional information that you would like to provide?** *Attach a separate sheet, if necessary:*

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**PERSON REPORTING THE INCIDENT** *PLEASE PRINT*

Name: \_\_\_\_\_ Contact phone number: \_\_\_\_\_

Email (if available) \_\_\_\_\_

Please circle the appropriate description below:

Student (victim)              Student (witness/bystander)              Parent/Guardian              School Staff

Other: \_\_\_\_\_

**Signature of Complainant:** \_\_\_\_\_

**Date:** \_\_\_\_\_