



# **PARENT/STUDENT HANDBOOK**

**2019-2020**

“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

## Welcome Letter



August 2019

Dear Families of Pleasant Hill Christian School,

Welcome to the sweetest school community in Northern California! We relish in whole-hearted education at PHCS, a holistic approach that develops a child's mind, heart, soul, and strength. We have been operating for almost 4 decades and we believe the Lord is continuing to minister to families and elementary students as we have seen an over 25 % *increase in student enrollment since last school year!* We are so grateful for God's continued blessing with gifted and enthusiastic teachers and staff! Please welcome Miss Terry Lee Crandall as our new Office Assistant!

Thank you for taking the time to read over our Parent/Student Handbook, which helps articulate our philosophy of education, guidelines, and policies. For 37 years we have enjoyed a warm, family oriented school culture based on our commitment to providing a Christian environment for learning. We recognize that the expectations outlined in this handbook differ from other schools; but this is precisely what facilitates and strengthens us as a school community.

We are ready to grow our hearts, minds, souls and strength to love Jesus this year in new ways!

Delighted to serve you,

*Beth See*

Beth See, M. Ed.  
Principal

**Pleasant Hill Christian School**  
*"Whole-hearted Christian Education"*  
**Luke 10:27**

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# **DISTINCTIVES**

## **History**

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 been the foundation for hundreds of successful lifelong learners.

After all of these years, 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 School Board, consisting of men and women dedicated to the concept of Christian education. In addition to local leadership, 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 curricular resources.



## 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:

In order to identify Occidental Community Church as biblical in theology and evangelical in spirit, we set forth this statement of guiding beliefs:

We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Deuteronomy 6:4; II Corinthians 13:14)

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)

We believe in 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; I Peter 1:3-5; Hebrews 9:24, 7:25)

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)

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)

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)

We believe in the resurrection of both the saved and the lost: they who are saved to the resurrections of life; they who are lost to the resurrection of the judgement. (I Corinthians 15:15-17; I Thessalonians 4:13-18; Titus 2:11-14; Acts 24:15)

## Statement of Values

We believe the Bible, comprised of both the Old and New Testaments to be God's Word which is reliable and relevant for guiding our thoughts, attitudes, and actions. The Bible tells us that God created everything, including the human race. By His design, God created both male and female "in His image." In the Book of Genesis, the Bible clarifies that the woman was fashioned out of man, which indicates the complementary and reciprocal nature of the relationship between men and women. God also instructed them to be fruitful and multiply, in other words, to have children. This is the basis for family and marriage. When God looked upon everything He made, He said it was very good.

Marriage between a man and a woman is the context for family, relationship, sexual intimacy, and behavior. Any sexual intimacy or behavior that is outside of the context of marriage is contrary to God's

design and will, and violates the Bible's teaching for sexual purity. We affirm our belief that marriage is a good thing and that according to God's plan, marriage is between one man and one woman.

We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God.

## **Educational 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.

### **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

### Bible Integration

Bible Memory  
 Knowledge of God & His Word  
 Character Development  
 Weekly Chapels

### Math

Visual and Kinesthetic Approach to:

Computation  
 Concepts  
 Application  
 Problem Solving

### Language Arts

Explicit Phonics  
 Reading & Literature  
 Grammar & Writing  
 Oral Presentations  
 Spelling  
 Vocabulary Building  
 Penmanship (including Cursive)

### Science

Life/Earth/Physical Science  
 Environmental Science  
 Experiments  
 Scientific Method

### Social Science

History  
 Government  
 Geography  
 Hands-On Projects  
 Leadership for 6<sup>th</sup>

### Additional Classes Offered

Music  
 Art  
 Physical Education  
 Computer Skills  
 Foreign Language

### PHCS Hallmarks

Many Churches Represented!  
 Great Student: Teacher Ratio!  
 Frequent Field Trips!  
 Fun Academic Competitions!  
 Inspiring Christmas Program!  
 Holiday Home Tour!  
 Special Friends Day!  
 Classroom Buddies!  
 Community Service!  
 Awards Assemblies!  
 Strong Parent Club!  
 Family Atmosphere!







## PERSONNEL

### School Governance

Pleasant Hill Christian School is an outreach ministry of Occidental Community Church with its own School Board, 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 Principal, 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 School Board sets the policy for the school; whereas the Principal 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.

### 2019-20 School Board

Chairman .....	Dennis Bolt
Secretary .....	Lloyd Fritz
Treasurer .....	Ken Kinser
Member .....	Rachel Seidler
Member .....	Janlyn Heath
Member .....	David Tulley-Smith

### Faculty & Staff

Principal .....	Mrs. Beth See
Office Assistant .....	Miss Terry Lee Crandall
Bookkeeper .....	Ms. Debbie Hurst
Teacher K/1 <sup>st</sup> .....	Ms. Courtney Porter
Teacher 2/3 <sup>rd</sup> .....	Mrs. Julie Reifsteck
Teacher 4-6 <sup>th</sup> .....	Ms. Mary Jo Kinser
Instructional Aide .....	Mrs. Shannon DeMange
PE Instructor .....	Mrs. Shannon DeMange
Spanish Instructor .....	Mrs. Celia Marr
Art Instructor .....	Mr. Dennis Bolt
Music Instructor .....	Mrs. JoVonne Bolt
Technology Instructor .....	Mrs. Lori Kraemer
After School Care .....	Volunteers



# ADMISSIONS

## Admissions Procedures

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

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

### **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.

### **Tuition and Fees**

The non-refundable annual registration fee covers the cost of processing applications and other necessary requirements of school enrollment. Registration fees are 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. Monthly tuition is due on the first of each month and is considered late if not received by the 10<sup>th</sup>. There is a late fee assessed for late payments. 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 at [dhurst@phcs.org](mailto:dhurst@phcs.org).

Note: Tuition is not tax deductible.

### **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.



## OPERATIONS

### School Hours

Grade	Day	School Hours
K-6 <sup>th</sup>	Monday-Thursday	8:45am-3:15pm
K-6 <sup>th</sup>	Friday	8:45am-1:15pm

Students not picked up within 15 minutes of dismissal time will automatically be put in 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.

### After School Care

We have one hour of After School Care available Monday through Thursday billed at the rate of \$7/hour, to your parent tuition account. There is no After School Care on Fridays.

### 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. Please – no parking in the circular driveway or in any designated staff parking areas. See school map at the end of this Handbook.

### Office Hours

Office hours will be 8:30-3:30pm Monday-Thursday and 8:30-1:30 on Fridays. Feel free to email teachers for direct contact or you can always leave a message in the office for teachers. If you have any questions about bookkeeping or financial matters, please email Debbie directly at [dhurst@phcs.org](mailto:dhurst@phcs.org) or Beth at [bsee@phcs.org](mailto:bsee@phcs.org).

### 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.

You may deliver a “forgotten lunch” to the office and the office will deliver it to your child. We request that K– 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 dismissed 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.

## Office Area and Telephone Use

The school office desk area is a business office. Students must have permission from their teacher to enter 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.

## 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. The lost and found box is located in the Assembly Room and may be checked before or after school.



## ATTENDANCE

### 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 or email 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.

### **Illness**

When a child is ill, parents may call and request their child's homework assignments. Please request early in the day to facilitate same-day pick up. The requested assignments can be picked up in the school office after school. There will be one make up day per day of illness with no penalty.

### **Pre-Arranged Absences**

**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**

Timeliness is a character quality that we hold in high regard. 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 has more than 5 tardies in a trimester, parents will be contacted by the Principal.** The disruption caused to the class by a tardy student, as well as the loss of information by the tardy student will be addressed by 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. The office will retrieve the student.

### **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.



# STUDENT CONDUCT & GUIDELINES

## Discipline

Students are encouraged to develop the positive character traits of love, respect, truthfulness, obedience, diligence, sensitivity, compassion, attentiveness, initiative, creativity, and joyfulness. We choose to focus on what the apostle Paul in Romans 12:10 admonished us to do: ***“Be devoted to one another in brotherly love, and take delight in honoring each other.”***

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 lovingly bring about a change of heart, correct behavior, and a respectful attitude. Discipline will be faithful and consistent in order to promote maximum learning.

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 environment for learning.

Students will be expected to:

- Honor God and His Word, including the use of His name.
- Cheerfully follow the directions of their teachers, school support staff, and volunteers.
- Be courteous to their peers.

## Office Visits

There are five basic behaviors that will automatically necessitate discipline from the Principal directly:

- Disrespect shown to an adult (staff member, parent, etc.)
- Dishonesty in any situation, including lying, cheating, and stealing
- Possession of weapons, drugs, alcohol, or any nicotine delivery system including e-cigarettes.\*
- Fighting, i.e. striking or kicking in anger or with the intention to harm
- Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain

The first two times a student has an office visit the student's parents will be contacted and given the details. Their assistance and support in averting further problems will be sought.

The third office visit will be followed by a meeting with the parents and Principal.

Should the student require a fourth office visit, the School Board will be brought in for discussions of suspension and/or expulsion.

\*Possession of weapons, drugs, alcohol, tobacco or any electronic nicotine delivery system including e-cigarettes will immediately be dealt with and may result in suspension and/or expulsion in the interest of student safety.

## Dress Code & Appearance

Children's clothing should be clean and appropriate for school. Shorts/skorts/skirts of modest length may be worn. The following should not be worn to school:

- Offensive or questionable slogan or graphic T-shirts
- Tops that expose the midriff, halter tops or spaghetti straps
- Shoes without backstraps
- Beach attire

Parents will be called if clothing is considered inappropriate.

NEW: To reduce injury and to allow whole-hearted participation in PE, students will be required to bring a pair of comfortable running shoes to school (to be kept at school).

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

NEW: Grooming and appearance at school is important as Image-Bearers (Genesis 1:26-28). Hair should be worn neatly and kept natural colors.

### **After School Guidelines for Students**

Students are welcome to arrive at school as early as 8:30am. Students arriving anytime after 8:30am are to enter the main building through the gate and in through the back doors. The front is not a student entrance.

They will be supervised outside until the bell rings at students are seated inside their classrooms.

K – 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 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 after 3:30 need to 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 3:30 p.m. all remaining students need to be signed into After School Care.

## 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.

PUMAs practice the following:

- Use outdoor areas safely
- Keep their hands to themselves
- Are courteous to peers and Yard Duty
- Take turns graciously
- Ask Yard Duty to enter Equipment Shed for equipment
- Stay within boundaries; ask a Yard Duty to get a ball
- Keep balls on the blacktop or grass; out of the play structure area
- Kick soccer balls and footballs **ONLY**
- Swing on their bottoms forwards and backwards **ONLY**
- Keep sticks and rocks on the ground
- Freeze immediately when they hear the whistle blown and **WAIT** for verbal directions
- Get drinks and use the bathroom during last 5 minutes after first whistle is blown
- Gather all their belongings before going to line up after recess



PUMAs do NOT:

- Name call
- Exclude others
- Climb or hang from trees, fences or backstop
- Push, wrestle, tackle, or throw balls at people
- Twist, jump or flip out of swings
- Climb in the ball box
- Go into the ball shed without Yard Duty permission
- Get drinks or use the bathroom after the 5 minute warning whistle

Student cell phones ***must be turned in*** to the Office at the beginning of the day and can be checked back to the student after school is dismissed. Parent communication during the school day must go through the school office.

**The following items may not be brought to school:** chewing gum, trading cards, knives, guns or weapons of any kind, electronic devices such iPads, iPods, battery operated toys, etc., valuable items, obscene or occult material, shoes with built-in skates/skateboards/scooters, alcohol, drugs or tobacco.





## **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**

## **Birthdays**

We ask that no birthday treats or party invitations be brought to school. Teachers and classmates will celebrate each student's birthday.

## **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 or Principal 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 the behavior requires an office visit, the Principal will contact the parent (or person on the emergency card) and the student may be immediately suspended from school. Disruptive behavior which continues may also be subject to the student's permanent dismissal from the school. 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.
4. 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.

## 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 Live Scan process and 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.



## ACADEMIC POLICIES

### Grading

Traditional letter grades A, B, C, D, F will be given for grades 3 - 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. Our primary grades K - 2 will be given E – Excellent, S – Satisfactory, N – Needs Improvement, and U – Unsatisfactory for both basic subject areas as well as behavior and work and study habits.

***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 vs. Completion Work

Regular Homework includes weekly assignments including Bible memory, spelling practice, and math reinforcement, and 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.

Completion work is work a child was given time to complete at school but didn't finish. Our aim is that all schoolwork be completed at school but depending on your child's focus and/or processing, completion work may come home to be finished and returned to school the following day. Please check your child's folder daily to ensure completion of daily school work.

### 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 upon request. Please contact the Office.

## Parent/Teacher Conferences

Parent-teacher conferences will be scheduled during the first grading period. Our teachers are happy to meet with you whenever 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.**



## EMERGENCY INFORMATION

### Emergency Procedures

In the case of an emergency in which the building would need to be vacated for longer than an hour, 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 via K12 Alerts.

If there is an emergency (like flooding) or power outages before school starts, 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. If an emergency develops while students are on campus, we will notify parents via K12 Alerts (call, text, and email). 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.

We drill regularly for fire, earthquake, and lockdown procedures throughout the school year in efforts to keep our students safe.

## SCHOOL COMMUNITY POLICIES

### School E-Newsletter

We respect your inbox so each Friday a school newsletter, "PHCS News & Reminders," is e-mailed. This newsletter contains a calendar of upcoming events with important details.

### 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.

## 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 and LiveScan.*** Please obtain a LiveScan & Background Check Consent Form from the school office. The expense of the fingerprinting is the parent's responsibility.

### Guidelines for Field Trip 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.
6. Please refrain from:
  - Smoking

- Consuming alcoholic beverages
  - Using electronic devices
  - Showing movies in the vehicle
  - Chewing gum
7. Require children in your group to show respect for you, one another and the public at all times (including in the car).
  8. 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.

### **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:

Principal, Office Manager; 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.

## 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 principal.

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 student 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

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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

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.

# BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM

**Pleasant Hill Christian School**  
 1782 Pleasant Hill Road, Sebastopol, CA 95472  
 707-823-5868, bsee@phcs.org

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

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: \_\_\_\_\_