

Portland Christian Schools  
Pre-K through 6<sup>th</sup> grade  
Parent and Student Handbook



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**P O R T L A N D   C H R I S T I A N   S C H O O L S**

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# PORTLAND CHRISTIAN ELEMENTARY PARENT/ STUDENT HANDBOOK INDEX

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# **STATEMENT OF PURPOSE, PHILOSOPHY AND EDUCATIONAL GOALS OF PORTLAND CHRISTIAN SCHOOLS**

## **MISSION STATEMENT**

It is the mission of Portland Christian Schools to educate students in the truth of God's word in every area of instruction and activity to that their lives may be transformed by the renewing of their minds.

## **PURPOSE**

The purpose of the organization is to provide for and give to children that week-day instruction which is in agreement with the Statement of Faith. This Society is a charitable, religious, educational, and non-profit organization.

This organization proceeds from the home and is responsible to it, not the church or the state. It is therefore necessary that the fundamental unity of the school and home be maintained.

## **PHILOSOPHY**

Colossians 1:16, 17 states, "For by Him (Jesus Christ) all things were created; things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things were created by Him and for Him. He is before all things, and in Him all things hold together." This is the source of our philosophy.

We believe that education must be God-centered, and thus a conscious effort is made to view every area of life as God sees it. The knowledge our students acquire will take on significance and meaning only when related to God's Word. Our educational programs and methods of instruction are dependent on a Biblical philosophy to provide viewpoint, general background truth, and principles for interpreting facts in the study of any subject.

In an attempt to develop truly educated students with a solid Christian worldview, we believe it is essential for students to understand all viewpoints within each academic discipline. It is our goal that students know not only what they believe, but why they believe it, and what they do not believe and why they do not believe it. To these ends, we do not shy away from studying and analyzing secular viewpoints that may be at odds with our own. It is only through this process of critical thinking and analysis that students will be truly prepared to "give a reason for the hope that is in them". We believe that truth, having nothing to fear from investigation, should be vigorously pursued at every opportunity

Providing a uniquely Christian academic environment implies a commitment to excellence both in administration and instruction. Administrative excellence requires fiscal management, personnel selection, and leadership consistent with the school's purpose. Instructional excellence requires the understanding that there is an important difference between Christian and secular approaches to education.

Therefore, our approach is God-centered rather than man-centered. We believe that full truth cannot be taught if the Creator is ignored or denied. Even though knowledge is factually the same for both viewpoints, the interpretation and significance of it are not the same. Christian education cannot take place unless the following truths underlie all activities of the school:

1. God is the Creator and Sustainer of all things, and the Source of all truth and wisdom.
2. Because of sin, man by nature omits God and thus fails to relate himself and his knowledge to God.

3. Regeneration is by faith in Jesus Christ. The meaning and value can be understood only in the light of His Person, purpose and work.
4. God has revealed Himself in a general way in His world and universe, and in an authoritative way in the Bible.
5. Through the educational experience, the Holy Spirit conforms the believing student to the image of Christ as that student beholds the glory of God reflected in the Bible and in the world.

**In view of the above, we believe:**

1. The home, the church, and the school should compliment each other, promoting the student's spiritual, academic, social and physical growth.
2. One must experience regeneration prior to spiritual growth, and full integration of faith, learning and knowledge.
3. The parent delegates authority and responsibility for instruction and discipline to the teacher while the student is involved in school programs.

**EDUCATIONAL GOALS**

Portland Christian Schools seeks for student growth in spiritual, academic, physical and personal excellence. The following objectives are the result of our philosophy and will determine the policies and programs of our institution. It is to be understood that the educational goals which follow must be construed as interdependent and they represent a guideline for the administrative and educational programs of Portland Christian Schools.

**SPIRITUAL GOALS**

1. To encourage students to grow in their love for Jesus Christ.
2. To teach that God is the Author of all truth.
3. To teach the Bible as God's inspired Word and to develop love and respect for it.
4. To teach the doctrines of the Bible, as presented in the Society's Statement of Faith.
5. To develop a desire to know and obey God's will as revealed in the Scriptures.
6. To develop an understanding of the Christian's role in evangelism, in discipleship, and in fellowship within the local church.
7. To encourage godliness through pursuit of the mind of Christ.
8. To teach a Biblical view of temptation and sin.
9. To encourage self-discipline, responsibility and submission to God and all Biblical authority.
10. To help each student develop and adopt a Christian world view by integrating faith, learning and knowledge.

**ACADEMIC GOALS**

1. To develop the individual's potential academic abilities by promoting high academic standards.
2. To help each student gain a thorough command in the basic skills: communication (oral, written and listening), mathematics and reading.
3. To encourage each student to use productive study habits.
4. To teach skills in independent research, logical reasoning and critical thinking.
5. To motivate students to pursue areas of personal interest and to develop their God given talents and creative skills.
6. To encourage the adoption of Biblical principles as the basis for value judgments.
7. To foster an appreciation of the arts as a mode of expression.
8. To promote responsible and productive citizenship.
9. To teach a God-centered view of the issues of human existence and to relate current events to God's plan for man and to the world.
10. To develop appreciation for God's creation and humanity's rights and responsibilities therein.

11. To teach the student to work independently and cooperatively.
12. To develop the skill necessary to function in the technology of society.

### **PHYSICAL GOALS**

1. To teach that the wise use of the body as a temple of God requires discipline and habits that contribute to good health.
2. To teach good sportsmanship and teamwork.
3. To develop coordination, muscle tone and endurance.
4. To teach recreational activities profitable for worthy use of leisure time.

### **PERSONAL GOALS**

1. To help each student develop proper self-esteem as one created in the image of God, and to teach the reality of God's enabling power to love one's neighbor as one's self.
2. To teach Biblical perspectives toward interpersonal relationships.
3. To teach the value of using time effectively as a faithful steward of God's resources.
4. To teach work and relational skills which lead to vocational success.
5. To teach each student the necessity of forming personal convictions before God and to respect the same in others.
6. To teach an appreciation of building relationships in marriage and the family, pursuant to one's commitment to Christ-like living.
7. To teach the Biblical attitudes that material things are gifts from God, and to encourage individual responsibility in using them for His glory.

### **NONDENOMINATIONAL POSITION STATEMENT**

The Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach.

It is our desire to maintain this position. In order to do so in all fairness, it is necessary that we remind faculty, staff, parents, and students that the interpretation and application of the following areas are left primarily to the teaching of the home and the church:

- Church government – authority and discipline
- Time and mode of baptism
- Security of the believer
- Timing of future events
- Second work of grace – baptism of the Holy Spirit
- Sinless perfection
- Gifts of the Spirit – speaking in tongues, interpretation of tongues, healing, miracle working, discerning of spirits.

Denominational positions may be freely discussed within a proper educational context. In honoring this desire concerning the purpose and outreach of the school, there shall be no attempt by student, teacher, or parent to promote one denominational position over another. We desire to remain united in the salvation and love of Christ, avoiding the dissension, which may be caused by denominational distinctives.

### **BOARD POLICY REGARDING CONFLICT RESOLUTION**

The parties in this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (1 Cor. 6:1–8; Matt. 18:15–35).

1. Matters of concern should first be handled in accordance with the Lord's commands in Matthew 18:15-35, with forgiveness and/or reconciliation as the goal. Individuals should communicate on these matters according to these principles.
2. Beyond this, if necessary, matters of concern should be handled by verbal and/or written notification to the appropriate administrator.
3. If resolution is not possible at this level, the matter should be brought to the Superintendent.
4. Further examination may be requested from the Board of Trustees in cases involving serious disagreement, so as to determine the necessity for external mediation.
5. External mediation will be sought through steps suggested by Board approved legal counsel.

## **INTRODUCTION**

In 1946 a group of interested parents met and laid plans to offer education from a Christian perspective for their children at Portland Christian School. Through the efforts, prayers, and financial sacrifice of many in the years since 1946, our schools have experienced the Lord's gracious blessings.

This manual carries on a long tradition of communicating criteria of academic and behavioral standards, guidelines and requirements founded on the desire and customs of the parents, administrators and teachers of the Portland Christian Schools.

Through the years, these regulations have been designed to meet the ultimate goal of Christian education - the optimum growth of every student spiritually, academically, physically, emotionally and socially - as students develop a sense of values based on the Scriptures and natural laws that God established. To meet this goal, we join you in endeavoring to "bring up your children in the nurture and admonition of the Lord."

## **PLEDGES**

### **Pledge to the American Flag**

"I pledge allegiance to the flag of the United States of America,  
and to the republic for which it stands, one nation under God,  
indivisible, with liberty and justice for all.

### **Pledge to the Christian Flag**

"I pledge allegiance to the Christian Flag,  
and to the Savior for Whose Kingdom it stands.  
One Savior, crucified, risen, and coming again,  
with life and liberty for all who believe."

### **Pledge to the Bible**

"I pledge allegiance to the Bible, God's Holy Word.  
I will make it a lamp unto my feet and a light unto my path.  
I will hide its words in my heart, that I might not sin against God."

### **Elementary School Song**

(To the tune of Our Great Savior)

Christ our Master and Redeemer, Guard us as we learn each day.  
Take our lives and ever lead us, Bend us to Thy will, we pray.  
May our Portland Christian Grade School sing Thy praise forever more.

Grant us courage; grant us wisdom, Serving Thee who we adore.

## **STATEMENT OF FAITH**

- 1) **The Scriptures:** We believe that the Old and New Testaments comprise the totality of verbally inspired revelation from God to man, and that the original documents were inerrant in fact and infallible in truth. The sixty-six books of the Bible thus constitute the Word of God and are the believer's only rule for faith and living. (Isaiah 40:8; John 17:17; II Tim. 3:16-17)
- 2) **The Godhead:** We believe in the one living and true God, who is one in essence, but eternally existent in the three persons of the Father, Son, and Holy Spirit, each having the same nature and attributes. God is the creator of all things, and the source of all truth. He is separate from the world and universe, yet everywhere present as the sovereign ruler and sustainer of all things. (Gen. 1:1; Gen.1: 26-27; Is. 43:10,13; Ex. 3:13, 14; Matt. 28:1; Col. 1:17)
- 3) **The Creation and fall of Man:** We believe man was created in the image of God for the divine purpose of glorifying Him. But through Adam's original sin, man fell from his original state of innocence and became corrupt in nature. As a consequence, man is under the wrath of God and is eternally lost apart from salvation through faith in the Lord Jesus Christ. (Gen. 3:1-24; John 3:16-18, Rom. 3:23; Rom. 4:12-21; Rom. 6:23).
- 4) **The Person and Work of Christ:** We believe that Jesus Christ, the second person of the Trinity, was the pre-existent, eternal son of God; that He was conceived by the Holy Spirit and born of the virgin Mary; that He was fully God and man, yet without sin; that His death on the cross fully satisfied God's divine justice and accomplished our redemption; that His bodily resurrection from the dead confirmed His deity and atoning work, and fully guaranteed the redemption of all who believe; that He is now seated at the right hand of God in heaven, where as High Priest He serves as Intercessor and Advocate for all believers, that He is the only Mediator between God and man, the Head of His body (the church), and the coming universal King. (Matt. 1:18; John 1: 1-3,14; Acts 4:12; Rom. 1:4, II Cor. 5:21, Eph. 1:1-14, 22; Col. 1:15; Col. 2:9; II Tim. 2:5; Heb. 4:14; Heb. 10:18; Rev. 12:5)
- 5) **The Holy Spirit:** We believe that the Holy Spirit, the third Person of the Trinity, began His work in this present age at Pentecost, when He came as promised by Christ. In relation to unbelievers, He convicts of sin, righteousness, and judgment; in relation to believers He regenerates, baptizes into the body of Christ, indwells, sanctifies, instructs, bestows gifts and empowers for service, and preserves to the day of redemption. (Matt. 28:19; John 14:26; John 16: 7-15; Acts 1:5,8; Acts 2:1-40; Romans 8:9; I Cor. 12:4-14; Eph. 2:8-9)
- 6) **Salvation:** We believe that salvation is a gift of God's grace, and is received by personal faith in the Lord Jesus Christ, totally apart from human merit or works. This salvation is evidenced by Christ-like character, righteous living, and good works, as the believer submits to the in-dwelling Holy Spirit, in obedience to the Word of God. (Gal. 5:22-23; Eph. 2:8-9; I Tim. 1:5; II Tim. 1:9; James 1:21-27)
- 7) **The Church:** We believe that the Church is the body of Christ, composed irrespective of denominational or organizational affiliation. Members of this spiritual body are directed in Scripture to associate together in local assemblies. The mission of the Church is to make disciples of all people and nations, and to bring them to maturity in Christ. (Matt. 28:18-20; I Cor. 12:13; Eph. 2:11-22; Eph. 4:11-16; Col. 1:28; Hebrews 10:23-25)
- 8) **Satan:** We believe that Satan exists today as the enemy of God and the accuser of God's people. He persistently seeks to counterfeit the works and the truth of God. (Is. 14:12-14; Eze. 28:12-17; Acts 26:18; Eph. 6:10-13; Rev. 12: 1-17; Rev. 19:17-21)
- 9) **Future Things:** We believe in the personal return of the Lord Jesus Christ. We believe in the bodily resurrection of all the dead the saved to eternal life, dwelling forever with Christ – the unsaved to everlasting judgment and condemnation. (Matt. 24:29-30; Acts 1:11; Rev. 20:1-6)

## **APPEALS PROCEDURE**

Students dismissed from Portland Christian Elementary School for any reason may appeal the dismissal according to the following procedures:

- A letter requesting to appeal the dismissal must be received from the parent within the time specified by the principal. Such letters shall be forwarded to the board members on the PCS Education Committee for review and preparation. The Appeals Sub-Committee handles the appeals, and all members of the committee are briefed in advance of any appeals session.
- Then, according to the principal's preference, a date will then be set to hear the appeal. This meeting must be timely.
- Parents and students will be notified of the meeting date, time and location for their appeal. Students must attend the meeting with their parents. Attendance at this meeting may be optional if the student receives a favorable report from the Faculty Review Committee.
- At the Appeal Sub-Committee's request, faculty members may be asked to clarify recommendations or answer committee questions.
- A decision will be made regarding the student's continuation at PCS, and the family notified within a 24 hours.
- Further appeal may be made to the Board of Trustees once the above process has been fulfilled. Any consideration of future attendance at PCS will be at the discretion and directive of the Board. The PCS Board has the final authority in all decisions.

## **PORTLAND CHRISTIAN SCHOOLS ADULT/YOUTH CONTACT POLICY**

The Portland Christian Board of Trustees has adopted an Adult/Youth Contact Policies and procedures Handbook. This handbook will serve as the basis for procedures and training for Portland Christian School employees and volunteers.

Regularly scheduled volunteer tutors, volunteer coaches, volunteer playground workers, volunteer classroom aides (not high school cadet teachers) and university practicum teachers will be subject to background checks. Volunteers will be trained regarding the Adult/Youth Policies and Procedures Handbook as needed.

Elementary: Volunteers working closely with students who may be unsupervised by a school employee must read the Adult/Youth Contact Policy and/or watch the video and sign an agreement of compliance. Volunteers will also be required to fill out and pass a background check as well. (These volunteers include coaches, tutors, student nurses, and parents) All volunteers spending an overnight with students at a school-sanctioned event will attend a formal Adult/Youth Contact Training Session. A site administrator will conduct this training.

## **STUDENT CONDUCT**

Disciplinary referrals may be given out by the school principal. Cell phones, electronic toys, iPods, etc. are not allowed at school. The school expects and teaches respect for authority, property, and the rights and privileges of others. Obedience to the policies and rules of the school is expected from each student. The cooperation of parents is highly valued regarding student conduct at school. Serious offenses are dealt with by the principal. The principal may place students on probation or require their suspension from school. Serious misconduct may result in dismissal from the school. Please note the following

1. In any area of student life, a problem is first dealt with, verbally and in writing by the teacher. A more serious offense may bring action by the administrator.
2. If a problem continues, parents will be notified so that their help may be obtained. Continued problems will result in a student being placed on behavioral probation and also may include suspension. Following is our probation policy for Primary and Intermediate grades. If changes do not occur, a student may be suspended or expelled from school.

## **STUDENT CONTACT POLICY**

### **After School Hours Or Non-School Events**

It is the expectation of Portland Christian Schools that students will not engage in text messaging or other forms of instantaneous communication with faculty or staff members without **prearranged** written parental permission. Upon parental consent, students and faculty may communicate via text message or IM for school related business only. Email correspondence is permitted exclusively through the school's network for class or other related school activities such as athletics, music, etc. issues only.

At the beginning of the school year, each teacher will send home a permission form outlining the various methods of communication utilized for class related projects and assignments between the teacher and students as well as for students to the class. Such methods of communication are to be used for official school related business only and not for social interaction between student and teacher.

## **BULLYING**

Portland Christian Schools are committed to a safe and respectful learning environment for each student. We expect Christ-like character from each student. We believe that bullying is a type of harassment and has no place in the learning environment.

Bullying will be reported to the administration and is grounds for disciplinary action which may include suspension and/or expulsion.

## **PORTLAND CHRISTIAN ELEMENTARY SCHOOL BEHAVIORAL PROBATION**

Students will be placed on probation for:

1. any serious disciplinary situation or
2. the third time in the office for inappropriate behavior during the school year or
3. a quarterly grade in Work & Study Habits and Social Habits of N or U. A total of three "improvement needed" notations in work & Study Habits or Social Habits results in a U for the quarterly grade.

### **A student on behavioral probation . . .**

1. Will meet once every 2 weeks with the elementary administrator/school counselor.
2. May be excluded from special activities (i.e. sports, band, etc.).

After being placed on behavior probation, a team consisting of the student, the classroom teacher, the school principal and one other teacher within the department, will meet with the parents/student to formulate an assistance plan. An assistance plan will begin no later than two weeks after the parent meeting.

A minimum assistance plan will include:

1. Clearly defined expectations of the student's behavior.
2. Parent work with the student on conflict resolution curriculum.

Assistance may include . . .

1. A medical examination by the child's pediatrician.
2. Consistent outside professional counseling for duration of the probation period.

Should sufficient improvement not take place, the process for a student's 2<sup>nd</sup> quarter on probation will be similar to the above with the additional issuance of an information letter stating that a student will be requested to withdraw from school at the end of the 2<sup>nd</sup> quarter on behavior probation/or the end of the school year.

Parents of students dismissed from Portland Christian Elementary School may appeal the dismissal according to the Appeals Procedure. An attachment on the appeals procedure will be given to the parent.

Should sufficient improvement not take place, the process for a student's 2<sup>nd</sup> quarter on probation will be similar to that of the first quarter with the additional issuance of an information letter at the beginning of the 2<sup>nd</sup> quarter stating that the student may be requested to withdraw from school at the end of the 2<sup>nd</sup> quarter on behavior probation/or the end of the school year.

Parents of students dismissed from PCES may appeal the dismissal according to the Appeal Procedure. An attachment on appeals procedure will be given to the parent.

### **POLICY REGARDING THE USE OF TOBACCO PRODUCTS, ALCOHOL, ILLEGAL DRUGS AND FIREARMS**

According to Board Policy 91-7, "No tobacco, alcohol, unlawful drugs, or firearms are permitted on the campuses of Portland Christian Schools."

In accordance with Oregon Law ORS 431-840, Section I, "It is unlawful for any person under 18 years of age to possess tobacco products. Any person who violates this subsection of Section I is punishable by a fine of not more than \$100.00." Any student who is known to use alcoholic beverages, tobacco in any form, illegal drugs or to abuse drugs of any kind, on or off campus, will be suspended from Portland Christian Schools pending expulsion hearings and possible police investigation.

In accordance with Oregon Law, it is illegal to possess firearms or weapons of any kind on a school campus or at any school sponsored function. A student who brings a firearm or destructive device to school or any school sponsored event, or is in possession of a firearm at school or any school sponsored event shall be expelled for no less than one year, unless a modification is warranted. The appropriate law enforcement agency will be contacted.

### **EXPLOSIVE DEVICES, KNIVES, MACE, OR ANY OBJECT THE COULD BE USED AS A WEAPON**

Students and/or parents or any other person **MUST NOT** carry any object that could be used as a weapon on campus or at any school sponsored function. Students who do so will be suspended pending further investigation.

1. Items such as lighters, hunting type knives, explosive devices, including fireworks, etc. **MUST NOT** be brought to school or to any school sponsored function.

## **VANDALISM, STARTING FIRES, PULLING FIRE ALARMS, POSSESSION OR USE OF EXPLODING DEVICES**

Students involved in any of the above activities will be subject to disciplinary action, which may involve suspension, expulsion, police investigation and prosecution.

## **OFFICE HOURS**

The Elementary School office hours are from 8:00 AM to 3:45 PM.

All visitors/parents are to use the main front doors and report directly to the office before going to any other part of the school. Visitors and volunteers must sign in/out in the office and wear a visitor's badge. All members of the staff are understandably concerned when strangers are in the building. Persons on legitimate business should not object if a member of the staff asks them to properly identify themselves. The policy regarding visitation was developed to maximize the protection of your children. It is an important step and not taken lightly. Your understanding and cooperation in this undertaking is appreciated.

It is the responsibility of the parent to keep the school office informed of changes regarding name, address, phone, work phone, etc. for the safety and well-being of the child. **In case of an emergency we need current information on hand.**

## **SCHOOL HOURS**

Playground supervision is provided from 8:00 to 8:30 AM; consequently, for their safety, no children should be on the school grounds prior to 8:00 AM. Students arriving before 8:25 AM are to go to the back playground.

At 8:30 AM, the school doors are unlocked and children may begin going into their classrooms; children should be in their rooms by 8:35 AM.

Regular school hours are as follows: Kindergarten - 8:35 AM to 2:50 PM, Grades 1-6 - 8:35 AM to 3:10 PM.

Students before and after school: Students are not allowed in the building before 8:30 AM, unless accompanied by a parent and have clearance from the office and the teacher. Students are allowed to return to class with or without parents between 3:10 – 3:20 PM to get any books/homework/etc. they have forgotten. After 3:20 PM all classrooms are closed. **Please DO NOT ask office personnel to open a classroom after 3:20 PM.**

## **BEFORE/AFTER SCHOOL CARE**

Before/after school supervision will be provided throughout the school year, beginning with the first day of school in September by our early childhood department. Our center is open from 6:30 AM to 6:00 PM, Monday through Friday. You must be enrolled before the first day of attendance. Information for enrollment is available in the early childhood or elementary school office.

## **EARLY DROP OFF/LATE PICK-UP POLICY**

Playground supervision continues from 8:00 - 3:20 PM Before 8:00 AM and after 3:20 PM, no students are to remain on the school grounds without supervision. Children who are on the playground before 8:00 AM or after 3:20 PM will be **brought to Extended care** and will be charged a late fee.

## **ACTIVITIES AND EVENTS**

### **SERVICE BLOCK**

PCS parents are required to provide a set number of hours of service for the school per year. The Business Office will mail sanctioned service activities listed on the information and instruction sheet, along with service vouchers, to you. To be credited to your account, you must submit a completed service voucher listing the projects that you have participated in for each block of specified hours of service. One voucher should be sent to the PCS Business Office after you have completed that portion of your service. Vouchers still outstanding by May 1<sup>st</sup> of the current academic year will be void, and those parents will be billed for each unredeemed voucher.

Each school will have a campus coordinator who is there to guide parents toward activities or events, which they can use to fulfill the service block requirement on a particular campus. Parents not able to participate in scheduled work activities/school events will be required to remit the voucher amount in full prior to December 15<sup>th</sup> of the current academic year. A payment schedule is available by arrangement with the PCS Business Office. Those opting to pay this fee must complete these payment arrangements prior to the December 15<sup>th</sup> cutoff date. Please note: This fee is not part of your tuition balance and is not included on your tuition statement. It is our desire to encourage the involvement of all parents in the life and activities of the school. However, payment of the service block fee will exempt parents from the required activities for the entire year.

### **VOLUNTEER SERVICE GROUPS**

These groups work with the faculty and administration in presenting programs of interest to parents. The major officers of these organizations, and any interested parents meet monthly as the Elementary School Parent Committee to provide coherence and communication of the plans of each of the separate volunteer groups. These include 1) Fun Night 2) Teacher Appreciation 3) Room Parents 4) Campbell's Labels 5) Hospitality 6) Fund Raisers 7) Campus Beautification.

Requirements to be a Volunteer with students are a Background Check and the Adult Child Contact Training. Check with the office for training booklet and forms.

### **ROOM PARENTS**

A team of 3-4 parents works together to plan and facilitate classroom parties throughout the year (Harvest, Christmas, Valentines, and Teacher Birthday). Room Parents help prepare and serve lunch on Field day. The kindergarten and 6<sup>th</sup> grade Room Parents help with the spring promotion events.

### **FIELD TRIPS**

Educational field trips may be taken by grades K-6 during the school year. The trips are related to an area of study in the classroom and provide for curriculum enrichment. All students are expected to participate. Parents must sign a permission slip.

Information regarding specific trips will be sent home in advance of the trip with the permission slip.

Parents are invited to chaperone so there is at least one adult for each eight to ten students. Background check and Adult Child Contact Training are required. The following are chaperone guidelines:

Parents **will:**

- Call classroom teacher ASAP if you are not coming on the field trip.
- Be on time, allow time to park and get to the classroom.
- Notify classroom teacher if you notice anything unusual.
- Have continual visual supervision of children assigned to you.
- Travel on the bus with your assigned children.
- Supervise your assigned children on the bus.
- Abide by the adult/child contact policy.
- Bring students to the teacher if they are being or causing a problem.

Please **do not:**

- Talk on a cell phone
- Leave your group unattended at any time
- Smoke, or use chewing tobacco
- Consume alcohol within 12 hours prior to the trip
- Let children leave your range of vision or go to the restroom alone
- Bring your younger children
- Purchase food or other items for the children in your group

### **SPORTS**

Students in grades 3 – 6 may participate in athletics. These sports are run through CYO and/or other athletics organizations when applicable are subject to their registration regulations, fees, and volunteer coach availability. Volleyball is available to 6<sup>th</sup> grade girls through the PC middle school program. Track and soccer participation is open to 6th grade students also through the PC middle school program. These programs are subject to the PC Schools sports fees and regulations. Girl's softball (ASA) and Boys Baseball (JBO and USSSA) are in the spring. If a student is absent on a school day, he or she may **not** participate in a game or practice that same day.

### **SOCIETY MEETINGS**

Society Business Meetings are held yearly. Election of Board members and reports on matters of school business are presented to the school family. You will want to become aware of our organization by attending this meeting.

### **PARENT ORIENTATION/BACK TO SCHOOL NIGHT**

Each September an evening will be spent in explanation of the basic philosophical foundation for the Christian School. The distinctive characteristics of Christian education will be presented, our staff will be introduced, and important information regarding teacher expectations will be shared. Parents should be present at this orientation.

### **SCHOOL PICTURES**

Each year pictures of the individual student and his class are made available for purchase. Individual pictures (and retakes) are usually received before Thanksgiving. Class composites are usually received in the spring. Purchase of any pictures is completely optional.

### **CHAPEL**

One day each week chapel services are held. We believe that our worship of the King of Kings is to be conducted with dignity. Quiet attention and appropriate response contribute to personal and group blessings. Every year there is a month with a focus on missions.

## **OPEN HOUSE**

In the spring of each year we usually have our Open House. All of our classrooms are open with student work displayed and teachers available to answer questions. Parents and friends are invited to come and see the displays.

## **SCHOOL SPONSORED EVENTS:**

### **SCHOOL PROGRAMS**

Each year our Kindergarten students perform seasonal programs. All grade levels perform throughout the year. Our 5<sup>th</sup> and 6<sup>th</sup> grade band also performs each year.

### **ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL EVENTS**

Students may prepare for and compete in various A.C.S.I. sponsored events. Sponsored events and times will be posted on the school calendar.

### **INVITATIONAL RELAY RACES**

Introduced in May of 1984, these races have become an annual event for 1-6 graders from many Christian schools in the area.

### **KINDERGARTEN PROMOTION**

Kindergarten promotion is held at the end of the school year. This program highlights the end of one of the most important years in the child's school life.

### **FUN NIGHT**

This is an event of fun and food for the whole family, and is a great opportunity for Service Block hours.

### **PARENT VISITATION**

Parent Visitation Day is held during school in the fall.

### **GRASP/ VIP DAY**

Grandparents and Very Important People Day is held during school in the late spring.

### **STANDARDIZED TESTING**

Each year we will give a standardized test to every student and may give this test more than once to identify if students have achieved to the standards we are expecting. We will use these test scores to help us identify where we need to make changes in curriculum and instruction and to compare our school with other schools in the nation.

### **BOOK FAIR**

In the spring, parents and friends of the school are invited to view books and other media selected by the librarian and faculty, for the enrichment of the student body. The opportunity to purchase these items for the school, classroom or your personal library is offered at this time.

### **OUTDOOR SCHOOL**

Students in the sixth grade at Portland Christian attend a four day long Outdoor Education Program during the school year.

## **REPORT CARDS**

Report cards are issued four times a year. The envelope should be signed by parents and returned promptly to the teacher. If you desire a conference with the teacher, please enclose a note to the teacher in the envelope.

Report cards will not be released if any tuition, day care, service block, book fees, lunch charge, or library fine payments are due to the school.

## **HONOR ROLL**

The intermediate honor roll will be sent out through email to all parents of current students at the end of each quarter. An honor roll certificate will also be given to each student and will be produced in the office.

## **SCHOOL POLICIES**

### **ATTENDANCE**

Daily attendance is essential to good academic progress. However, sick children (generally shown by above normal temperature) should be kept at home until well, generally until the child is fever free for 24 hours. Parents are requested to call the office or the teacher's extension before 8:30 AM to let the school know if their child will be absent due to sickness that day. (This is needed even if not requesting to pick up homework that day.)

Schoolwork missed due to illness must be made up within twice the number of school days the student was absent. You may pick up students homework at **3:00 PM** in the office, if you call by **9:00 AM** (or the night before) and leave a message on the teacher's voice mail. Teachers check their voicemail several times during the school day.

### **ABSENCE POLICY**

Portland Christian Elementary School has a ten-day absence policy, which states that classroom experience (lecture, discussion and interaction) is important to the learning process. Office contact will be made upon five or more absences. A letter will be attached to the report card if absences exceed ten in a quarter. Parents are strongly advised to schedule vacations on non-school days.

If a student is gone more than five consecutive days due to illness, a written doctor's excuse will be required at the discretion of the administrator.

Students arriving after 10:30 AM or leaving before 1:00 PM are counted half day absent.

### **PREARRANGED ABSENCE**

A prearranged absence request form must be completed in full and turned into the office **BEFORE** the absence. For vacations, medical/dental appointments, etc., as a courtesy to the school, a minimum of four school days notice is expected. This minimum is waived for family emergencies i.e. hospitalization, etc. Homework will be given to the student upon return from an appointment/ vacation, etc. The student will have one day for each day absent (including weekends) to complete work missed by a prearranged absence. A grade reduction will be enforced upon failure to do so. Forms are available at the office. Parents may be asked to check/correct homework before turning it in. If possible, special appointments should be made after school hours, on weekends and during vacation.

## **TARDY POLICY**

Prompt attendance is a high priority at Portland Christian Schools. Students arriving after 8:30 AM are considered tardy. Also, students who have left campus for lunch with parents, and return after their lunch (or lunch recess) are counted tardy. Students should not be picked up before lunchtime when leaving campus for lunch with parents. There will be no distinction between excused and unexcused tardies since the prompt attendance of elementary students is primarily the parents' responsibility.

Students returning after 10:30 AM from a medical/dental appointment will be counted half day prearranged absent. A parent letter will be sent home upon the fifth tardy in a quarter and may have to meet with the principal. A pattern of tardiness will result in the student being placed on an attendance contract and may result in expulsion if not complied with.

## **EARLY DISMISSAL**

A written request signed by the parent or guardian stating the time and reason for early dismissal must be presented to the student's teacher prior to his absence. Students dismissed early from class are to meet their parents in the office and be signed out; no students are allowed to leave the school grounds during school hours without proper authorization. People picking children up are expected to check in at the school office.

## **NON-CUSTODIAL PARENT VISITATION POLICY**

### **Information about students:**

1. Whenever inquiry is made about a student by persons other than the registering parent(s), or guardian, an appropriate law enforcement or legal agency; or persons directly known to the school to be authorized by the registering parent(s), we cannot acknowledge whether or not the student is in attendance.
2. Parents or guardians have the right to review their child's permanent file. However, they must make an appointment to do this. Written documentation should be placed in the student's file concerning the identity and circumstances of any file review whether done by authorized parents, guardians, law enforcement officers, or authorized personnel.
3. A non-custodial parent may participate in a parent/teacher conference, assuming the custodial parent has consented. However, the school cannot serve as a mediator in internal family matters. A cooperative format must be worked out by the parents prior to the conference.
4. If a student is going home with another family, other than the authorized people who normally pick up that child, there must be a signed note from a parent or guardian for that day.

### **Custody status and visitation rights:**

1. The school does not extend visitation rights to anyone during the course of the school day. Any exceptions to this will have to be cleared in advance through the school office.
2. This school defers to custodial parents or guardians who retain primary responsibility for their children. Any cooperation between the school and the home will first involve these persons who have legal custody. It is your responsibility to keep the school office current regarding joint/custody court documentation.
3. When a non-custodial parent calls or comes to the school regarding a child, we will not make a determination as to the release of information or custody unless we have first consulted with the custodial parent, or unless the custodial parent has authorized the release of information or responsibility for care of the child to the non-custodial parent. This authorization must be in writing and kept in the student's file. Again, the school will not serve as a mediator in domestic disputes involving custodial rights.

It will be the responsibility of the custodial parent to provide legal parameters and/or restraints in the event there is a legal question or challenge raised by a non-custodial parent.

## **CAMPUS CONDUCT**

Love and concern characterize our dealings with each other. Courtesy and politeness are keys to good interpersonal relationships. Communication between the home and the school on both positive and negative concerns are essential to a well-disciplined school. Our four basic expectations are that each student:

1. Follow the standard operation procedures of the school.
2. Recognize the authority in any situation.
3. Be constructive, not destructive.
4. Respect the rights of others.

## **PERSONAL APPEARANCE**

### **Purpose**

We desire to maintain an appropriate educational environment in our school. **Modesty, neatness, and cleanliness** are our basic goals. Any apparel that interferes with this purpose is inappropriate.

### **General Guidelines - applies to boys and girls**

The dress code shall apply to all students during classroom hours. The responsibility for compliance with these guidelines is primarily the home. The principals, staff and teachers will ensure that the guidelines are complied with.

When classes, teams or musical groups travel as representatives of the school, the principal shall be responsible for maintaining a standard of dress appropriate for the occasion.

Shorts and Skorts are only allowed from the start of school until Thanksgiving and after Spring Break through the end of the year. Appropriate dress for after school athletic practices is expected. Coaches will be responsible for maintaining our basic goals of modesty, neatness and cleanliness.

### **General**

No make up is allowed to be worn, or brought to school except for lip gloss or Chap Stick.

Sweatshirts are allowed with or without a shirt underneath. Sweatshirts or shirts must not carry any message in direct conflict with Portland Christian School and its philosophy such as band logos or ads for beer etc.

Coats or hats are not to be worn in the classroom unless the room is very cold and the teacher permits it.

Long pants or jeans are appropriate. Unhemmed, long/baggy, frayed or pants with holes are not allowed. Neatly patched pants are allowed. All clothing must fit properly.

No dyed hair that detracts from the classroom learning process. No nose jewelry. No body piercing.

Socks **MUST** be worn at all times.

Parents will be notified of dress code violations. In the case of questionable or immodest dress, the school reserves the right to send the child home or call for a parent to have appropriate clothing delivered to school.

***All dress code issues are at the Administrator's discretion.***

### **Girls**

Basic shirts or sweaters with long pants or jeans. Dresses or skirts with shirt or sweater. Girls should wear shorts under skirts and dresses. Skirt and short lengths should be modest in accordance with the girl's height. Skorts are not allowed during non-short months unless they are knee length and as full as a skirt (not just shorts with a flap in front). No strapless or spaghetti strapped dresses or spaghetti strapped tank tops. Straps on tops need to go from the neck to the shoulder in width. No clothes with low and revealing necklines. No tight fitting spandex type or short shorts. No exposed midriffs.

Tennis or casual shoes with socks or tights.

No more than three earrings per ear.

### **Boys**

Basic shirts, sweatshirts or sweater and long pants or jeans are appropriate. Sleeveless athletic jerseys must have a T-shirt underneath. Tank top straps need to be from the neck to the shoulder in width.

Tennis or casual shoes with socks.

Hair should be kept above the eyebrows and earlobes and the back should be blended with the sides so that the hair does not hang over the shirt collar. No ponytails are allowed for boys.

No earrings.

## **COMPUTER LAB GUIDELINES**

### **1. Introduction**

These guidelines will provide a description of the policies of Internet use at Portland Christian Elementary School. Each parent will need to read and understand this document. A signature from both the parent and the student is required. The student will need to return this completed form to their teacher by September 12. Students not returning a permission form will not have Internet access.

### **2. The Internet**

The Internet is described as a network of networks, and is the greatest source of information and communication in the world. The most important research tool is the World Wide Web (WWW), which is simply an organizational method or searching for information on the Internet.

### **3. Portland Christian Elementary School Philosophy regarding the Internet**

At PCES we believe that information and communication technologies are important in achieving our educational goals. By allowing our students to access the Internet we are encouraging them to learn in new and empowering ways. This will help prepare our students to become lifelong learners in a world where technology is continually expanding.

### **4. Ethics and Faith: What is the Christians responsibility?**

A Christian should have a higher standard of ethics because of the Christian's submission to God. As a Christian who is active on the Internet, we must hold ourselves to certain standards of conduct. We must guard ourselves from any activity on the computer that would compromise our life in Christ.

We are committed to teaching our students to represent themselves in a truthful and upright manner. Our students will be held responsible for all that is written or created on the computer. All that is written should be pleasing to God and reflect Christ in one's life.

The computer is a wonderful tool for learning but should be kept in proper balance with one's own personal life. It should not consume time that should be invested elsewhere: family, church, home responsibilities, and other activities that make for a well-rounded life.

### **5. Expectations**

Portland Christian Schools has established Internet accessibility for educational purposes. Filtering software and teacher supervision are in place to protect the students. We expect the students to agree to the following.

### **LIBRARY POLICY**

The librarian orders, processes books and other materials, and implements their circulation. Students receive instruction in the use of library materials and facilities, and teachers are assisted in procuring audio-visual media.

Lost books need to be replaced, (Good condition used is okay.) or paid for (up to \$5 for paperback, up to \$10 for hardcover.)

If a book is damaged to the point where it has to be replaced, the full price of the book will be charged. All library fines or book replacement charges at the end of each quarter must be paid or the student will lose check out and Library store privileges.

### **HOMEWORK**

The purpose of homework is to complete basic and enrichment assignments begun in the class, to give drill or develop skill in material presented in class, to memorize facts, or to research topics which cannot be completed in class due to lack of time or facilities.

Homework assignments will be left up to the discretion of each teacher. The home has a responsibility in assisting the child in his/her homework by providing a time and place with an atmosphere that encourages concentration upon the work to be done. Parents should give proper supervision.

The high achieving student who learns quickly and applies himself during the school day may have comparatively little homework except for special projects such as book reports, compositions, special research, and inquiry designed to enrich the program. The low achieving student, the transfer student or the careless student will find it necessary to spend more time in homework to keep up to grade level.

### **MAKEUP HOMEWORK POLICY**

The current makeup homework policy due to absence is:

1. **Parents call the teachers voice mail by 9:00 AM** to request homework for the child who is absent. The homework will be in the office after 3:10 PM for grades 1-6, and after 2:50 PM for Kindergarten.
2. The classroom teacher brings the homework to the office and puts it on the counter by 3:10 PM, 2:50 PM for Kindergarten students, where parents or siblings can pick it up.
3. Schoolwork missed, due to illness, must be made up within twice the number of the school days the student was absent.
4. The student will have one day for each day absent (including weekends) to complete work missed by a prearranged absence.

## EVALUATION

### PRIMARY DEPARTMENT PROCEDURES

PRIMARY GRADES (K-3): The major classroom objectives and grading explanation are as follows:

1. Encourage confidence in the Word of God.
2. Help develop a mastery of the key tools for further learning.
3. Encourage curiosity.
4. Develop wholesome relationships among peers and adults.

#### Primary

- E = Excellent  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

#### Percentage Values

- E 100 – 94  
E- 93 – 91  
S+ 90 - 85  
S 84 - 77  
S- 76 – 70  
N 69 – 61  
U 60 - 0

Parents should realize that a "U" grade represents concern on the part of the school. A teacher/parent conference should explore these situations.

5. Progress Reports
  - A. Warning slips will be sent mid-term each quarter to those students who are receiving an S- in an area.
  - B. Warning slips must be signed by a parent and returned the next school day.
  - C. Teachers may be contacted if further explanation is needed.

Grades for the "non-academic" subjects shall be E, S, N and U. This will apply to the "Citizenship" grades i.e., classroom behavior, attitude, application, and effort.

A student with three or more quarterly grades below S- for grades K – 3 will be placed on academic probation. Parents will be notified mid-quarter that students are below an S- in any subject.

### INTERMEDIATE DEPARTMENT PROCEDURES

#### I. Grading System

- A. "C" is to be considered average.
- B. Daily papers may be evaluated using letter grades, percentages, or E, S, U.
- C. Percent grades will be given on most papers. The grading scale is as follows:

A 100-94	C+ 81 – 79
A- 93 – 92	C 78 – 74
B+ 91 – 89	C- 73 - 70
B 88 – 85	D+ 69 - 68
B- 84 – 82	D 67 - 65
D- 64 – 63	F 62 – 0

INTERMEDIATE GRADES (4-6): Intermediate grade reporting covers a wider range of academic subjects and uses a grading system more directly related to comparative achievement. The letter system and its meaning are as follows:

Intermediate

A = Superior

B = Above Average

C = Average

D = Below Average

F = Failing

Grades for the "non-academic" subjects shall be E, S, N, and U. This will also apply to the "Citizenship" grades i.e., classroom behavior, attitude, application and effort.

A student with three or more quarterly grades below C- for grades 4-6 will be placed on **academic probation**. Parents will have been notified mid-quarter that students are below a C- in any subject.

## II. Homework

- A. An average of one hour of homework on weekdays is considered normal.
- B. Work not completed in class becomes homework.
- C. In case of illness, two days will be allowed to complete homework for every day of absence.
- D. In case of a planned absence, parents should fill out a prearranged absence form. Make-up work will be given to the student when they return. They will have one day (including weekends) for every day they were absent to make up the work. A grade reduction will be enforced upon failure to do so.

## III. Intermediate Late Work Policy

All assigned work is given for the purpose of increasing student learning and preparing students for demonstration of proficiency on assessments. Therefore, the expectation is students will turn in all assigned work.

Assigned work is expected to be turned in at the teacher's designated time. An assignment not turned in at the designated time is considered late.

\*Assignments turned in on time will receive the full credit earned

\*If an assignment is not turned in at the designated time, the student will be afforded two days to complete and turn in the assignment and will receive 10% off the grade earned

\*If the assignment has not been turned in within two days of due date the maximum grade that can be earned on that assignment is 70% (C-)

\*If the assignment is not turned in by the end of the quarter, the grade earned will be a zero

Parent contact will be made when a student's failure to complete and turn in work begins to negatively impact learning.

For daily assignments, students will be given the opportunity to redo work of poor quality or that shows lack of understanding for a grade adjustment.

If there are extenuating circumstances, each individual teacher has the ability to use discretion and flexibility when needed.

## IV. Test Procedures

A. Students should not expect to retake tests.

B. If a child cheats on a test, he will automatically receive a 0% and the parents will be notified.

## V. Progress Reports

- A. Warning slips will be sent mid-term each quarter to those students who are receiving a C- or below in an area.
- B. Warning slips must be signed by a parent and returned the next school day.
- C. Teachers may be contacted if further explanation is needed.

## VI. Extended Recovery System

- A. A supervised extended recovery room will begin the first week of October. Every Thursday a teacher will be on duty to supervise from 3:00 - 3:45 PM.
- B. A 45-minute extended recovery may be assigned for a combination of lesser offenses, for more serious offenses or for difficulty with late work.
- C. Parents will be notified at least one day in advance if their child is expected to stay for extended recovery

## ACADEMIC PROBATION

Portland Christian Elementary School does not have a special education program. Individual Educational Plans are not written for students during the school year.

After being placed on **academic probation**, a team consisting of the classroom teacher and the school principal will meet with parents/student to formulate an at home assistance plan. An assistance plan will begin no later than two weeks after the parent meeting.

Assistance plan will include:

- Parent's assisting with student homework a minimum of 45 minutes per school night (documentation on academic skills form required)
- Two days per week outside tutor working with student
- A specific list of skills/goals that will be given to family

Assistance plan may include:

- An outside evaluation by educational specialists through private agency or local educational service district
- A medical examination by child's pediatrician
- A meeting with parents/student halfway through the probation quarter to assess progress

Sufficient improvement is defined as a maximum of 1 academic grade below S- or C-.

Should sufficient improvement not take place, the process for a student's 2<sup>nd</sup> quarter on probation will be similar to that of the first quarter with the additional issuance of an information letter at the beginning of the 2<sup>nd</sup> quarter stating that a student will be asked to:

1. Be retained in same grade level for the following school year or

2. Be withdrawn from school at the end of 2<sup>nd</sup> qtr. on academic probation/or end of school year or
3. Receive additional academic assistance over the summer and will be re-tested in August and passed on if sufficient progress is made.

Students will be placed on academic probation before grade retention is recommended. The teacher will conference with the administrator before the end of the 3<sup>rd</sup> quarter if retention is being considered.

Parents of students dismissed from PCES may appeal the dismissal according to the Appeal Procedure. An attachment on the appeals procedure will be given to the parent upon request.

### **SEVERE WEATHER PROCEDURE**

Students desiring to play before school may play in the shed. On mornings when the weather is unusually stormy or cold accommodations will be made.

### **BICYCLES**

Bicycles are to be walked on and off the school grounds during school hours. They should be locked and kept in the bike rack.

### **PARENT VISITATION AND CONFERENCES**

Parents who desire a conference with a teacher about their child's work are asked to arrange in advance for a conference time. Please contact the teacher first whenever you have any question or concerns. Simply write a note to your child's teacher or call the school office and request that the teacher call you. **Problems, inquiries, etc. should be directed to the teacher involved and should not be discussed with other parents or school personnel.** After you have had a conference with your child's teacher, if you still have questions to be answered, you may contact the principal.

Parents are warmly invited to visit classrooms after the first few weeks of school and before the last few weeks of school. Please call the school office to arrange for visits at least twenty-four hours in advance. These visits are limited to 30-minute observations.

Formal parent/teacher conferences are scheduled each year **within a few weeks** of the end of the first grading period. Parents come for an individual conference with their child's teacher. Both parents are urged to attend. At this time you will receive your child's report card for the first grading period and have opportunity to discuss his/her progress. Students do not attend classes on this specially scheduled Parent/Teacher Conference day.

On occasion, arrangements can be made for student visitors. Please be sure to make arrangements well in advance with the office.

### **SCHOOL PHONE**

There is a phone in the front office available to parents for limited or emergency use.

The office phone is available to students only for approved reasons. Students will not be allowed to use the phone to set up meetings with friends or plans for overnight visits.

## **TRANSPORTATION/BUS POLICY**

Many times during the school year students ride the bus. We contract with Laidlaw for our shuttle bus and field trip transportation needs. Shuttle service is available on a pay basis between the Jr. High/High School and Elementary campus. Students are under the supervision of their driver and may lose riding privileges if they become discipline problems. Following are rules governing pupils riding school buses:

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1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall remain seated while bus is in motion
7. Pupils may be assigned a seat by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils must have written permission to leave the bus other than at home or school.
10. Pupils shall not extend their hands, arms, or heads through bus windows.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall not open or close window without permission of driver.
13. Pupils shall keep the bus clean, and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow pupils, and passerby.
15. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
16. Rules governing pupils riding school buses must be kept posted in a conspicuous place in all school buses.

Parents are responsible for transportation needs regarding after school athletic programs.

## **LOST AND FOUND**

Please sew or mark your child's name in clothing and items that you value. This is especially important for identifying coats and sweatshirts left on the playground. Lost and found items are turned into the office and placed in a designated area in the Parent Community Lounge. Unclaimed items will be donated to a charity at the end of each school quarter. At the administrator's request, we do not want toys, electronic devices or any other distracting items brought to school.

## **ELECTRONIC EQUIPMENT, TRADING CARDS, AND TOYS**

Electronic entertainment devices (i.e. Ipod, CD players, Gameboys, etc.) are not to be brought to school. If students have cell phones or pagers they are to remain in their backpack and the ringer is to be turned off. Students are not to use cell phones without school permission between 8:00 AM and 3:20 PM. PE type equipment is allowed for recess, before, and after school use. Equipment should have the student's name on it. Items from home are permitted at the teacher's discretion for sharing, game days, and other activities. Trading cards should not be brought to school.

## **HOTLUNCH**

When a student does not have a lunch, they will be allowed to charge a **hot lunch**. The office will handle charges to students as follows:

1. Charge is recorded in the office; then the student receives a **hot lunch**.
2. Student is given a copy of the charge slip to take home.
3. Student is to pay back charges to the office

## **IMMUNIZATIONS**

Every child ages five to fourteen years entering Oregon public and private schools for the first time must present evidence that he/she is adequately immunized against diphtheria, tetanus, polio, measles, rubella, and mumps, Hepatitis A & B and Varicella (chicken pox vaccine or history of the disease). Under some circumstances there are exceptions for medical or religious reasons. Your physician or health department can provide information and assistance with this.

## **COMMUNICABLE DISEASE**

As an educational institution, Portland Christian Schools accommodates a significant number of students during each day. In common with all schools, PCS has a number of children at any given time who are fighting communicable diseases of one kind or another. Most of these sicknesses are minor, and may be disregarded in day-to-day operations. Other communicable illnesses are of a more serious nature, and must be regarded with greater care. Some diseases are chronic; others may actually be life threatening. It is the responsibility of the Board and the administration of Portland Christian to provide an educational environment that is free from the risk of dangerous/chronic infectious diseases. To that end, students with dangerous/chronic communicable diseases may be asked to leave the classroom until their condition is no longer reasonably conceived to be a threat to other students. Each case will be evaluated on its own merits, and through the usual administrative processes. The Board of PCS reserves the right to review decisions to restrict classroom access, as required. Parents may be asked to give a doctors note to confirm that the child is no longer contagious.

Examples of conditions that may merit exclusion from the classroom include (but are not limited to) the following:

- Fevers of 100 degrees or higher
- Certain eye infections (i.e. "Pink Eye")
- Strep throat
- Shingles
- Lung infections or sinus infections with very frequent coughing/sneezing
- Tuberculosis

- Hepatitis
- Meningitis
- Serious case of influenza
- Head Lice (Student must be treated and NIT free to return to school. Please check into the office upon return to school **before going to class** for a re-check)
- Chicken Pox (Student must be completely scabbed over, usually **at least** a one week absence is needed)
- Some skin infections (i.e. Impetigo)

Students must be able to function fully in class and daily activities (i.e. recess and PE) before returning to school. Due to lack of space and the teachers' need for prep time, students will not be able to stay in the classroom or the office at recess.

### **MEDICATION AT SCHOOL**

The school health room is supplied with a full inventory of first aid supplies. Students are sent there for attention when campus accidents occur. An accident report is entered in the school record book.

If further attention seems needed, the office will call the student's home or the emergency number given on the "Emergency Data Card." If you have moved or changed numbers, please call the office so this important information can be changed on the card.

In order for the office to dispense a medication prescribed by a physician, an "Authorization for Administration of Medication at School" form must be completed, signed by parent **and** doctor and on file in the office. For the office to dispense over the counter medication, provided from home, parents must fill out a "Over the counter medication" permission form. **ALL** medications and prescriptions have to be turned into the office in the **original** containers with the child's name and dosage required. Please do not send small doses of medication in plastic bags and please provide a small (can be refilled) container for Tylenol type medications. Details on dosage time should be given to the teacher **and** the office. If the medication needs to go home each day, please have you or your child pick it up in the office after school.

### **EDUCATIONAL & PSYCHOLOGICAL EVALUATIONS**

There is a minimum of 5 school days notice required, when having a faculty member fill out an educational/psychological evaluation form.

### **TUITION PAYMENTS**

Tuition payments will be handled through FACTS Tuition Management. Questions regarding financial matters should be directed to the Business Office at (503) 256-3960.

### **STUDENT TRANSFER PROCEDURE**

Parents finding it necessary to withdraw their child from school any time before the end of the year will observe the following procedure:

1. Please fill out a withdrawal form from the office stating the date and reason for withdrawing from school and requesting an exit interview with the Principal.
2. A checkout sheet will be prepared and circulated.

3. Turn in all books to each teacher, including library books to the library.
4. When the checkout sheet has been properly signed and returned to the office, the Business office will be notified, and the withdrawal complete. The account will be closed and final statement prepared.
5. An exit interview will take place with the principal.

### **GIFTS**

Financial gifts to the school, necessary for capital improvements and a high quality of instruction help keep tuition from being prohibitive to families desirous of Christian education for their children. All gifts are gratefully received and wisely used. Donations are tax deductible. Further information can be obtained by calling the Development Office at (503) 256-3960.

### **BIRTHDAY PARTIES**

Parties are enjoyed in classrooms when arrangements are made with the teachers. Students may bring treats on their birthday if they wish. Arrangements should be made ahead of time with the teacher for the best time to celebrate.

Parties outside the school setting should be communicated through outside contact, not through the school.

### **PARKING LOT SAFETY**

Due to parking lot congestion we have a portable Right Turn Only sign at the exit of our school parking lot. This sign will be in place from 3:00 - 3:15 PM daily. It will apply to traffic leaving the parking lot driveway. Our school buses are exempt from this pattern and will be turning left to maintain their established route.

When parking in our lot at Portland Christian Elementary School please do not overhang the curb or yellow line, as this is our designated walkway for students. Please park only in designated parking spots. Designated walkways are to be used for all foot traffic in back and front. Please do not cut across the parking lot, use the walkway at all times. Parents and visitors should not leave running vehicles unattended.

Children are not allowed to be left unattended in cars; please observe a 5mph speed limit in the parking lot; no talking on cell phones while driving in the parking lot; dogs are not allowed on the playground.

### **CLASS VISITATIONS**

Parents need to contact the teacher and the office at least 1 day before requesting a cousin/friend/etc. to visit a classroom with the student for the day or partial day.

The Board Policies from the beginning of this handbook also apply to the Early Childhood Education Program.

## **PORTLAND CHRISTIAN EARLY CHILDHOOD EDUCATION BEFORE AND AFTER SCHOOL CARE**

Welcome to the early education and school-age programs of Portland Christian Schools. Children of any race, color, gender, national, or ethnic origin are welcome. We are licensed and certified to care for children ages 30 months through 12 years. Our hours of operation are 6:30AM to 6:00PM and we are open MONDAY THROUGH FRIDAY. This handbook provides you with information concerning our responsibility to you and your child; and your responsibility to the program as a supportive parent and the primary educators of your children. If, at any time, you should have questions, feel free to talk with us. We are always happy to help you in any way we can. [OAR 414-300-0040(3)]

### **PURPOSE**

As a ministry of Portland Christian Schools, we are distinctively and thoroughly a Christian Early Education and School Age Program providing a safe and loving learning environment in which Christ is exalted and children are encouraged. The Bible-based curriculum is non-denominational and permeates the entire program. Children are instructed and cared for by Christian teachers. (OAR 414-300-0040)

### **PHILOSOPHY**

We believe the primary method of learning for a young child is through play. Our early education curriculum goals are built on this belief that children learn through active experiences with the environment and under the supervision, interaction, and training of their teachers.

### **CHILDREN'S DAILY PROGRAM**

A day in the Early Education program is designed to meet the needs of the whole child. We consider your child's spiritual, mental, physical, emotional, and social needs by providing an age-appropriate curriculum that incorporates all of these areas of growth.

The primary method of learning for a young child is through play. We provide opportunities for your child to explore, experiment, and discover in a wide variety of activities that include art, dramatic play, large and small group times, large muscle activities outside or in the gym, eating times, manipulatives, books, music, science, Bible lessons, and other learning centers.

Learning to make choices, problem-solve, and accept consequences are important skills, so we provide a variety of structured and non-structured activities. You will find a general daily schedule in the enrollment packet. Specific class schedules are posted in the classroom. (OAR 414-300-0295 & 414-300-0310)

### **TEACHERS & STAFF**

Education, as well as continued education, experience, and enthusiasm for God and children qualify our child care teachers, staff, and volunteers. Preschool teachers hold current CPR/First Aid certification. (OAR 414-300-0120)

### **CLOTHING**

It is important that your child's clothing be suitable for the season and weather conditions. Your child will better enjoy his/her time if dressed in comfortable, easy to launder clothing. Please send extra clothing in case of messy activities, or accidents and please label all clothing and bags! Tennis shoes, rather than

sandals, protect feet during running and climbing on play equipment, and are strongly recommended for our program. During the winter, warm clothing is needed for outdoor play. Again, we cannot be responsible for lost or stolen articles, so please label all items.

### **BREAKFAST, LUNCH, & SNACKS**

Children who arrive before 7:00 AM are offered breakfast every morning. Mid-morning and afternoon snacks are served daily (snack menus are posted on the parent boards). A balanced lunch is provided for those children who are scheduled to stay all day as part of your tuition. The elementary school and preschool follow the same lunch menu. Menus are posted on the parent board, available on the website and are sent home monthly. Please discuss any special requirements your child may have with the Program Director. (OAR 414-300-0250, 414-300-0270, 414-300-0280)

SPECIAL DIETS for children, due to health or allergic reasons, must be provided from home on those days that the snacks/meals provided do not meet his/her needs. We do not encourage individual snacks for reasons other than health, as snack time is regarded as an opportunity for children to share and try a variety of foods.

### **NAP TIME**

State regulations require that children be provided a rest time while in a full-day program. Please provide a blanket and crib size sheet. These items will be sent home weekly to be washed. Plastic containers are provided for your child's nap items. We ask that for sanitation purposes you make sure their blankets and sheet fit in that container.

### **TOYS**

Toys that a child brings from home are often broken, lost, or cause hurt feelings among our other children. We ask that they be left home. Your child's teacher will announce a special sharing show and tell day. A small soft toy may be brought for rest time.

### **ADMISSION REQUIREMENTS**

Completed enrollment forms and a non-refundable registration/activity fee are required before a child is admitted to the Program. On the date of admission, your child must be of class appropriate age and meet the state requirements for immunizations.

PLEASE NOTE: Report any changes of address or phone number to us immediately. (OAR 414-300-0040)

### **CHILD CARE HOURS AND LATE CHARGES**

We open at 6:30 AM and close promptly at 6:00 PM Monday through Friday. We are closed the following days: the Fourth of July (observed); week before Labor Day (5 Teacher In-Service days); Labor Day; Thanksgiving and the day after; days at Christmas (as per calendar year); New Year's Day; and Memorial Day. Preschool-only classes have additional holidays.

Please accompany your child to their classroom. Attendance sheets must be filled out daily with your full signature and arrival and departure times. (OAR 414-300-0060)

There will be a late fee of \$5.00 charged if your child is picked up after 6:00 PM. There will be an additional charge of \$1.00 per minute if your child is picked up after 6:14 PM.

Please call our office if you are picking up your child later than you are normally expected. Even in the afternoon, your child becomes concerned if you are delayed. This call is a courtesy call, which does not affect any late charges that may accrue.

## **SEVERE WEATHER AND CHILD CARE CLOSURE**

When the Portland Christian Elementary School is closed due to snow or ice the Preschool Program is also closed. In the event of a major ice storm or extreme weather conditions, Portland Christian Schools will alert parents via radio, television, and a message on the main phone line. You may also obtain this information on the Portland Christian School's website: [www.pcschools.org](http://www.pcschools.org).

## **FINANCIAL AGREEMENT**

A financial agreement will be contracted for each individual family based on the ages, hours, and days of care desired.

Your rate is based on the commitment you make when you enroll your child in Preschool. Therefore, it is important that you carefully read the information concerning our financial policy before you sign a Financial Agreement. This agreement is your commitment to have your child participate in our program for a specific number of hours per day, and days per week. The contract cannot be altered for the current month. Ongoing changes for future months must be made in writing with a minimum of 5 business days notice prior to the first of the month. (A "Notification of Student Change" form is available in the office.)

Portland Christian Schools uses FACTS Tuition Management to collect your monthly tuition payments. FACTS, collects payments by electronic transfer and offers two convenient payment dates. Forms can be picked up from the office. A late charge of \$25.00 will be assessed by PCS for payments not received by the due date. This is in addition to the FACTS returned payment fee. Returned checks are assessed a \$25.00 fee from the Portland Christian Schools' Business Office. For accounts that are forty five days in arrears, children are excluded from class. Unpaid accounts on withdrawal are sent to collections after a reasonable period of time.

## **ABSENCES**

No billing adjustments will be made for illness, weather-related absences, or visiting "Grandma's house". If your child will be absent, we ask that you make a courtesy call. Summer programming does allow for family vacations.

## **DISCIPLINE**

Portland Christian Schools supports a safe environment for all students, faculty and staff. Respect for God, others, self, and property is upheld through instruction, example, and a procedure for handling challenges.

Our goal is that each child will progress toward a greater self-discipline. We assist this by:

- Creating a caring, positive atmosphere;
- Stating directions in a positive manner;
- Giving children an opportunity to make choices & solve problems;
- Suggesting possible solutions at a time of conflict;
- Redirecting a child if it is needed to circumvent serious problems.

For correcting children, our procedures are the following:

1. Give instruction—we explain what is expected of the child.
2. Warning—the child is reminded of what is expected of them and is told that the next time their behavior is unacceptable, they will have to leave the activity for an appropriate amount of time.
3. Follow-through—the child is moved away from other children for a private conversation about the unacceptable behavior. At this time, we make sure the child understands why their behavior is unacceptable. The child is removed from the activity, and can return when ready.

Discipline challenges will be handled further in the following manner:

- Loss of privilege and parent contacted: This may include suspension for the day, as we will not compromise our standards.
- Family Conference: Parents will be informed of their child's behavior and consulted for their cooperation.

Students will be suspended from the classroom for displaying defiant or aggressive behavior that interferes with the educational climate of the classroom or threatens or inflicts injury on students, teachers, or the physical property. Physical assault will result in immediate suspension from the classroom, i.e., the parent will be called to come and take the child home for the rest of the day. Children will be terminated when it is determined that the program or staff cannot meet the specific needs of a child including soliciting cooperative classroom behavior that is not disruptive to the well-being of the group. Physical or verbal abuse, restriction from snacks, or extended isolation is never used as a means of discipline.

### **TRANSPORTATION**

Transportation to and from the classroom is the responsibility of the parents. Parents are to sign in and sign out their children each day. (OAR 414-300-0060)

### **FIELD TRIP PROCEDURE**

Parents will be notified in advance of fieldtrip dates, purpose, time, and mode of transportation. Permission slips must be signed before a child is allowed to leave the premises. A staff person will remain at the center for any child not attending the fieldtrip. Parent chaperones on fieldtrips and other special events are also welcomed! All volunteers working closely with students who may be unsupervised by a school employee MUST complete a background check and read the Adult/Youth Contact Policy and sign an agreement of compliance (OAR 414-300-0030)

### **PARENT VISITATION**

Portland Christian maintains an open school policy. Parents are always welcome to visit the center and have access to their child. Parents have the right to view their child's file. (OAR 414-300-0030)

### **RELEASE AUTHORIZATION**

If anyone other than the enrolling parent or guardian is picking up the child, the parent must specify such persons on the enrollment form, or fill out an "Authorization for Child Release" form at the front desk. Authorization form must be completed in advance and is for your child's protection. People unfamiliar to the staff will be asked for I.D. (OAR 414-300-0040)

### **HEALTH**

We are a program for healthy children. Teachers will do a health check daily. Children must be excluded if they need one-on-one care, or, in the last 24 hours, have had a fever of 100 degrees F. or more and who also have one or more of the following: ear ache, headache, sore throat, rash, or fatigue that prevents participation on regular activities, vomiting (two or more times within twenty-four hours), diarrhea (three or more watery stools or one bloody stool within twenty-four hours), open or oozing sores, unless covered with clothes or with bandages, lice or nits, or any other contagious illness. For suspected communicable skin infections such as impetigo, pinkeye, or scabies: The child may return twenty-four hours after starting antibiotic treatment. (OAR 414-300-0220)

Please have your child wash his or her hands upon entering the center for the day. We want to stress prevention of disease. Notify the teacher of any allergies or other changes in your child's health.

## **MEDICATIONS**

Although our early education center is intended for healthy children, we are sometimes able to accommodate mildly ill children with special needs. Staff will administer medications to these children in certain situations, as a service to parents. Remember that medications are your responsibility as the child's parent. Medication forms are required per Forms are available at the front desk. (OAR 414-300-0230)

Whenever your child requires a medication:

- Ask your physician or nurse practitioner to prescribe something that can be given during the hours you are normally with your child, for example, first thing in the morning and at bedtime.
- For mildly ill children, the staff can administer medications when the parent or guardian meets the following conditions:
  - The parent must fill out the Medication Form provided by the center. This must be completed with all appropriate information including any special instructions for the teacher. The supervisor cannot give the medication unless the parent provides all the information requested on the form.
  - Hand the completed Medication Form to the supervisor with the medication. The medication must be in its original container and accompanied by a syringe or commercial medication spoon. This will allow the supervisor to check the medication and dosage before it is administered. Medication and measuring device must be stored in a clear plastic bag to prevent contamination by and of other things stored beside it.
  - Prescription Medication must be taken home every night with a few exceptions. This is a licensing requirement.
  - Young children can be expected to be ill 8-10 times per year. In addition to colds, children contract other illnesses during a year. These episodes of illness usually last from 2 days to 1 week. Day care centers by law are required to exclude children from group care when the children are ill. We suggest you plan back-up care today. Sources include family, friends and neighbors. We also ask that you join us in prevention methods, especially in hand washing as your child comes into the center each day. Make a trip to the restroom to wash hands before entering for the day.

## **REPORTING OBLIGATION**

Childcare center staff are mandatory reporters of suspected child abuse and neglect; this is anything that might endanger the health, well-being, and welfare of children. Please do not leave young children unattended in cars.

We will call 911 if a person transports a child while under the influence of drugs or alcohol.  
(OAR 414-300-0030)

## **EMERGENCY MEDICAL CARE PROCEDURE**

Emergency medical procedure/care may include, but is not limited to, the following:

- Attempt to contact the parent or guardian.
- Attempt to contact the parent through any of the persons listed on the emergency information form provided by the parent.

If the parent cannot be contacted, we will do one or more of the following:

1. Call a physician or paramedic
2. Have the child taken to an emergency hospital in the company of a staff member.

Any expenses incurred in the procedure above will be the responsibility of the child's family.

In order to help prevent confusion in obtaining emergency medical care, parents must be sure that all information given on the enrollment forms is current and true.

### **NATURAL EMERGENCY INFORMATION**

Though we are blessed to have not experienced a major natural disaster, we want to take precautions should an emergency state occur while your child or children are in our care. We prepare students by teaching them how to react safely through regular fire drills, earthquake drills, and mock emergencies

In the event of a natural disaster:

1. Please do not call the school. We must have the lines open for emergency calls.
2. Turn your radio to major stations on the AM dial. Information and directions will be given over the radio for general safety instructions. As soon as it is deemed safe to travel, proceed to the school. If you work on the other side of the river, please have a backup available to get your children in case of major bridge or freeway obstruction.
3. When you arrive at the school, please do not block roadways with your car, and remember to maintain a calm and positive attitude in the presence of the children. Children will be released only to authorized persons who will provide their signature on the sign-out sheet.
4. The childcare programs are prepared to care for your child(ren) in times of critical situations if it takes you a while to get here.

In the event the building has been evacuated:

1. We will have emergency personnel on site to direct you to the evacuation site.
2. Again, remember to maintain a calm and positive attitude in the presence of the children. Children will be released only to authorized persons.

Please make sure your enrollment sheets are correct