

Portland Christian Schools
Pre-K through 5th grade
Parent and Student
Handbook



PORTLAND CHRISTIAN SCHOOLS

EST. 1947

2018-2019

Market Street Campus
11845 SE Market
Portland, Oregon 97216
(503) 256-5455

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ADMINISTRATIVE INFORMATION

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."

MISSION STATEMENT

POLICY 1.6.1

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 so that their lives may be transformed by the renewing of their minds.

VISION

POLICY 1.6.3

Portland Christian Schools, growing leaders in mind and spirit since 1947.

CORE VALUES

POLICY 1.6.4

All Board, Administration, Faculty and Staff (including coaches), must be able to demonstrate that they understand and model a Biblical world and life view and are committed to the spiritual, physical, intellectual, emotional and social development of each student.

Students will be taught to develop a Biblical world and life view and be challenged to live according to Biblical standards.

Critical thinking skills shall be taught so that students will have the tools to evaluate their current culture and climate in light of God's Word.

Each student shall be encouraged to love the Lord their God with their whole heart and mind to the end that each one be compelled to reach out in love to others both at home and around the world.

PURPOSE

POLICY 1.3.3

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

POLICY 1.6.5

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 Biblical 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 Biblical 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 complement 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.

STATEMENT OF FAITH

POLICY 1.3.2

- 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)

NONDENOMINATIONAL POSITION STATEMENT

POLICY 1.6.12

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 distinctive.

CONFLICT RESOLUTION

POLICY 1.6.13

We believe that the Bible commands Christians 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). Unresolved conflict is harmful to the Society and does not model Christ-like behavior for students. Therefore, Portland Christian Schools, including its Board, Administration, Employees, and Society (parents), adheres to the following steps to resolve any conflict which may arise.

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. If resolution is not possible at the Superintendent level, the matter should be brought to the Board of Trustees.
5. Further examination may be requested from the Board of Trustees in cases involving serious disagreement, so as to determine the necessity for external mediation.
6. External mediation will be sought through steps suggested by Board approved legal counsel.

ADULT/YOUTH CONTACT POLICY

POLICY 3.2.4

Portland Christian Schools regards relationship building between students and their teachers, coaches, staff, advisors, and volunteers as integral to the student's overall social and spiritual growth. To this end, all employees and volunteers must be trained yearly in the school's Adult/Youth Contact Policy.

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

Regularly scheduled volunteers, tutors, coaches, playground workers, classroom aides and university practicum teachers will be subject to background checks. Volunteers will be trained regarding the Adult/Youth Contact Policies and Procedures Handbook.

Volunteers working closely with students who may be unsupervised by a school employee must watch the Adult/Youth Contact Video and sign an agreement of compliance. Volunteers will also be required to fill out and pass a background check.

ADULT/STUDENT COMMUNICATIONS

POLICY 2.1.12

It is the expectation of Portland Christian Schools that students will not engage in telephone, cell phone, text messaging, e-mail 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. Teachers who have social networking accounts should not be communicating with current PCS students via this avenue because parents do not have access to this information.

OFFICE INFORMATION

OFFICE HOURS

The Elementary School office hours are from 8:00AM to 4:00PM.

VISITORS ON CAMPUS

POLICY 3.2.9

To ensure the safety of all students, ALL visitors to the campuses of Portland Christian Schools while school is in session must report to the main office and receive a Visitor's Pass which must be visibly worn at all times.

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 the children. It is an important step and not taken lightly. Understanding and cooperation in this undertaking is appreciated.

VIDEO SURVEILLANCE

POLICY 3.1.4

The Board, after having carefully weighed and balanced the rights of privacy of students and staff with the school's duty to ensure discipline, health, welfare and safety of staff and students, to contain and/or reduce vandalism to our facilities, and to assist in the maintenance of a safe and secure environment for our staff, students, and the general public, supports the use of video cameras on its campuses, parking lots, and school grounds.

Video cameras may be used to monitor student behavior and safety on school grounds. Video cameras may be used to monitor employees in the fulfillment of their duties.

Students in violation of conduct rules shall be subject to disciplinary action in accordance with established Board policy and administrative regulations governing student conduct and discipline. Employees shall be subject to established Board personnel policies and administrative regulations related to evaluation, discipline, and dismissal.

Video recordings may become a part of a student's education record.

SCHOOL HOURS

Playground supervision is provided from 8:00 to 8:25AM. For their safety, no children should be on the school grounds prior to 8:00AM.

At 8:25AM the first bell rings, classroom doors are unlocked, and children may begin going into their classrooms. Children should be in their rooms by 8:30AM when the tardy bell rings.

Regular school hours are 8:30AM to 3:00PM for Kindergarten through Fifth grade.

Students before and after school: Students are not allowed in the building before 8:25AM, 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 3:00 – 3:20PM, after checking in with the office, to get any books/homework/etc. they have forgotten. After 3:20PM all classrooms are closed. **Please DO NOT ask office or after school personnel to open a classroom after 3:20PM.**

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.

COMMUNICATION

Portland Christian Schools uses various forms of communication. In addition to newsletters and weekly updates sent out by individual teachers, the school sends out weekly email notices as well as email alerts, phone calls, and texts to inform parents of current events, weather closures and emergency situations. **Parents can sign up for email notification in the office.** The website also hosts our school wide calendar of events.

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.**

EMERGENCY SCHOOL CLOSURES

POLICY 3.2.1

In cases of inclement weather, Portland Christian Schools may make the decision to remain closed for the day or start classes later in the morning. Such decisions will be made by the superintendent after consultation with site administrators and outside agencies. Parents will be notified of the change in the school day per procedures determined by the superintendent.

Students, parents and staff will be informed at the beginning of each school year of the procedures and media which will be used to notify them in case of emergency closures.

When makeup days are required due to emergency school closure, the dates shall be determined by the Superintendent.

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.

STUDENT RECORDS

POLICY 4.1.12.1

Student records are maintained for the benefit of the student and are used for instruction, career development, guidance, and educational placement. Student records include:

- *Academic records including grade reports, record of attendance, progress reports and achievement test records.
- *Behavioral records including psychological testing, personality evaluations, letters to parents, records of conversations, written transcripts of incidents, and formal administrative actions (i.e. suspension or expulsion) taken relative to student behavior.
- *Record of health as required by state law.

RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION

It is the practice of Portland Christian Schools to issue a school directory for the use of school staff and families, to publish student information in school lists and publications, and to release student photographs and general information about students in school and community news and publicity releases. Parents/guardians may decline to have this information released. **IF YOU DO NOT** want the school to release your student's personally identifiable information, please ask your campus office for a form to decline release of this information. **The Decline form must be received by PCS no later than October 1** to prevent information from being included in the school directory.

Portland Christian Schools has not and will not issue lists of names to businesses and military recruiters, etc.

MEDICATION AT SCHOOL

POLICY 5.13.1 & 5.13.8

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 on file in the office. For the office to dispense over-the-counter medication provided from home, parents must fill out

an "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 or other containers (this includes cough drops, Tums, Tylenol, Chapstick, etc.). Details on dosage time should be given to the teacher **and** the office. For the safety of all students, medication must be brought to school and returned home by the parent.

IMMUNIZATIONS

POLICY 5.13.3

All students in grades ECE through grade 12 shall have up-to-date immunizations as required by the State of Oregon and federal law. A student must present evidence that he/she is adequately immunized against Diphtheria, Tetanus, & Pertussis; Measles, Rubella, and Mumps; Polio, Hepatitis A & B, and Varicella (chickenpox vaccine or history of the disease). There are exceptions for medical or religious reasons. Your physician or health department can provide information and assistance with this.

COMMUNICABLE DISEASE

POLICY 5.13.4

As an educational institution, Portland Christian Schools accommodates a significant number of students 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 doctor's 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 **(must be fever free for 24 hours before returning to school)**
- Diarrhea and/or vomiting **(must be free of symptoms for 24 hours before returning to school)**
- 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). Upon return, please check into the office for a re-check **before going to class**.
- Chickenpox (Student must be completely scabbed over. Usually **at least** a one week absence is needed.)
- Some skin infections (i.e. Impetigo)

STUDENT HEALTH ROOM

POLICY 5.13.6

A health room will be available at each campus to isolate students who become suddenly ill, who are injured and need first aid, or who must take medications. Students will be allowed to rest in the health room until parents/guardians arrive to take the student home, or the student has recovered sufficiently to return to class. Students in health rooms shall be carefully monitored by a staff member at all times. Health rooms shall be fitted with all necessary first aid materials to address minor injuries and illnesses.

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 office at recess unless they have a diagnosed chronic condition. Students with diagnosed chronic conditions (i.e. diabetes, asthma, seizures, heart conditions) must provide the school with a physician's summary of the condition and any special instructions, such as limitations related to school activities (i.e., PE, music, recess) before accommodations can be made.

EMERGENCY MEDICAL CARE PROCEDURE

POLICY 5.13.7

All office staff, classroom teachers, and coaches must hold current First Aid and CPR cards and must be qualified to handle minor emergencies on site.

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

POLICY 3.2.11

Though we are blessed to not have 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.
5. In the event the building has been evacuated:
 - We will have emergency personnel on site to direct you to the evacuation site.
 - 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 Emergency Data Cards are correct.

TUITION PAYMENTS

POLICY 3.4.2

Tuition payments will be handled through FACTS Tuition Management for K-12 and TUITION EXPRESS for our Early Childhood and Before/After School programs. Questions regarding financial matters should be directed to the Business Office at (503) 256-3960.

HOT LUNCH

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 in a timely fashion.
4. Students will not be allowed to charge if they have 3 unpaid charges. Parents will be called to bring the student a lunch.

SERVICE BLOCK

POLICY 3.2.14.1

The PCS Service Block program gives Portland Christian families an opportunity to **be involved** in the lives and education of their children through volunteering in programs and working on projects of their choice. There is a huge range of programs and projects from which to choose including chaperoning field trips, working in the offices, serving on committees, building, painting, landscaping—and many more!

Each PCS family is asked to fulfill a **30 hour Service Block requirement** each year, apportioned into three 10-hour increments. Any family member, including grandparents, aunts, uncles, and even family friends, may fulfill the requirement for your family.

Some PCS families choose to participate in the program financially rather than through service. If this option works better for your family, the fee is \$495 for the year, also apportioned into three equal installments, in lieu of the 30 service hours.

Hours or payments are due in November, February, and May. Actual dates may be found on the school's website and on the annual Service Block Completion Form.

A new option (in lieu of the 30 service hours) is to donate goods from an approved list of items needed by PCS. This may be a less expensive financial option as the price, plus the time involved shopping for and delivering the goods, is calculated into Service Block hours. Please contact your campus office or the Business Office to inquire about the items currently needed.

It is only because so many of our families participate so enthusiastically in our Service Block program that **we are able to maintain our quality programs and facilities**. Portland Christian Schools absolutely could not function without the dedicated and wholehearted service of our students' families. **Thank you** for taking this opportunity to join in the PCS tradition of family involvement and support—a tradition that has sustained PCS for over 60 years.

ATTENDANCE

POLICY 5.4

EXCUSED ABSENCES

POLICY 5.4.2

Portland Christian Schools and the State of Oregon recognize three categories of excused absences:

1. Illness
2. Administratively-approved prearranged absences (i.e. parental requests, field trips, athletic trips, other school-sponsored functions for which a student will be missing a class)
3. Emergency absences (i.e. such as death of a family member, etc.)

If students are **absent more than half a day**, they will **NOT** be allowed to participate in extra-curricular activities for that day without special permission from the Principal. This includes sports practice and competition.

Daily attendance is essential to good academic progress. However, sick children (generally shown by above normal temperature) should be kept at home until well, and until the child is fever free for 24 hours. Parents are requested to **call the office before 8:30AM** 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). Students arriving after 10:30AM or leaving before 1:00PM are counted as half day absent.

Students who are ill will have two days for each day absent to complete work missed. You may pick up students homework at **3:00PM** in the office if you call by **9:00AM** (or the night before) and let the office know. Voicemail is checked several times during the school day.

EXTENDED ABSENCES

POLICY 5.4.3

If a student is absent due to illness for five or more consecutive days, a note from the parent must be received describing the illness and what, if any, medical attention has been sought. According to state law a student returning after a serious contagious disease is required to have a doctor's excuse and admittance by the principal.

If a student is absent for 10 or more days in any one 9 week quarter, excused or unexcused, he/she will be placed on an attendance agreement with the administration and must abide by that agreement or may be asked to secure a tutor at the expense of the parent or retake a course. A pattern of excused or

unexcused absences is of great concern and will be taken very seriously by the administration. Accommodations will be made for long-term illness. Parents are strongly advised to schedule vacations on non-school days.

PREARRANGED ABSENCE

POLICY 5.4.5

All absences other than illness, family emergencies, or school-sponsored functions must be arranged with the site principal. If not, they will automatically be unexcused.

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. 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 in the office or on the schools website. 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 breaks.

FAMILY VACATIONS

Scheduled school vacations occur in December and March. Parents are strongly advised not to take vacations during school days and/or conferences, as children miss important instruction, discussion, and activities that allow guided practice of new skills. Instructional time that is missed while a child is on vacation cannot be replaced. Requests for advance work from classroom teachers for vacations during school days will not be honored. Students are responsible for making up missed work upon their return to school. In case of a planned absence, parents should fill out a prearranged absence form and submit that to the principal for approval. **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. It will be the obligation of the parent and student to see that work missed is made up upon their return to school, and if necessary, secure a tutor without undue demand upon the classroom teacher. A grade reduction will be enforced upon failure to do so. Exception to the make-up policy is when grades close at the end of fourth quarter and no school days remain to complete school work.

TARDIES

Prompt attendance is a high priority at Portland Christian Schools. Students arriving after 8:30AM 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 10:30AM 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 the family may have to meet with the principal. A pattern of tardiness will result in the student being placed on an attendance contract and if not complied with may result in expulsion.

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/her 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.

BEFORE/AFTER SCHOOL CARE

Before/after school supervision will be provided throughout the school year by our early childhood department. Our center is open from 6:30AM to 6:00PM, 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 8:00AM – 8:25AM and pick up is from 3:00PM – 3:20PM. Before 8:00AM and after 3:20PM, no students are to be on the school grounds without supervision. Children who are on the playground before 8:00AM or after 3:00PM will be **brought to extended care** and will be charged a fee.

STUDENT CONDUCT

EDUCATIONAL GOALS

POLICY 1.6.6

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

POLICY 1.6.7

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

POLICY 1.6.8

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 skills necessary to function in the technology of society.

PHYSICAL GOALS

POLICY 1.6.9

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/SOCIAL GOALS

POLICY 1.6.10

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.

CAMPUS CONDUCT

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

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

MORAL STANDARDS

POLICY 1.6.11

Portland Christian School is a religious, nonprofit organization representing the message, mission, and character of Jesus Christ. As such, the PCS Board of Trustees holds to historical Biblical standards of integrity, personal and family relationships, business conduct, and moral behavior. In keeping with these standards, the PCS Board of Trustees adopts the following policies in regard to the named groups:

Students

The Biblical and philosophical goal of PCS is to develop students into mature, Christlike individuals who will be able to exhibit Christlike lives. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. Even though parents may personally believe differently, while enrolled at PCS, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behavior. Thus, PCS retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including pre- or extra-marital sex; any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual; as well as any student who condones, supports, or otherwise promotes such practices (1 Thessalonians 4:3-4, Leviticus 20:13, Romans 1:27).

Families

Portland Christian Schools' Biblical role is to work in conjunction with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, including pre- or extra-marital sex, homosexual/bisexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

BEHAVIORAL DISCIPLINE

POLICY 5.16

The Board has established and maintained discipline policies with the intent to "train up each student in the way they should go" (Proverbs 22:6). Portland Christian Schools desires to be fair, firm, loving, and caring, with the goal to restore each child. Discipline is training that corrects, shapes, strengthens, and completes a student. The goals of disciplinary actions are threefold: first, to help each student develop a Biblical world and life view, second, to create a safe and secure climate that facilitates maximum learning for each student, and third, to help each student move from external control, to self control and ultimately to Spirit control.

Disciplinary referrals may be given out by the school principal. The school expects and teaches respect for authority, property, and the rights and privileges of others. Obedience to the 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 expulsion 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.

5.16.1: Consequences for Inappropriate and Disruptive Behavior

1. Parent conference
2. After-school detention
3. In-house suspension
4. Behavioral probation
5. Out-of-school suspension
6. Request to withdraw
7. Expulsion

5.16.2: Prohibited Punishments

Portland Christian Schools does not practice corporal punishment. Any form of punishment which could result in physical or emotional harm to a child is strictly prohibited.

Consequences for Specific Behaviors

Students engaging in the following behaviors shall be disciplined as follows:

1. Use of alcohol: The student shall be placed on behavioral probation and immediately suspended pending official school investigation. Disciplinary action may include police investigation.
2. Use of illegal drugs or abuse of prescription drugs: The student shall be placed on behavioral probation and immediately suspended pending official school investigation. Disciplinary action may include police investigation.
3. Use of tobacco or marijuana: The student shall be placed on behavioral probation and must enroll in an appropriate smoking-cessation program.
4. Possession of weapons on school campuses: The student shall be immediately suspended pending official school and police investigation.
5. Possession of objects that could serve as weapons: Students who possess hunting-type knives, switch blades, mace, explosive devices, or other objects that could be used as weapons shall be suspended pending investigation by school officials.
6. Bullying behaviors in general at school or at school-related activities: Portland Christian Schools is committed to a safe and respectful learning environment for each student. We expect Christ-like character from each student. We believe that bullying behavior is a type of harassment and has no place in the learning environment. Bullying behaviors will be reported to the administration and is grounds for disciplinary action which may include suspension and/or expulsion.
7. Cyber bullying: Any student who uses the internet or other electronic means, whether at school or from an off-campus device, to attack or threaten another person in any manner will be

immediately suspended from school pending investigation by school officials and may be dismissed from Portland Christian Schools. Disciplinary action may include police investigation.

8. Any student who uses the internet or other electronic means, whether at school or from an off-campus device, to send or post sexually explicit content, shall be suspended from school pending investigation by school officials and may be dismissed from Portland Christian Schools. Disciplinary action may include police investigation.
9. Sexual Harassment: Harassment of a sexual nature, including gestures, verbiage, direct actions from student to student, teacher to student, or student to teacher, shall not be tolerated at Portland Christian Schools. Any such activity should be immediately reported to the Superintendent via the site Principal or school counselor. The Superintendent shall determine an appropriate course of action for the offender which may include behavioral probation, suspension or removal from Portland Christian Schools.
10. Threats of Violence: Any student making verbal or physical threats to another person, shall be immediately placed on behavioral probation and may be suspended from Portland Christian Schools pending investigation by school officials.
11. Vandalism: Acts of vandalism which may include, but are not limited to, starting fires, pulling fire alarms, damaging school or others' property, use of any explosive device, etc., shall not be tolerated at Portland Christian Schools. Students involved in any such activities shall be subject to disciplinary action as recommended by the Superintendent. Disciplinary actions may include financial restitution, community service, service at school, behavioral probation, suspension, or expulsion from Portland Christian Schools.
12. Stealing or Possession of Stolen Property: Any student while on school property or while attending a school-sponsored activity off campus that steals an object or is in possession of stolen property will be required to return the object to the rightful owner. If this is not possible, an assessment of the value of the object will be made and payment required. Disciplinary action may include behavioral probation, suspension, removal from Portland Christian and police investigations.

BEHAVIORAL PROBATION

POLICY 5.16.4

Students will be placed on probation for:

1. Any serious disciplinary situation or
2. Repeated referrals to 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 Citizenship 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 behavioral 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 with goals of the student's behavior.
2. Parent work with the student on conflict resolution curriculum.

3. Regular written communication between school/teacher to home/parents on progress and concerns (related to goals).
4. Regular administration/principal or department head classroom observations as well as social/physical environment situations (recess).
5. The plan may include . . .
 - A medical examination by the child's pediatrician.
 - Consistent outside professional counseling for duration of the probation period.

Should sufficient improvement not take place, the process for a student's 2nd 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 2nd quarter on behavior probation/or the end of the school year.

Parents of students expelled from Portland Christian Elementary School may appeal the dismissal according to the Expulsion Appeal.

EXPULSION APPEAL

POLICY 4.2.3.2

The parent(s) / guardian(s) of a student who has been expelled from Portland Christian Schools have the right to appeal the decision, in accordance with the following procedures:

1. The Superintendent must receive a Letter of Appeal from the parent(s) /guardian(s) within two weeks of the student's expulsion from Portland Christian Schools. This letter may be received by facsimile, courier, or via the U.S. Postal Service.
2. An Appeals Committee shall be established to hear the appeal and shall consist of the Superintendent, Administrators, and Board members. The members of the Appeals Committee shall be mutually agreed upon by the Superintendent and the parent(s) / guardians(s).
3. A date to hear the appeal shall be mutually agreed upon by the Superintendent and the parent(s) /guardian(s). The date established shall be within one week of the Superintendent's receipt of the Letter of Appeal.
4. The Appeals Committee shall make a decision regarding the student's enrollment status at Portland Christian Schools within 24 hours of the meeting. The decision of the Appeals Committee is final and shall be communicated immediately, in writing, to the parent(s) /guardian(s) of the student, by the Superintendent.

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 sound is to be turned off. Students are not to use cell phones between 8:00AM and 3:20PM or during afterschool care. PE type equipment is allowed for recess, and during before and after school care with teacher's permission. 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.

PROHIBITED ACTIVITIES

POLICY 3.1.2

Smoking, the use of alcohol, the use of recreational drugs, marijuana in any form, tobacco, vaping, and all illegal activities, are prohibited on school grounds and in school buildings. Students who violate this policy will face major disciplinary action by the administration and, in the case of illegal activities, may be subject to prosecution by legal authorities. Persons who are not PCS students (including employees, school parents, family members, and visitors) who violate this policy, will be instructed that they must immediately leave campus and may also face legal consequences.

The personal possession of weapons on all PCS campuses and at any school sponsored event is strictly prohibited. This prohibition applies to all students, employees, independent contractors, and visitors, including those who have a valid permit to carry a concealed weapon. This prohibition does not apply to law enforcement personnel. Weapons may include, but are not limited to: firearms, pellet guns, air rifles or BB guns, paintball guns, bows and arrows, swords, switchblades and large knives, ammunition, tasers and clubs.

ILLEGAL AND OTHER ACTIVITIES PROHIBITED FOR STUDENTS

POLICY 5.15.11

Portland Christian students are not permitted to possess or use substances or items, either on or off campus, that have been prohibited for use by minors by state or federal law. This includes, but is not limited to alcohol, illegal recreational drugs, tobacco, marijuana in any form, electric/electronic vaporizers (e-cigarettes), and prohibited firearms. Students who engage in these or other illegal activities on or off campus, whether the student is a minor or not and regardless of whether school is in session or not, shall be subject to possible prosecution by legal authorities, and disciplinary action by the school as outlined in this manual.

Portland Christian students are not permitted to possess firearms or weapons of any kind while on campus or while attending school activities or functions.

OFF-CAMPUS STUDENT BEHAVIOR

POLICY 5.15.10

Students whose behavior during the school year brings reproach to the school are subject to disciplinary action by the school, whether or not they are under the school's jurisdiction. If some illegal act or behavior bringing reproach to the school is committed by any accepted student during a vacation period, the school may deny entrance or re-entrance to that student.

PERSONAL APPEARANCE

POLICY 5.15.6

It is the desire of Portland Christian Schools to maintain an appropriate educational environment; **modesty, neatness, and cleanliness** are the basic goals. Clothing or hairstyles that distract from the educational process are not appropriate.

The dress code applies to all students during all school related activities. The responsibility for compliance with these guidelines is primarily the home. The principal, 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.

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

If any controversy arises because of a fad or some specific clothing that is being worn either by male or female students, it should be referred to the principal. The principal will make a final judgment on appropriate school attire to ensure a safe and orderly school environment. We reserve the right to send a student home or ask the parent to bring a change if the student's clothing is not appropriate. When possible the school will provide a change of clothing at school. Clothing borrowed from the school MUST be returned. If items are not returned, a fee may be assessed to replace the items.

Students will wear acceptable shirts/tops in the school environment.

- No strapless tops or dresses.
- No see through tops.
- No spaghetti straps, halter tops, or low cut shirts.
- Sun dresses shall be worn with an appropriate shirt underneath.
- Straps on tops need to go from the neck to the shoulder in width.
- Shirts must be long enough to cover backside (no skin may be showing when the student bends over or raises their arms).
- Sleeveless athletic jerseys must have a t-shirt underneath.
- Shirts with tears or holes are NOT ALLOWED.
- No offensive or inappropriate graphics will be allowed on shirts.
- School clothing will fit appropriately (extremely loose or extremely tight clothing is inappropriate).

Students will wear acceptable skirts/pants in the school environment.

- Girls will be allowed to wear skirts with shorts underneath.
- Leggings and/or Jeggings are allowed under skirts or dresses ONLY! (or with Tunic length shirts that hit midway down the thigh).
- No leggings and/or jeggings with shirts.
- Students will be allowed to wear long pants or jeans.
- Pants with rips or holes are NOT ALLOWED.
- Pants must fit appropriately.
- Shorts are allowed for both boys and girls year round. From Thanksgiving break through Spring Break, leggings or compression pants must be worn under the shorts and cover the whole leg.
- Shorts should be modest in accordance with the child's height. (No tight fitting spandex type shorts or short shorts unless under other appropriate garments).

Students are allowed to wear sweaters in cool climates.

- No jackets will be worn in the classroom.

Students will wear acceptable tennis/casual shoes. (Gym shoes are perfect!)

- For the safety of our students the flip-flop style shoe (rubber beach shoes and one strap thong shoes) are not to be worn.
- No sandals without a secured back and socks.
- No slippers or house shoes (all shoes must have a rubber sole).
- No Heelys.
- Girls are expected to wear comfortable fitting shoes; "high" heels are unacceptable.

Hats are to be worn outside only and not allowed in the classroom, buildings, chapel, hallway or gym (except on special dress up days)

- All hoods, hats, skull caps and/or scarves will be removed at the front door.

Students are not allowed to wear anything distracting or disruptive to the educational environment.

- No make-up shall be worn at school (clear lip balm is allowed).
- No body piercings.
- No fake fingernails.
- No tattoos of any kind.
- No facial paintings.
- No painted or unnaturally colored hair.
- No Mohawks or excessive hair designs (Boys 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 or earrings are allowed for boys.
- No nose jewelry.
- No more than three earrings per ear.

SCHOOL PROCEDURES

COMPUTER LAB GUIDELINES

POLICY 6.10

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 the guidelines. A signature from both the parent and the student is required. The computer lab teacher will review the computer use guidelines with students every year. Students not returning a permission form will not have Internet access.

2. 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.

3. Ethics and Faith: What is the Christian's 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.

4. Expectations

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

LIBRARY/MEDIA CENTER

POLICY 5.12.6

Portland Christian Schools shall provide print and non-print materials in a collection with sufficient breadth to support the school's educational programs and student/staff interest including grade-appropriate materials of sufficient depth to meet the needs of wide-ranging abilities and curricular needs.

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.

Students who have overdue library books will lose check-out privileges. If books are overdue at the end of each quarter, the report card will be held until the book is returned or paid for. If a book is lost or damaged to the point where it has to be replaced the full price of the book will be charged.

HOMEWORK

POLICY 5.6.1

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.

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. Exception to the make-up policy is when grades close at the end of the fourth quarter and no school days remain to complete school work.
- D.** In case of a planned absence, parents should fill out a prearranged absence form and submit that to the principal for approval. **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. Exception to the make-up policy is when grades close at the end of fourth quarter and no school days remain to complete school work.

MAKEUP HOMEWORK POLICY

POLICY 5.6.2

The current makeup homework policy due to absence is:

1. **Parents call the office by 9:00AM** to request homework for the child who is absent. The homework will be in the office at 3:00PM.
2. The classroom teacher brings the homework to the office and puts it on the counter by 3:00PM where parents or siblings can pick it up.
3. Schoolwork missed, due to illness, will be allowed two days for each day of school the student was absent. Exception to the make-up policy is when grades close at the end of the fourth quarter and no school days remain to complete school work.

4. The student will have one day for each day absent (including weekends) to complete work missed by a prearranged absence.

GRADING SCALES

POLICY 5.7

Portland Christian School's grading system is designed to enable the student and parent(s) /guardians(s) to clearly know how well the student is achieving course requirements.

PRIMARY DEPARTMENT PROCEDURES

POLICY 5.7.1.1

PRIMARY GRADES (K-3): The major classroom objectives 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 intellectual curiosity.
4. Develop wholesome relationships among peers and adults.

Primary Grading Explanation

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Percentage Values

E 100 – 93

E- 92 – 90

S+ 89 - 83

S 82 - 77

S- 76 – 70

N 69 – 60

U 59 – 0

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

WARNING SLIPS/MID-QUARTER WARNING

POLICY 5.7.1.3

Progress reports will be sent home mid-term each quarter to those students who are receiving an S- or lower. Reports must be signed by a parent and returned the next school day. Teachers may be contacted if further explanation is needed.

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 if students are below an S- in any subject.

INTERMEDIATE DEPARTMENT PROCEDURES

POLICY 5.7.2

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	100-93	C	76 - 73
A-	92 - 90	C-	72 - 70
B+	89 - 87	D+	69 - 67
B	86 - 83	D	66 - 63
B-	82 - 80	D-	62 - 60
C+	79 - 77	F	59 - 0

INTERMEDIATE GRADES (4-5): 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

Primary grading system is used for the "Citizenship" grades i.e., classroom behavior, attitude, application and effort.

A student with three or more quarterly grades below C- for grades 4-5 will be placed on academic probation. Parents will have been notified mid-quarter if students are below a C- in any subject.

II. 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 that 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-). Assignments not turned in at all will receive a 0%.
- ✧ Exception to the make-up policy is when grades close at the end of fourth quarter and no school days remain to complete school work.

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

In order to earn a grade adjustment, students will be given the opportunity to redo daily assignments of poor quality or that show lack of understanding at the teacher's discretion.

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

III. Test Procedures

- A. Students should not expect to retake tests.
- B. If a child cheats on a test, he/she will automatically receive a 0% and the parents will be notified.

IV. Mid-Quarter 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.

EDUCATIONAL STUDENT SUPPORT

POLICY 5.10.10

The Board recognizes that the educational goals of Portland Christian may be attained through diverse instructional approaches and endorses the development of differentiated instructional programs through the cooperative efforts of teachers, parents and students.

Portland Christian may assist with additional instructional help through: Learning Labs, Tutoring and Online courses at the junior high and high school, and Educational Assistants and Tutoring at the elementary school. These services are available for students who require additional supports for the demanding academic program of Portland Christian Schools. This approach may include accommodations in the student's educational processes, but will meet Portland Christian's guidelines for course completion, academic credit, and for graduation.

If students need modifications of curriculum because of their educational needs as it pertains to the quality and quantity of work, the family will meet with the Principal and/or Academic Counselors to determine the extent of the modification needed. A determination for admission or continuous enrollment at Portland Christian will be made based on the student's needs and Portland Christians' available support systems.

It is of special note that modifications for students is not a typical support system at Portland Christian Schools. Therefore, if a student requires modifications, special approval by the administration of Portland Christian must be obtained and monitored on a regular basis.

If the student requires modifications, the courses that have been modified will reflect a notation of the change in the course expectations and placed in the student's permanent records.

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.

STANDARDIZED TESTING

POLICY 5.11.1

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 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.

ACADEMIC PROBATION

POLICY 5.7.3

Students in grades K – 3 with three or more quarterly grades below S- and students in grades 4 – 5 with three or more quarterly grades below C- will be placed on academic probation. The procedure governing academic probation shall be developed and implemented by the superintendent. A student on academic probation is subject to an at home assistance plan formulated jointly by the classroom teacher, the principal, the student's parents, and the student. Failure to show sufficient improvement while on academic probation may result in the child being retained at the same grade level, required to obtain outside assistance, dismissed from school, or other consequences as determined by the superintendent.

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 may include:

- Parents assisting with student homework
- Two days per week outside tutor working with student
- A specific list of skills/goals where deficient
- 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 2nd 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 2nd quarter stating that a student will be asked to:

- Be retained in same grade level for the following school year or
- Be withdrawn from school at the end of 2nd qtr. on academic probation/or end of school year or
- 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. Teachers will conference with the administrator before the end of the 3rd 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.

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.

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, email, or place a call to your child's teacher to request that the teacher contact 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/concerns to be answered, you may contact the principal.

Parents are warmly invited to visit the classrooms. 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 have an individual conference with their child's teacher to discuss his or her progress. Both parents are urged to attend. Students do not attend classes on these specially scheduled Parent/Teacher Conference days. An evening during third quarter is also set aside for conferences, scheduled upon the request of the parents or teacher.

NON-CUSTODIAL PARENT VISITATION POLICY

POLICY 3.2.9

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.

CLASS VISITATIONS

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

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. Please do not send invitations with your child to be handed out at school, unless the whole class has been invited.**

ANIMALS ON CAMPUS

POLICY 3.1.3

Permission must be obtained from the superintendent before any animal is brought onto any Portland Christian campus. Animals must be adequately housed and cared for in secure cages. Only the teacher or persons designated by the teacher are to handle the animals.

Visiting Animals

- During school hours or school events when students are present on campus or in school buildings, dogs may only be brought onto school campuses for instructional purposes and with permission of a school administrator.
- Dogs accompanying parents/guardians while walking children to school must be kept on a leash on the school perimeter away from the school entrance and away from other children and dogs. Dog owners must responsibly dispose of fecal waste and respectfully keep his or her dog away from others. Dogs may not be brought into the school building.
- Puppies and kittens may be brought to school for short visits, with permission of the school principal.
- Other visiting animals, such as hamsters, guinea pigs, gerbils, rabbits or other, must be approved by the principal and may be handled by the owner or keeper only.
- Visiting animals are restricted to an area designated by the principal or school administrator.
- Teachers must determine if any children or adults are allergic to visiting animals prior to allowing the animal to enter the classroom, and take care to protect the students' health.

PARKING LOT SAFETY

Due to parking lot congestion we have a Right Turn Only sign at the exit of our school parking lot. This will be in place from 3:00PM - 3:20PM daily. It will apply to traffic leaving the parking lot driveway. 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.**

TRANSPORTATION/BUS POLICY

POLICY 3.2.12

Many times during the school year students ride the bus. We contract with First Student for our field trip transportation needs. Students are under the supervision of their driver and adult chaperone. The following are Oregon rules governing pupils riding school buses:

OAR 581-53-010

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 athletic programs.

ASBESTOS AND LEAD INSPECTIONS

Portland Christian Schools has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having our buildings inspected by accredited inspectors and developing a management plan for the control of this substance. The management plan is available for public inspection in the district office. The Director of Facilities serves as the district's asbestos program manager and may be contacted for additional information.

Portland Christian Schools voluntarily tests the drinking water at both campuses for lead levels on an annual basis. Results of lead levels are available for public inspection in the office. Parents will be notified if water quality problems are identified and the remedies that will be employed.

PEST MANAGEMENT

Portland Christian Schools complies with the Pacific Northwest Pest Management Program (IPM) for the control and management of pests. The IPM handbook is available for review in our Maintenance Department.

BICYCLES

POLICY 3.1.9.2

Bicycles are not to be used on campus during school hours and may be used only as a mode of transportation to and from school. Bicycles are to be walked on and off the school grounds during school hours. They should be locked and kept in the bike rack. Exception to this policy would be during our summer program on designated bike days.

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:

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.

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

The Continuous Enrollment Contract that all parents/guardians sign requires notification of intent to withdraw in writing at least 30 days prior to the last day of attendance. It also requires tuition payment in full through the last intended day of attendance in compliance with the details outlined in their FACTS agreements.

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.

LOST AND FOUND

POLICY 5.12.7

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 school. Check with the office on the location of the lost and found. Unclaimed items will be donated to a charity at the end of each school quarter.

ACTIVITIES AND EVENTS

VOLUNTEERS

POLICY 3.2.13

The school encourages parents and other community resource persons to volunteer in many areas of the school performing appropriate tasks during and after school hours. All volunteers shall be under the direct supervision of school personnel. Requirements to be a volunteer with students include a background check and the Adult/Youth Contact Training.

CLASSROOM PARTIES

POLICY 5.3.3

Classroom parties for all grades ECE-5th should be kept to a minimum and shall be held at the discretion of the classroom teacher and site principal. At no time shall any such activity cause a disruption to any other classroom. The activity should be purposeful, well-planned, and relate to some event or area of study within the framework of the class.

ROOM PARENTS

A team, of 3-4 parents, works together to plan and facilitate classroom parties and events throughout the year (Harvest, Christmas, Valentine's Day, and Teacher Birthday). The kindergarten Room Parents help with the spring promotion.

PROCUREMENT/DONATIONS

PCS is thankful for parents who are actively involved in the community with vendors/businesses willing to donate money, food or items to our school. The Development Department must be notified of all procured items, so that PCS can properly document and thank the donor, to remain compliant with our non-profit status per 501(c)3 IRS Taxpayer ID: 93-0401248.

Most classroom/group events at PCS allow parents to donate food/item donations in the form of Service Block House. Note: One Service Block Hour = \$16.50 value and may not be claimed as a procured item from a vendor and will not receive a tax receipt.

FIELD TRIPS

POLICY 5.14.14

Educational field trips may be taken by grades ECE-5 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. A background check and Adult/Youth 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 the children assigned to you.

- Travel on the bus with your assigned children.
- Supervise your assigned children on the bus.
- Abide by the Adult/Youth Contact Policy.
- Bring students to the teacher if they are being or causing a problem.

Please **do not**:

- Talk or text on a cell phone.
- Leave your group unattended at any time.
- Smoke or use chewing tobacco.
- Consume alcohol or marijuana 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 – 5 may participate in athletics. These sports are run through CYO and/or other athletics organizations. These programs are subject to the PC Schools sports fees and regulations. If a student is absent on a school day, he or she may **not** participate in a game or practice that same day. There are fees and registration requirements for those who desire to participate in these activities. Teams are coached by parent volunteers.

SOCIETY MEETINGS

POLICY 1.3.5

Society Business meetings are held yearly. Election of Board members and reports on matters of school business are presented to the school family. All society members are encouraged to attend.

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; students are not allowed to attend.

SCHOOL PICTURES

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

CHAPEL AND ASSEMBLIES

POLICY 5.3.2

The Board of Trustees believes that the faculty, staff and student body need time to come together weekly for spiritual renewal. The Board further believes that school assemblies are important for enriching educational programs, and encouraging school spirit and unity.

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. Each month has a focus on particular Christian Character Trait.

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.

Closing Verse

(Psalm 19:14 NIV)

Let the words of my mouth and the meditation of my heart
be acceptable in Thy sight,
O LORD, my Rock and my Redeemer.

STUDENT SHOWCASE

Each year, there is usually a Student Showcase. All of our classrooms are open with student work displayed and teachers are available to answer questions. Parents and friends are invited to come and see the displays.

SCHOOL SPONSORED EVENTS & PROGRAMS:

Each year our students perform seasonal programs. This will include an all school (ECE - 5th) Christmas Program.

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. This can also be a great opportunity for Service Block hours.

GRASP/ VIP DAY

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

BOOK FAIR

Parents and friends of the school are invited by the librarian and faculty to view books and other media selected by Scholastic, 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.

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 an additional charge of \$1.00 per minute if your child is picked up after 6:00PM. 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.

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 TUITION EXPRESS to collect your monthly tuition payments. TUITION EXPRESS collects payments by electronic transfer on the 20th of each month. 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 TUITION EXPRESS 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 field trip dates, purpose, time, and mode of transportation. Permission slips must be signed before a child is allowed to leave the premises. 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 in 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 (OAR 414-300-0230). Forms are available at the front desk.

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)