

# Pacific Union College Elementary School

135 Neilsen Court  
Angwin, CA 94508

707-965-2459 (Telephone)  
707-965-2345 (Extended Care)  
707-965-2480 (Fax)

## School Hours

Monday -Thursday 8:00 a.m.- 3:15 p.m.  
Friday 8:00 a.m.- 12:00 p.m.

Extended Care 3:15 p.m. - 5:30 p.m.  
Friday 12:00 p.m. - 4:30 p.m.



## Mission Statement

Pacific Union College Elementary School’s mission is to

- Inspire students to accept Jesus as their personal Savior
- Develop the whole person spiritually, physically, mentally, and socially
- Inspire students to achieve academic excellence and to become independent thinkers
- Have students experience the joy and value of service to others
- Be a demonstration school which will not only provide outstanding education for its students, but will demonstrate sound instructional techniques for the benefit of college and conference educators

## FACULTY AND STAFF

Kindergarten .....	Tureic Cordis, M.A.
First and Second Grades .....	Tania Duncan, Ed.S.
Second Grade Language Arts and Math .....	Cheryl Fox, B.A.
Third Grade .....	Mirtha Miller, Ph.D.
Fourth Grade .....	Vernon Jeske, M.A.
Fifth Grade.....	Monte Fisher, B.A.
Sixth Grade .....	Ronn Kakazu, B.A.
Seventh Grade .....	Dwight Crow, M.A.
Eighth Grade .....	Linda Hansel, M.A.
Band and Choir .....	Dennis Hunt, M.Ed.
Spanish .....	Lena Escandon, M.A.
Extended Care Director .....	Holly Jeske, B.A.
Secretary.....	Lisa Butler, B.S.
Principal .....	James Dick, Ed.D.

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## CALENDAR

School Begins.....	Wednesday, August 20
Back-to-School Night.....	Thursday, August 21
Labor Day (No School).....	Monday, September 1
School Campout.....	September 5-7
ITBS Test Weeks.....	September 15-26
School Pictures .....	Wednesday, September 10
Fall Break (No School).....	Monday, October 13
End of First Grading Period .....	Friday, October 24
Missoula Children’s Theater .....	November 10-15
Parent/Teacher Conferences (Minimum Days) .....	November 12 & 13
Thanksgiving Recess (No School) .....	November 24-28
Christmas Program.....	Tuesday, December 16
Christmas Vacation (No School).....	December 17 noon – January 2
School Resumes.....	Monday, January 5
End First Semester .....	Friday, January 16
Martin Luther King Day (No School) .....	Monday, January 19
Teacher’s In-service (No School) .....	Monday, February 9
President’s Day (No School).....	Monday, February 16
Joint Band Program .....	Thursday, February 19
Teacher Appreciation Week.....	March 2-6
End Third Grading Period.....	Friday, March 20
Spring Vacation (No School) .....	March 23-27
Parent-Teacher Conferences (Minimum Days) .....	April 8 & 9
Open House (Minimum Day) .....	Thursday, April 23
Spring Music Program .....	Thursday, May 14
Soapbox Derby .....	Sunday, May 17
Memorial Day (No School).....	Monday, May 25
Graduation.....	Thursday, June 4
School Closes – 12 Noon .....	Friday, June 5

## ADMISSION INFORMATION

### APPLICATION

Students may begin the admission process by completing an application form. Students entering kindergarten must be five by September 2 and show evidence of readiness for kindergarten. Readiness testing can be arranged through the school office. Students entering the first grade must show evidence of readiness for first grade. All transfer students may be subject to testing to verify grade placement. Students transferring into grades six through eight from another school must also submit or complete the following:

- Copy of last report card and most recent standardized test results
- A letter of recommendation from someone other than family or relatives (i.e. friends, pastor, teacher, scout leader, etc.)
- PUC Elementary Student Questionnaire

### ENROLLMENT

Each application is reviewed by the PUC Elementary School Board or Admissions Committee for acceptance. Once a student has been accepted, the parent or guardian will need to fill out the final forms and documents listed below to complete the enrollment registration process:

- Consent to Treatment
- Release of Liability
- Transportation Information for Volunteer Cars
- Background Check Authorization (once every three years)
- Guidelines for Volunteers
- Request for Records (if transferring from another school)
- Physician's Report -- required for all students entering school for the first time and again for those entering the seventh grade. The exam will be considered current if taken within twelve months prior to admission. Examination forms are available from the school office.
- Copy of Immunizations -- no child will be admitted to any classroom without having received all immunizations required by California law unless exempt for medical reasons or personal beliefs. A list of the required immunizations is available from the school office.

PUC Elementary does not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of its educational policies, admission policies, or other school-administered programs.

## FINANCIAL INFORMATION

The monthly charge for attending Pacific Union College Elementary School includes tuition, some textbooks, workbooks, and instructional materials.

### TUITION CHARGES AND DISCOUNTS

Grades K-8	\$530/month	\$5300/year
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The tuition parents pay covers less than 60% of the cost of the quality Christian education offered at PUCE. The Northern California Conference of Seventh-day Adventists subsidizes 28% of the operating costs. The PUC Seventh-day Adventist Church and the PUC Department of Education also support PUC Elementary with additional financial subsidies.

Families with regular membership in the PUC Church benefit from a tuition discount of \$75 per-child-per-month. A tuition discount of \$35 per-child-per-month is given to families who are members at other SDA churches.

Multiple Child Discount: Each second, third or fourth child enrolled in either PUC Elementary or PUC Prep gets a \$40 discount per month.

### PAYMENT SCHEDULE

Registration for the fall is opened in April for those wishing to ensure a student's place at PUCE. Tuition charges are divided into ten payments, to be billed August through May. Miscellaneous fees are billed in the month of July. PUC Elementary mails a monthly statement to keep student accounts current. Payments are due by the 15<sup>th</sup> of each month. Arrangements can be made with most banks or employers to have automatic monthly payments made directly to the school.

	<u>Date Billed</u>	<u>Date Due</u>
Entrance Fee	Due at Registration	
Outdoor Education	July 1	July 31
First Payment	August 1	August 15

Second Payment	September 1	September 15
↓		
Tenth Payment	May 1	May 15

### ***REGISTRATION AND FEES***

Entrance Fee		\$220
Outdoor Education	Grade 4	\$150
	Grades 5-8	\$250
8 <sup>th</sup> Grade Graduation		\$75

#### **Optional Services:**

Band Instrument Rental		\$20/month
Hot lunch (offered Monday through Thursday)		\$4.00
Drink		\$0.50
Extended Care per hour		\$3.50

### ***FINES AND INCIDENTAL CHARGES***

- Teachers collect money for various class trips before they occur.
- Students will be charged for damaged or lost textbooks and workbooks as well as damage to school property.
- Charges are subject to change without notice.

### ***FINAL PAYMENT***

The account is to be paid in full at the end of the school year (May) or at the time of withdrawal of the student, and before

- Final grade reports are released to parents.
- Registration may be completed for another school year.
- Eighth graders can participate in graduation and receive diplomas.

### ***NON-PAYMENT POLICY***

A student will be asked to leave school if the bill is not paid within sixty days, or a plan for complete payment has not been approved by the finance committee.

### ***OPTION FOR TAX DEDUCTIBLE CONTRIBUTION***

Donations to special projects, classroom funds, tuition assistance for worthy students, or general unspecified donations can be received and

counted as tax deductible charitable contributions on your income taxes. Those who are able are encouraged to make such donations a regular part of their monthly payments to the school.

## **GENERAL INFORMATION**

Pacific Union College Elementary School is a Christian educational institution including kindergarten through eighth grade. PUC Elementary is one of a network of Seventh-day Adventist schools operated within the Northern California Conference of Seventh-day Adventists. In addition to meeting the educational needs of the children of this area, Pacific Union College Elementary School functions as a demonstration school for the Northern California Conference of Seventh-day Adventists, providing observation and participation experiences for Pacific Union College teacher education students. Up-to-date educational techniques are employed for the betterment of both our school and the entire family of Conference schools.

It is most important that children be placed in classrooms where they can achieve academic and social success and at the same time find sufficient intellectual challenge and stimulation. Chronological age and developmental maturity are both considered in placement decisions. In any given class cohort, the age range of children can be as much as two years, reflecting the differences in the rate at which children develop. PUC Elementary reserves the right to make grade placement changes in consultation with parents. Students transferring from other schools and/or from nongraded systems will be tested and interviewed to verify grade placement.

We endeavor to provide a safe and pleasant environment at all times. Accordingly, we expect our students to be honest, respectful, cooperative, and positive in upholding the philosophy, ideals, and objectives of our school. Students are expected to uphold and display Christian virtues and values at all times.

### ***ATTENDANCE***

Official school hours are from 8:00 a.m. to 3:15 p.m. on Monday through Thursday, and from 8:00 a.m. to 12:00 noon on Friday. Regular attendance, promptness, and dependability are characteristics of successful individuals. Parents, please be sure your children are on time to school.

## TARDIES

Students are asked to arrive at school between 7:45 a.m. and 8:00 a.m. each morning. Students who are late not only disrupt the rest of the class, but they miss worship which is planned by teachers to set the tone for the day. If a student is habitually late, the school may develop a special "attendance contract" with the family.

## ABSENCES

If a student is going to be absent from school, parents should call the school office soon after 8:00 a.m. to notify administration. According to the California State Education Code, there are three valid excuses for non-attendance at school:

- Verified illness of the student
- Medical appointment
- A death in the immediate family

In addition, family trips that have been arranged for in **advance** (with each teacher) may be considered for excused absences. School work should be requested a day in advance for each day the student will be absent to give the teacher adequate time to prepare materials.

## LEAVING CAMPUS DURING THE SCHOOL DAY

PUC Elementary is a closed campus. Students are not to leave the school grounds during school hours unless accompanied by a school staff member. Any student leaving campus before the normal dismissal time must first sign out at the office and be accompanied by a parent or guardian.

## DEPARTURE AFTER SCHOOL

Supervision of students at the school ends fifteen minutes after school is dismissed. Parents should arrange for their children to be picked up from school promptly at 3:15 p.m. at the drive-through by the front steps of the school. If the party responsible for picking up a child is later than 3:30 p.m., or 12:15 on Friday, the student will be sent to Extended Care and will be charged from 3:15 p.m. until they are picked up at the parking area next to the gym.

Parents wanting to permit their children to leave campus on their own to walk or bike home or to other local destinations must leave written permission to this effect on file in the office. Students with such a parental

directive to leave on their own must be off the campus before the sidewalk supervision is ended, and may not play or loiter on campus during the extended care time.

***EXTENDED CARE***

The extended care program operates on campus for our students who need supervision after 3:15 p.m. Extended care is available only on school days and follows the school schedule of holidays. Extended care closes at 5:30 p.m. Monday through Thursday and at 4:30 p.m. on Friday. The fee is \$3.50 per hour. A late pick-up charge is assessed at \$1.00 per minute per child after closing time. Care is available on a drop-in basis and is billed monthly.

At extended care students engage in a range of activities including homework assistance, crafts, games, stories, and free play. The extended care area of supervision includes the asphalt and bark-chip portions of the playground, the extended care room in the end of the gymnasium, and the gymnasium during bad weather. All students at extended care must remain in these designated areas of supervision.

The signature of a parent or approved guardian is required at the time a child is released from extended care. Prior written authorization is required to release a student to any person other than a parent.

***LUNCH PROGRAM***

PUCE serves a vegetarian hot lunch for \$4.00 on full school days. Lunches can be paid from a student's lunch account if there is a positive balance paid in advance at the office. Parents may sign a waiver allowing lunch charges to be added to their monthly school bill. Fruit juice is available at lunch time for 50 cents. Half pints of low-fat milk are sold at our cost on a pre-ordered monthly basis.

***TELEPHONE CALLS***

To help keep classroom disruptions at a minimum, phone calls will not be put through to teachers or students unless there is an emergency. The office will take urgent messages and have the student return the call. Please do not call on student cell phones during school hours. Student cell phones are not to be out or used at all during school hours.

***PROGRESS REPORTS AND CONFERENCES***

A child's progress throughout the school year will be communicated as frequently as possible to parents. A formal progress report (report card) is issued each nine weeks, or four times during the school year. In grades K-4 the report card describes the child's progress in academic and personal growth with symbols of "E" for excellent; "S" for satisfactory; or "N" for needing improvement. In grades 5-8 report cards are graded by the traditional A B C letter grades. The upper grade teachers use the internet-based program of RenWeb to keep student grade information. Parents and Students may access a current record of their assignments and grades at any time by logging on to Renweb.com. Information regarding passwords is provided at the beginning of the school year and is available at any other time through the school administration.

Time is allotted for parent-teacher conferences in November and April following the close of the first and third quarters. These conferences provide necessary opportunities for parents and teachers to discuss how home and school can work together to bring about the full development of the child's potential.

***CLASS PARTIES***

Parents wishing to plan a party for their child, on campus and during school hours must **first** clear all plans with the classroom teacher. Each teacher has the discretion to set policies and limits on individual celebrations.

## ***PARENT PARTICIPATION PLAN***

The participation of parents in their children's school experience is an outstanding aspect of PUC Elementary. The goals of the parent participation plan are to document family involvement in the life of the school and to ensure that each student receive as much support and individual attention as possible.

Each family is required to volunteer 10 hours per semester (20 hours for the school year). The following list is suggestive of the appropriate ways to fulfill the requirement:

- Room parent to coordinate class parties and events
- Planning and organizing events with the Parent Club
- In-class support with tutoring, supervision, reader, etc.
- Helping with extracurricular activities
- Assisting or coaching with sports program
- Hot lunch assistance (prepare, serve, clean-up)
- Helping with campus clean-up or maintenance
- Driving/chaperoning on field trips
- Providing help for specific projects (mailings, fund raising, etc)

Volunteer hours should be logged and submitted each quarter using the Parent Participation Plan Volunteer Log available through the front office. A monetary assessment for those families unable to invest in time will be phased into this plan in future years. Families, who significantly exceed the 10 hours per semester, may donate their extra hours toward single parent families or full-time student parents who may have difficulty meeting their quota. Families who are time-challenged to meet their quota of volunteer hours may accept up to half of their hours as donated from other families.

## ***VOLUNTEERS***

Volunteers involved in direct supervisory contact with students are required to read and sign volunteer forms and be cleared on a background check. Parent volunteers frequently provide the transportation for field trips and other school-sponsored outings. Automobiles that carry school children on these trips must have the minimum limits of liability coverage required by the state of California and should be checked and verified to be in good working condition. Drivers for a field trip must file proof of

this insurance coverage and a valid driver's license with our office each year or when there are changes in a vehicle or insurance.

## ***FIELD TRIPS***

Field trips provide an educational exposure that is not ordinarily available in a classroom setting. Teachers will provide parents with written notice when a trip is planned off campus. The following are guidelines recommended for off-campus outings:

- School regulations for behavior and dress are to be followed.
- Students should wear their school shirts for field trips. This helps students be easily identified and promotes a positive image for our school.
- Adult sponsors stay with and monitor assigned students for the entire trip.
- Students are to avoid unsupervised association with strangers.
- Students must respect the driver's regulations regarding food and drink while riding in cars.
- Students are not to take along personal electronic devices (CD players, games, etc.).
- Video and audio story selections played in cars during travel must be approved by teachers prior to the trip.
- Students must have permission slips signed by parents/guardians. Phone permission is not accepted.

California law limits the number of passengers in a vehicle where school children are transported to no more than nine. Each child must wear a seatbelt. Children under age 6 or weighing under 60 lbs. must use a booster seat in addition to the seatbelt. A child must be at least 12 years of age in order to ride in the front seat where an airbag is enabled.

## ***INSURANCE***

Each student is covered by a limited accident insurance policy during the school day and on school-sponsored activities as outlined in the 2005-2006 Student Accident Brochure.

## ***VISITORS***

As a matter of safety and security for our staff and students, all visitors, including parents, guests and college students, must check in at the school office before entering our campus. A visitor/volunteer badge must be worn on campus. The school reserves the right to restrict visitors.

## **CURRICULUM**

### ***KINDERGARTEN AND PRE-FIRST***

The kindergarten program fosters the development of social skills, helps young children learn to function as part of a group, promotes large and small muscle development, as well as math and language readiness. A warm, family-like atmosphere exists with on-going training in spiritual and moral choices. The school day runs from 8:00 a.m. to 3:15 p.m. Monday through Thursday and from 8:00 a.m. to 12:00 p.m. on Friday. To be eligible to enter kindergarten, a child must be five years old by September 2 of the school year in which he or she wishes to enroll.

The pre-first program is designed for those students who are ready for a more advanced curriculum than kindergarten but are not quite ready for first grade.

### ***SUBJECTS IN GRADES 1 THROUGH 8***

The curriculum at Pacific Union College Elementary School includes the following subjects: Bible, language arts (spelling, writing, reading, hand writing), mathematics, music, physical education, science, social studies, Spanish, and technology education.

### **RELIGIOUS INSTRUCTION**

Religious instruction at PUC Elementary School focuses on inviting students to choose Christianity as a way of life. The day begins with a brief morning worship for teachers and students. Once a week PUC Church pastors visit each class and lead out in the worship. The Youth Pastor and others conduct optional baptismal classes for the older students. Bible classes are taught daily and reflect Seventh-day Adventist beliefs. The biblical concept of creation is taught. Chapel/assembly programs are held periodically. A week of spiritual emphasis featuring special speakers, singing and prayer is held once each semester.

### **TECHNOLOGY EDUCATION**

Students receive instruction in keyboarding, word processing, spreadsheets, graphics, internet research, and presentation software.

## SERVICE ACTIVITIES

Students have frequent opportunities to participate in community service, such as helping feed the needy, stuffing envelopes for Angwin Ambulance, working with “Neighborhood Table,” taking flowers and gifts they have made to folks in nursing and retirement homes, helping needy neighbors with yard and house chores, and participating in church and community meetings. Service is part of our curriculum. Students learn how to serve their school, their teachers, and fellow students.

## MUSIC

We take pride in our music program. We believe music training enriches a child's experience and provides strength to the academic training provided by PUC Elementary. We encourage every student to participate in our music opportunities. Lower grade students participate in choir. Upper grade students participate in band.

Parental support is important to the success of students, and is exhibited by attendance at all school concerts and programs both on and off campus.

## PHYSICAL EDUCATION

Every grade has structured physical education periods. PE is more than recess or teacher-directed play; it is an emphasis on the physical and social development of a child as well as on skill-building activities. The goal is to develop individual fitness, skill, and knowledge. A student's progress is measured in terms of his/her participation and effort. Cooperation is emphasized, along with development of good sportsmanship.

Students in grades 5 through 8 are expected to “dress down” for PE class. Royal blue T-shirts, modest shorts or sweats, and gym shoes are required. (One T-shirt for P.E. is provided by the school.)

## SPANISH

Spanish instruction is included in the kindergarten through 5th grade curriculum. Students may opt to take Spanish I as an elective in grades 6<sup>th</sup> through 8<sup>th</sup> from 7:30-8:00 a.m. five days a week for no extra charge. If a student satisfactorily completes Spanish I during two years at PUC Elementary, he/she is eligible to take the high school Spanish I challenge exam for admission directly into Spanish II.

## HOMEWORK

Homework is work that is designed to be done at home (e.g. special projects, reviewing multiplication facts, reading, studying for tests, community service). When assigning homework, special attention is given to insure that it is work that a student is able to do independently, or with minimal adult supervision. As a general rule, homework is not assigned to be done over the weekend.

Although time is given in class to complete assignments most days, assignments that are not completed in class may be taken home to allow students more time to complete their work. These assignments are due the next day. Although this schoolwork is done at home, it is not considered additional “homework” since students were given time to complete the work in class.

Some examples of the types of homework and the approximate number of minutes expected to complete the work for each grade level are as follows:

K-1<sup>st</sup> grades – e.g. reading with mom/dad and other learning activities as recommended by teacher (time varies)

2-4<sup>th</sup> grades – e.g. free reading, practice spelling words, review basic math facts (approximately 20 minutes per day)

5-6<sup>th</sup> grades – e.g. studying for a test, outside reading, occasional study guides (approximately 40 minutes per day)\*

7-8<sup>th</sup> grades – e.g. reviewing or studying for tests, community service activities, special projects (approximately 90 minutes per day)\*

\*Does not include time for practicing band instrument in grades 5-8 or 7/8 Spanish homework.

## TEST SCHEDULING

To promote students' full participation in all aspects of church-school-family life, no tests (other than a regularly scheduled test such as a spelling test) will be given the day following major school sponsored activities such as Open House, school concerts, or during Pathfinder Camporees. Tests in core subjects will be staggered throughout the quarter.

### MAKE-UP WORK

Teachers should be notified in advance when a student will be absent from class due to excused or planned absence. When requesting schoolwork in advance, please give teachers adequate notification and ample time to prepare materials. Teachers will make reasonable accommodations with the parent/student to make up work.



### GRADE EIGHT GRADUATION REQUIREMENTS

The following requirements must be met before students can obtain a diploma from PUC Elementary:

- The student must attain a passing grade in the following subjects: Math, Language Arts, Bible, Science, and Social Studies.
- All tuition and fees must be paid before graduation.
- An eighth-grader who owes money or fails a subject will not march during the graduation exercises and will be issued a diploma only when he/she retakes and passes that subject through summer school, an approved correspondence course, or under the direction of a certified teacher/tutor.

Graduating with academic honors (gold cords) requires a 3.5 GPA or better. Graduating with academic distinction (silver cords) requires at least a 3.25 GPA. The GPAs are calculated in the spring of the eighth grade year from our core classes during seventh and eighth grade: Bible, math, language arts, science and social studies.

## CODE OF CONDUCT

PUC Elementary is dedicated to the development of student conduct that exemplifies Christian virtues. When students enroll, they agree to live within the framework of the school's standards of behavior as described in this bulletin. It is the student's responsibility to acquaint himself/herself with the contents of this bulletin, school policies and procedures. Any practice or attitude that does not support a good learning environment and a Christian atmosphere will result in disciplinary action.

At the core of our code of conduct is the goal of children developing a self-discipline that is characterized by respect for one's self, fellow students, adults in authority, the school environment, and God. The following lists of prohibited behaviors illustrate the kinds of evidence that would indicate a lack of respect at various levels. Involvement in any of the following makes the student liable for disciplinary action that may include time out, suspension, probation, or expulsion depending on the severity of the action and the repentance of the student:

#### DISRESPECT FOR SELF

- Dishonesty in any form, including lying, cheating, plagiarism, stealing, avoiding censure for misdeeds.
- Acting in a risky or reckless manner on playground equipment or in other contexts.

#### DISRESPECT FOR PEERS

- Treating others with disrespect through name calling, teasing, exclusion, threats, harassment, or any other act that may injure, degrade, intimidate or disgrace a student. (see sexual harassment policy following)
- Fighting or inappropriate contact with another student.
- Improper conduct involving persons of the opposite sex. Improper displays of affection, improper sexual activity or indecent exposure.
- Theft or willful destruction of property belonging to another individual.

**DISRESPECT FOR ADULTS IN AUTHORITY**

- Disrespect, defiance or insubordination.
- Willful disturbance of class.
- Continued refusal to complete or hand in assignments.

**DISRESPECT FOR THE SCHOOL AND LEARNING ENVIRONMENT**

- Tampering with the school fire alarm or fire equipment.
- Riding bicycles, skateboards, scooters, or roller blades on campus (some exceptions may apply in case of a school or classroom sponsored event, in which case protective gear is required).
- Gum chewing on campus.
- Using personal electronic communication or entertainment devices on campus or during school hours.
- Violation of the dress code (see dress code following).
- Theft or willful destruction of property belonging to the school.

**DISRESPECT FOR GOD**

- Undermining the religious ideals and/or faith of the Seventh-day Adventist Church.
- Using profane or indecent language, possessing or displaying obscene literature or pictures.

The following actions presume the student shall be expelled:

- Intentionally causing serious injury to another not in self-defense.
- Possession of a firearm at school or school activities. (see weapons)
- Possession of a bomb or other explosive device.
- Sale or distribution of controlled substance.
- Robbery (taking property from another by force or fear)
- Assault or battery upon a school employee
- Sexual assault or battery
- Brandishing a knife at another person

Any toy, equipment, or object confiscated from a student by a staff member will be returned to the student only when the student is accompanied by a parent, if the object is returned at all.

School rules apply at all times, including on field trips and school sponsored activities.

***DISCIPLINARY ACTION***

The faculty plans for a harmonious and beneficial experience at PUC Elementary, made possible in part by group effort and cooperation. Corrective actions are meant to be redemptive in nature, bringing the student to a place of recognizing their wrongs and desiring to make them right and move forward in a new way. When a student demonstrates, through grievous actions or repeat offenses that he/she has little or no regard for the standards set forth, his/her continuance in the school is in jeopardy.

Various means are used by the administration and the staff to elicit the cooperation of the students to abide by school standards:

- **Verbal Warning and Counsel** – identifying the problem, soliciting student input and commitment on positive resolution and future avoidance of the behavior problem.
- **Discipline Report** -- a written form stating the misconduct and the action taken is registered in RenWeb.
- **Parent Conference** -- If deemed necessary, parents may be notified and a conference may be called to discuss the situation. A success plan will be formulated in consultation with the student, teacher, principal and parents to remedy the misbehavior. If the behavior persists, a behavior contract outlining specific behaviors will be required to continue enrollment.
- **Suspension** -- removal of the student from the social environment of the classroom, either within the school or at home for a limited period of time due to the student's consistent disregard of school standards and rules or due to a major behavioral problem.
- **Probation** -- disciplinary status indicating the student has demonstrated persistent citizenship irregularities or has a major behavioral problem.
- **Expulsion** – permanent removal from the school by action of the board as recommended by the staff and the principal. Parents may choose to voluntarily withdraw a student before the expulsion decision is taken by the board to avoid this negative record.

## DRESS CODE

Because a relationship exists between the way in which one dresses and the way one behaves, students at PUC Elementary are expected to dress modestly and in good taste. Our experience has demonstrated that wearing recreation attire encourages a casual attitude and behavior that is not appropriate in the halls and classrooms.

For safety reasons, shoes (not flip-flops) must be worn on campus at all times. Athletic shoes are recommended for playground use and PE for grades K-4; grades 5-8 PE require athletic shoes.

Narrowly strapped tops, crop tops, low necklines (front or back), extremely tight, frayed, or ragged clothes (clothes with holes or rips) are not to be worn at school. Tops must be long enough to cover midriffs at all times. Pants are to fit at the waist and not sag, bag, or drag. Skirts and shorts must come near the knees. Spandex, stretch, or other tight pants are to be worn only with a top that comes at least to the thigh. No hats (stocking, baseball, etc.) are to be worn indoors. Clothing logos are to be in harmony with the Christian philosophy of this school.

When PE involves swimming and other water sports, swimwear that is modest must be worn. Boys should wear surf-short swim trunks rather than tight speedo-type swim suits. Girls should wear suits that cover the midriff and are not high-cut on the legs and hips.

Jewelry such as necklaces, locket, beads, bracelets, rings, studs, or earrings are not to be worn on campus or at school-sponsored events. Body piercing and tattoos are not allowed.

Cosmetics that attract attention or give an artificial look (including unnatural colors of fingernail polish) should not be used. Bizarre hairstyles or coloring are not allowed.

The faculty and administration make the final determination of appropriate dress.

A student's name should be on all clothing and other belongings brought to school. PUC Elementary is not responsible for personal play equipment, clothing, or other non-school items brought on our campus. Once per quarter unclaimed items will be donated to a community service agency.

## WEAPONS POLICY

PUCE prohibits any student from possessing weapons, imitation weapons, or dangerous instruments of any kind, including tear gas weapons such as pepper spray, in school buildings, on school grounds, or at school-related or school-sponsored activities away from school, or while coming to or going from school. Students possessing or threatening others with a weapon, dangerous instrument or imitation weapon are subject to suspension and/or expulsion. As stated in the Pacific Union Conference Education Code 1554, the possession of a firearm or bomb at school or any school activity will result in expulsion. Parents and the appropriate law enforcement agencies shall be notified. Continuation or readmission will be contingent on appropriate counseling.

Any school employee is authorized to confiscate a weapon, dangerous instrument or imitation weapon from any student on school grounds.

Students are expected to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

## SEXUAL HARASSMENT POLICY

Pacific Union College Elementary School is committed to providing a school environment free from sexual harassment for all staff and students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

**Definition:** Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, or physical behavior. It includes, but is not limited to, offensive pictures, graffiti, jokes, gestures, or labeling and name calling of a sexual nature.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is prohibited sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher or the principal. If the harassment comes from an adult, the student should report directly to the principal.

Other forms of harassment should be processed in the same manner.

### PROBLEM SOLVING PROCEDURE

The following procedure is based upon the Biblical model of Matthew, Chapter 18 for resolving problems with teachers. The order of these steps should be strictly followed.

1. Parent requests a conference with the teacher.
2. If not resolved, the parent will put the issue in writing (one page maximum) and submit it to the principal along with a request for a conference with the teacher and the principal. Following the conference the principal shall respond in writing to the teacher and the parent about what was decided at the meeting.
3. If not resolved, the parent will ask the principal to schedule another conference, which shall include the principal, teacher, parent, and one or more of the following: PUCE board chair, NCC Superintendent of Schools or his/her designee. The principal shall follow up in writing to all parties. (Before progressing to Step 4, the NCC Superintendent of Schools will meet with the teacher to work toward a resolution.)
4. If not resolved, parent contacts the board chair who will seek resolution through the appropriate subcommittee of the board and/or the board.
5. If the school and the family are unable to reach a satisfactory resolution, the family may choose to seek an alternative educational option (e.g., home schooling or another school).

## SCHOOL BOARD

### MEMBERSHIP

	<u>Term Ends</u>
Larry Aldred, principal.....	(PUC Prep)
Hope Ballew, parent.....	June 2009
Michael Bothwell, parent.....	June 2011
Jean Buller, teacher .....	(PUC Dept. of Ed.)
James Dick, principal.....	(PUCE)
Jonny Halversen, parent .....	(PUC Administration)
Doug Helmer, parent .....	(Pathfinders)
Jillian Helmer, accountant .....	June 2009
Katherine Herber, parent.....	June 2010
Scott Johnson, parent.....	June 2010
Norma Osborn, pastor .....	(PUC Church Pastor)
Berit von Pohle, education superintendent.....	(Northern CA. Conf.)
Darla Winkle, parent.....	June 2011
Angie Yeager, parent.....	(Parent Club)

### ***GUEST PRESENTATION AT BOARD MEETINGS***

Except for executive session, all regularly scheduled meetings of the PUC Elementary Board shall be open to parents, guardians, and members of the constituent church. Other individuals may attend board meetings at the discretion of the board chair or the principal. (School will post the board agenda on bulletin board prior to the meeting.)

If a guest wishes to speak to an issue during open board time, the issue must be put in writing (one page maximum) and approved by the board chair or principal prior to the board meeting. Guests may not address personnel issues in an open board. Personnel issues will be addressed according to the Problem Solving Policy.

The board will allow ten minutes total and two minutes per guest to speak. The board will not respond at that time (except to ask clarifying questions as needed), however; the board chair or the chair's designee will respond in writing to the speaker within one week.



