

PORTLAND CHRISTIAN SCHOOL

MINI HANDBOOK

Elementary

2016-2017



A.M. STUDENT DROP -OFF

School begins @ 8:00am. **Please plan to be at school no later than 7:50am daily.**

Early elementary student drop off begins @ 7:00 – 7:30am for a fee of \$3 per student/per day through Door #4 (Cafeteria). If you have younger students, please park and walk them into the cafeteria until they are familiar with the procedure. All students must sign in with the person on duty.

From 7:30 – 7:40am (at no charge) students will still enter at Door #4 (Cafeteria).

If you drop your child off between 7:40-8:00am; please have **All Elementary** students enter through Door #6 (Elementary Breezeway) and proceed to their classrooms. *Mrs. Grimes 1st grade students should also enter through Door #6 and assemble in the Elementary Library (Room #12)

All vehicles in the carpool line must exit out the back gate.

If you are interested in exiting out the front entrance to Westport Road, you must pull out of the carpool line and park to personally escort your child to the proper building door.

If you need to pick up your child during the school day, please go to the main office (door #5) to sign them out.

P.M. STUDENT PICK -UP

School is dismissed @ 3:00pm daily. All K-6th grade students who are car riders will exit through the side Gym doors. Please have your carpool number displayed in the front window of your car. Children will be brought to your car. **Please do not get out of the car** and please exit through the back gate.

Parents who want to avoid our car pool line can park and retrieve their child/children at Gym Door #28. Please bring your carpool # card or a valid drivers license and wait for the student(s) to be called. When leaving the campus, please exit through the main entrance on Westport Rd. to avoid delays in the car pool line.

After 3:15pm, you need to park and pick-up your child at Door #5 (Main School Entrance). The After Care Program is available from 3:30-6:00pm daily for a charge of \$3.25 per hour/student or any portion of an hour. Any student remaining on campus after 6:00pm will be assessed a charge of \$5 per 15 minute/student.

NOTE: Athletes staying in After Care Program while waiting for practice or a game to begin will not be charged any fee for service.

Back Gate Information:
Open 7:00-8:30am & 3:00-4:00pm

ATHLETIC FEES

Just a reminder that if your child decides to play a sport at PCS there is a \$50 fee for each sport played at the Elementary level. If your child plays at the Junior High level, the fee is different. This money helps cover a small portion of the cost of our athletic program.

ATTENDANCE

A student's attendance is extremely important. At PCS most students have some type of homework every night. Students who miss a day of school miss out on valuable information. Please do not underestimate the importance of regular attendance as lessons and concepts are built upon previous classroom instruction. "Catch up" is more difficult than "keeping up".

Generally the only absences excusable are those due to illness, death in the family, or Pre-Arranged absence.

- Students who are running a fever, have a rash, are vomiting, have diarrhea, or have a communicable infection must be free for 24 hours or have a doctor's approval before returning to school.
- Medical appointments that could not be made during non-school hours must have an appointment note and will be excused.
- Pre-arranged Absence Forms need to be completed and turned in five days in advance for a non-emergency absence to attend any non-school special meeting, trip, etc. This form must be approved by the building principal. To obtain the form contact the office or see www.portlandchristian.org for a form.

Regardless of the reason for a student's absence, a written explanation or phone call must be provided by the parent/guardian. An excused absence will be recognized when an appropriate explanation is communicated by parent/guardian.

Full Day and Half Day Present

A student must be in school for a minimum of 5 hours to be counted a full day present. Anything less will be considered half a day present. Anything less than 2 hours present will be considered a full day absent.

Early Dismissal

A student may be excused early from school for:

Illness

Doctor appointments

Emergencies by request of their parent/guardian either by phone or written note.

Tardy Policy

Truancy is a serious offense. Tardiness to school causes students to miss important routines and valuable instructional time. It communicates an inappropriate message that being on time is not important. Please make every effort to be punctual. Students are allowed 3 tardies per grading period without penalty. All other tardies will be unexcused.

BOX TOPS, CAMPBELL SOUP LABELS, TYSON LABELS, LAZAR CARTRIDGES

Parents, we collect box tops, Campbell's Soup labels, Tyson Chicken labels, printer cartridges, and used cell phones. The monies from these items are used to purchase additional novel sets, science equipment, utility carts, and other items for the classrooms. We appreciate all those who clip and save!

Our parents play an important role in the education of our students and in our school. We encourage you to be an active partner with us. Please call me anytime if you have any questions or concerns. The teachers, staff and I are looking forward to working with you and serving your family.

BULLYING

Portland Christian School is dedicated to providing our students with the best possible learning environment: mentally, physically and spiritually. We do not condone name-calling or unwholesome speech. Students are encouraged to think before they speak; are my words true, helpful, inspiring, necessary, or kind? When dealing with bullying, we will refer to Ephesians 4:29 *"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."* and Philippians 4:8 *"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things."* We will focus on speech that is helpful for building others up, speaking what is true, noble, right, pure, or praiseworthy. Think posters are posted in classrooms and hallways.

We do not condone physical contact that would hurt another person. PCS has a bullying policy that is on our web site. PCS does not condone harassment in any form. If any of the above occurs, the teacher will speak with the student to make sure they understand the incorrect behavior and why. Parents will be notified. If an offense occurs a second time, the student will be removed from the classroom and sent to the principal. The principal will communicate with the parents. The student may be removed from the classroom for a period of time if it is deemed necessary by the principal.

CELL PHONES/ELECTRONIC DEVICES

Students may have cell phones on campus but they must be turned off and not visible during the school day. If parents need to communicate with their child please call the elementary office. If a child needs to call home, they may do so in the elementary office.

Electronic devices (I-pods, DSI, etc.) are not permitted on campus unless given permission by the teacher/principal.

CHAPEL

Elementary chapel will be held on Friday's beginning at 8:10 and ending at 8:50. Parents are invited and encouraged to attend and worship with their child.

COMMUNICATION: PARENT/ELEMENTARY OFFICE, TEACHER/PARENT, & PRINCIPAL/PARENT

When calling for information about your elementary student, please ask to speak with the elementary office or Mrs. Beth when you call the school number (502) 429-3727. Mrs. Beth is better able to answer questions that pertain to the elementary. Our teachers will communicate with parents through notes home, email, and phone calls. Teachers will post grades on Edline every Wednesday from the previous weeks work. They will also maintain a monthly calendar or posting of projects, test, major assignments in the student planners or teachers webpage or Edline. It is important that parents of students K-2nd grades review their Eagle Folder nightly. Parents of students in 3rd-6th grades should review student planners nightly. Parent/Teacher communications may also be done with the folder and planners. If you wish to set-up a conference with a teacher or the principal, please schedule it through Mrs. Beth. Please remember that teachers are in the classrooms with students and can return calls or communicate with you during plan periods, before or after school. Your call will be returned in a timely manner.

Most information from the elementary office will be sent via email from the principal or Mrs. Beth. Please make sure the elementary office and the teacher have your email address. If you do not have access to email, please let us know ASAP so we may get information to you in another manner.

You are welcome to call or email the principal during the day. The school number is (502) 429-3727. My email address is Barbara.jacobs@portlandchristian.org and Ms. Beth is beth.levine@portlandchristian.org. We will return calls and emails in a timely manner.

DISCIPLINE

The Bible provides clear guidelines for human behavior. PCS will always refer to Biblical principles when it comes to discipline. Teachers will encourage students to recognize all behaviors as a choice. Warnings for inappropriate behavior will be given and recognized as a poor choice. Teachers will use this opportunity for instruction to work with a student giving them the chance to reflect and choose an alternate behavior that would result in a positive choice. Biblical connections are then made and a time out is given when appropriate. If the above methods are not successful and the students' behavior does not change, the student will meet with the principal.

At all levels of discipline, parent communication is vital. Parents will be notified either by e-mail, note home, or phone call should a student receive a time out or written assignment. The principal will communicate with the parents if a student is sent to the office. All classrooms teachers will use the same discipline policy. Special area classrooms are instructional times. Students are expected to be attentive and participate. Students will be removed from special area activities if their behavioral choices disrupt the instruction in that class setting. All special area teachers will use the same behavior expectations. The "Voice Levels" and "Give Me Five" attention getters will be used throughout the school, posted in classrooms and elementary hallways.

DRESS CODE

A copy of the dress code is available for review on the web site @ www.portlandchristian.org. Copies are also available from the main office or elementary office upon request. We ask that all students be in compliance wearing PCS school clothing purchased at Shaheens Dept. Store. **Also, students will only be allowed to wear standard athletic shoes on the gym floor and any student going to PE with inappropriate shoes will have to sit out for that class period.**

Violations of the school dress code will necessitate the following actions:

First violation	Letter and a highlighted copy of the dress code will be sent home
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Second violation	Student sent to the office; phone call home to parents requesting appropriate clothing be brought to school or the child is picked up. Student will remain separated from the student body until dress is compliant with the dress code.
Third violation	Parent conference requested with the principal either in person or by phone.

DRESS DOWN DAYS: When the student body is given a dress down day or a dress down pass, students are required to maintain dress code jeans or shorts, but may wear non-PCS t-shirts and non-collared shirts as long as they are appropriate. Administration reserves the right to determine.

FIELD TRIPS

We very much like to include parents in as many of our school activities as possible. Please be sure to complete a criminal background check in order to participate in school related events (i.e. field trips, field day, classroom parties, etc.). There is a \$10 criminal background check fee and background checks will be good for 3 years.

Chaperoning on a field trip is a wonderful way to create family memories and also serve at PCS. Please note that sometimes mandated regulations limit the space and seating at events so chaperones may be on a first come first served basis.

Also, please note that siblings are not permitted to attend field trips so that you may devote your entire attention to the students in your care. Students cannot accompany parents in their cars should you be required to provide your own transportation.

HOMEWORK

Students and parents may expect some homework during the school week. Memory verses and spelling lists will be given each week. Word recognition lists should be practiced at home in the primary grades. Older students may expect reading assignments during the week to be completed at home along with math practice. It is important that math facts at all grade levels be practiced at home. During the year, teachers may assign special projects that will need to be completed at home. Students should plan to study and review material at home for upcoming tests. As always, students may be assigned additional work to be completed at home if they have not used their class time wisely to complete class assignments. There should be no homework assigned on Wednesday night. This night is reserved for family and church time.

If your child is in primary grades K-2 they should have no more than 30 minutes of homework at night. If your child is in grades 3-6 they should have no more than 45 minutes each night. If you find that your child has to spend longer in order to complete work, please contact the teacher and set up a conference. The time will vary from grade to grade and there will be times when your child will have no homework and times when they will. If your child is never coming home with work, please call the teacher. Please refer to the student handbook for suggested time frames for homework to be completed at home.

LUNCH

Parents are always welcome to come eat lunch with your child. Sending a note or calling the school office is the preferred method. Outside food is permitted for both student and parent (please no soft drinks for students) or you may order a school lunch. You must sign-in at the main office and wear a visitor's pass.

MEDICINE

To ensure the safety of ALL PCS students, we would like to remind you about our policy pertaining to medications taken at school and to thank you in advance for your cooperation:

- Whenever possible, medications should be given at home.
- If given at school, please note that **non-medical personnel** administer medication and we do require all medicines (prescription or over the counter) be sent to school in its **original labeled container**, with a note of permission from you on how it is to be dispensed.
- No student should carry Tylenol, Advil, or any similar medication with them during the day. **The one exception to this rule will be inhalers.**
- All medication must be administered from the office to ensure the safety of ALL students.
- Medication must be turned in to Mrs. Beth.

MISSING CLASSWORK DUE TO ABSENCE

If your child is ill and missed school, they will be given additional time to complete assignments upon their return. They are given one day to complete missed work for each excused day absent. If you know ahead of time that your child will not be in school, you may arrange to have the work given to you ahead of time. When filling out a prearranged absence form (located on our website or available in the elementary office), please indicate on the form if you would like the teacher to send work ahead of time.

If your child is out of school due to illness, make-up work will be given upon their return to school. If you request classwork during an extended illness, it may be picked-up after 3:00pm.

PARENT VOLUNTEERS

I encourage all parents to become active members of our Parent/Teacher Fellowship (PTF). We need your support for campus events, field trips, fun/family nights, homeroom Mothers, etc. If you are new to the school, I encourage you to have a background check completed. There is a \$10 criminal background check fee and background checks will be good for 3 years. Please call Mrs. Donna Harrison if you need additional information.

PROGRESS REPORTS & REPORT CARDS

Each grading period is now 9 weeks. Parent/Teacher conferences are held at the end of the first grading period for K-6. The first elementary report card is given out at that conference. Subsequent report cards are sent home with the student following each grading period. **All elementary report cards must be signed and returned to the school as soon as possible.** Parents may request a teacher conference any time during the grading period. Please contact the elementary office to set up an appointment. There is a \$5 replacement fee for misplaced/lost report cards.

VISITORS/VOLUNTEERS

If you are visiting the school for any reason or volunteering in a classroom, please check in the main office, sign in and obtain a visitor's badge.