



**PORTLAND**  
CHRISTIAN SCHOOL

# Elementary Quick Reference Handbook

Updated Summer 2018



## A.M. STUDENT DROP –OFF (Elementary Only)

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 a student in kindergarten through second grade, please park and escort them into the cafeteria to sign-in until they are familiar with the procedure. This is also recommended for students who are new to Portland Christian School. All students must be signed in with the person on duty.

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

After 7:40am, **All Elementary** students must enter through Door #6 (Elementary Breezeway) and proceed to their classrooms. Students assigned to the cottage will be escorted to their class by their teacher.

**All vehicles in the drop off carpool line must exit through the back gate.**

**If you exit from Westport Road, then you must park and personally escort your child to Door #6.**

**If you need to pick up your child during the school day, you must sign them out in the Main Office (Door #5).**

## P.M. STUDENT PICK -UP

School is dismissed @ 3:00pm daily. All K-6<sup>th</sup> 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 driver's 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 3:25 pm, you need to park and sign out your child at Door #5 (Main School Entrance). The After Care Program is available from 3:45-6:00 pm daily for a charge of \$3.25 per hour/student or any portion of an hour. Any student remaining on campus after 6:00 pm will be assessed a charge of \$5 per 15 minute/student.

**NOTE:** Athletes remaining 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 7:00-8:30 am & 3:00-4:00 pm

## 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

Generally, the only absences excusable are those due to illness, death in the family, or those that are preapproved through our Pre-Arranged system.

- 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 will be excused with a note from the physician.
- Pre-arranged Absence Forms need to be completed and turned in five days (5). This form must be approved by the elementary principal. To obtain the form contact the office or see [www.portlandchristian.org](http://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 to the elementary office. An excused absence will be documented as such when an appropriate explanation is communicated by parent/guardian within 3 days of the absences. Excessive absences may result in a truancy review.

### 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 is considered half a day present. Anything less than 2 hours present is 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

Please make every effort to be punctual. Students are allowed 3 tardies per grading period without penalty. Excessive tardies may result in a truancy review.

## BOX TOPS, CAMPBELL SOUP LABELS, TYSON LABELS,

PCS collects Box Tops, Campbell's Soup labels, and Tyson Chicken labels. The monies we receive from these programs are used to purchase instructional items such as novel sets, science equipment and utility carts as well other items for the classrooms.

## 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 a parent need to communicate with their child they must call the elementary office. If a child needs to call home, they must do so in the elementary office

Electronic devices (Laptop, iPad/iPod, Kindle, etc.) are not permitted on campus unless given permission by the principal.

## CHAPEL

Elementary chapel will be held on Monday morning beginning at 9:00 and ending at 9:40. Parents are invited and encouraged to attend and worship with their child.

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

Our teachers communicate to parents through notes, emails, and phone calls. In addition, teachers post grades and additional academic information in the Chalkable school management system. This may include a monthly calendar, posting projects, etc. Parents of students K-2 will receive additional communication through the student's eagle folder. Parents of students 3-6 will receive additional communication through the student's planner.

You may also communicate directly with the teacher through the planner or folder. If you wish to set up a conference with a teacher, please contact them directly. Teachers will make every effort to return your call or email in a timely manner (during planning periods, before or after school).

Communication from the elementary office will be sent by email. Please ensure your most up to date contact information is on file.

## 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 contact the parents if a student is sent to the office. All classrooms teachers will use the same discipline policy. Special area classes are instructional classes and students will be disciplined/corrected within school policy.

The PCS Elementary Discipline Plan will be as follows:

<u>Grade(s)</u>	<u>Action</u>	<u>Consequence</u>
K	1 <sup>st</sup> offense	Correction and instruction
	2 <sup>nd</sup> offense	Correction and instruction
	3 <sup>rd</sup> offense	Note home: time out
	4 <sup>th</sup> offense	Meeting with principal; communication home
1 <sup>st</sup> /2 <sup>nd</sup>	1 <sup>st</sup> offense	Correction and instruction
	2 <sup>nd</sup> offense	Note home; time out
	3 <sup>rd</sup> offense	Written response, identify action, Biblical connection, Identify a better choice, communication home
	4 <sup>th</sup> offense	Meeting with principal, communication home
	If behavior continues: removal from classroom: principal discretion suspension; communication home	
3 <sup>rd</sup> – 6 <sup>th</sup>	1 <sup>st</sup> offense	Correction and instruction
	2 <sup>nd</sup> offense	Note home: time out if appropriate – recess time
	3 <sup>rd</sup> offense	Written response, identify action, connect with Bible Verse, why inappropriate, how did it affect peers, how Did it affect learning, identify better choice, Communication home
	4 <sup>th</sup> offense	Meeting with principal, communication home
	If behavior continues, removal from classroom, principal discretion suspension, Communication home	

The following offenses are sent to the principal: physical contact with intent to harm, inappropriate language, inappropriate restroom behavior, bullying, direct defiance.

### Special Area Elementary Discipline Plan K-6

Action	Consequence
1 <sup>st</sup> offense	Correction and instruction
2 <sup>nd</sup> offense	Note given to classroom teacher to send home
3 <sup>rd</sup> offense	Removal from special area class: note home
4 <sup>th</sup> offense	Meeting with principal: principal's discretion of removing student from special Area class for a period of time: communication home

## DRESS CODE

A copy of the dress code is available for review on the web site @ [www.portlandchristian.org](http://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.
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

Parents are welcome to participate 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. Background checks must be renewed every 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.

## HOMEWORK

Homework is a time to practice and gain mastery of skills introduced and modeled while at school. Homework is designed to compliment classroom instruction. Students should expect to have homework regularly. Study hall periods during the school day are not enough time for thorough preparation of lessons for all classes. Students should develop the habit of regular home study.

### Recommended homework time frames for elementary grades are:

Kindergarten and 1<sup>st</sup> grade – 15-20 minutes daily\*

Second and Third grade – 20-30 minutes daily\*

Fourth through Sixth grade – 45 minutes daily\*

## LUNCH

Parents are always welcome to eat lunch with their child. Please notify the school by 8:30am on the day of your visit if you wish to select your lunch from the school menu. Outside food is permitted for both parent and student (please no soft drinks for students). You must sign-in at the main office and wear a visitor's badge while on campus.

## 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 office.

## MISSING CLASSWORK DUE TO ABSENCE

PCS students are responsible for all make-up work during an absence, whether it be daily work or test. Teachers will coordinate with both the student and parent to ensure that missed work is made up in the allotted time.

When a student is absent, the time allowed for making up missed work will be one day for each day absent not counting the first day back in school.

## PARENT TEACHER FELLOWSHIP

We encourage you to be an active partner with PCS through our Parent Teacher Fellowship. Your support is needed for all campus events, field trips, fun/family night, homeroom Mothers, etc. Additional information will be sent through a separate communication. You must have a background check on file to be a parent volunteer. There is a \$10 criminal background check fee. Background checks must be renewed every 3 years.

## PROGRESS REPORTS & REPORT CARDS

Each grading period is 9 weeks. Progress reports are issued for parent signature during week 5 of the grading period. 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 by the date indicated.** Parents may request a teacher conference any time during the grading period. Please contact your child's teacher. There is a \$5 replacement fee for misplaced/lost report cards.

## VISITORS/VOLUNTEERS

All visitors, regardless of reason, must sign-in at the main office and wear a visitor's badge while on campus.