

Pacific Union College Elementary School

135 Neilsen Court
Angwin, CA 94508

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

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 provides outstanding education for its students, but will also demonstrate sound instructional techniques for the benefit of college and conference educators

GENERAL INFORMATION

Pacific Union College Elementary School (PUCE) is a Christian educational institution including kindergarten through eighth grade. PUCE 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, PUCE 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. Our teachers are not only well qualified, but are also doing an outstanding job of helping students learn and excel. Evidence from annual standardized testing shows that a large majority of PUCE students in grades 3-8 score significantly above average in academic achievement. Standardized achievement test results consistently show that PUCE students, on average, achieve more than a year's worth of growth each year.

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.

ADMISSION INFORMATION

APPLICATION

Students may begin the admission process by completing an application form on paper or on-line through the PUCE website.

ADMISSION STANDARDS

Students entering kindergarten must be five years old by September 2 and show evidence of readiness for kindergarten. Students entering the first grade must be six years old by September 2 and show evidence of readiness for first grade. Readiness testing with the Gesell Developmental Observation can be arranged through the school office.

All new and transfer students are 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 a relative (i.e. family friend, pastor, teacher, scout leader, etc.)
- PUC Elementary Student Questionnaire

PUCE is not equipped to provide services to students with significant special learning needs. Parents of transfer students who have been on an IEP (Individualized Education Plan) in a public school or with a documented learning difference must sign a waiver stating that they understand that their child may not receive the services they would at a public school.

GRADE PLACEMENT

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. PUCE reserves the right to make grade placement changes in consultation with parents. Students transferring from other schools, and/or from non-graded systems, will be tested and interviewed to verify grade placement.

ENROLLMENT

Each application is reviewed by an Admissions Committee for acceptance. Once a student has been accepted, the parent or guardian will need to complete the enrollment registration process. Parents of all current continuing students also complete a re-enrollment process each year, usually during the spring quarter. The enrollment process will address the following:

- Consent to Treatment

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- Release of Liability
- Physician's Report -- required for all students entering the school for the first time and again for those entering the seventh grade. The physician's report will be considered current if taken within twelve months prior to admission.
- 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. Exemption forms must be signed by a physician.
- Request for Records (if transferring from another school)
- Assent to Parent Participation Plan and Guidelines for Volunteers
- Background Check Authorization for those who wish to participate in on off-campus events (once every three years)
- Driver's license and car insurance information for volunteer cars that may be used to transport students

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	\$644/month	\$6,440/year
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The tuition parents pay covers approximately 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 financial subsidies.

Families with regular membership in a Seventh-day Adventist church that supports an SDA school in the Northern California Conference receive a tuition discount of \$55 per child per month.

Multiple-Child Discount: Each second child from a family in which all eligible children are enrolled in either PUC Elementary or PUC PREP receives a discount of \$50 per month. Third and/or fourth children from the same family receive a tuition discount of \$100 per month.

Parent Student Discounts: For each parent who is a full-time student at Pacific Union College, a discount of \$30 per child/per month will be applied.

Families with documented annual household incomes below certain poverty levels may be eligible for tuition assistance. Tuition assistance is available by application with proof of income due in May. Tuition assistance is awarded on priority of need in June.

REGISTRATION AND FEES

Entrance Fee		\$280
Outdoor Education	Grade 4	\$100
	Grades 5-8	\$280
8 th Grade Graduation		\$80

Optional Services:

Band Instrument Rental	\$20/mon.
Hot Lunch (offered Monday through Thursday)	\$5.00
Extended Care per hour	\$6.00
Tutoring Services	\$15.00/hr

LUNCH PROGRAM

PUCE serves a vegetarian hot lunch 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 in good financial standing will have their student’s lunch charges added to their monthly school bill (for efficiency purposes, paying with cash is discouraged).

INCIDENTAL CHARGES AND FINES

- Parent Participation Assessment \$100/semester
(This is assessed at the end of each semester in lieu of 10 hours of family volunteer time to the school)
- 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

PAYMENT SCHEDULE

Re-enrollment 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. Entrance and Outdoor Education fees are billed in the month of July. Payments are due by the 20th of each month. Arrangements can be made with most banks or employers to have automatic monthly payments made directly to the school.

	<u>Month Billed</u>
Entrance & Outdoor Education	July
First Payment	August
Second Payment	September
	↓
Tenth Payment	May

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
- Re-enrollment registration may be completed for next 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.

INSURANCE

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

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 tax returns. Those who are able, are encouraged to make such donations a regular part of their monthly payments to the school.

ATTENDANCE

SCHOOL HOURS

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. The

habits of punctuality formed in the elementary school are very important. Tardies are recorded in the student grade report as a permanent record of citizenship. Families who accumulate eight or more tardies in a quarter will be contacted by the school administration and may be subject to a signed punctuality contract.

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 nonattendance at school:

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

In addition, family trips that have been arranged 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 p.m. on Friday, the student will be sent to Extended Care. Charges for extended care supervision begin at 3:30 p.m. Monday-Thursday, or 12:15 p.m. Friday and continue until parents sign out their children. Parking for pickup from extended care is 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. 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 may engage in a range of activities including homework, 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.

Those picking up a child from Extended Care must sign them out at the designated computer 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.

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.
- Adult sponsors stay with and monitor assigned students for the entire trip.
- Students are to avoid unsupervised association with strangers.
- Students must respect the teacher's and 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. (Unfortunately, we cannot accept verbal permission by phone.)

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 8 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.

PARENT INTERACTIONS

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. The school reserves the right to restrict visitors.

PARENTS AND GUARDIANS

Custodial parents are responsible for making decisions or giving instructions to PUCE regarding their children. The only exception is when the parents have designated a guardian to temporarily replace them due to issues related to physical proximity (ie. The parent lives in a different country), or other similar circumstances.

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.

MEETING WITH TEACHERS

Teachers want to work in partnership with parents for the success of the children. In addition to the formal parent/teacher conferences scheduled in November and April, parents are encouraged to meet with teachers as needed. The best time to schedule meetings with teachers is usually after school hours. Meetings scheduled ahead of time will most likely result in teachers being able to devote their full attention to the issue being discussed.

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.

MEDICATION ADMINISTRATION

Whenever possible, parents are encouraged to arrange for medication to be administered at home. Any student who is required to take medication during the regular school day as prescribed by a physician may be assisted by the school nurse or other designated school personnel, if written instructions, signed by both the physician and parent or guardian, have been provided to the school office. Authorized students may need to carry emergency medication (e.g. asthma inhalers, insulin, severe allergic reaction kits, or anticonvulsants.) Documentation required for students who are allowed to carry and self-administer medication must include the signed consent of the physician, parent and student.

PARENT PARTICIPATION PLAN

Experience and research evidence suggest that students who achieve the most are those whose parents are involved in and committed to their children's school. As a small private school, we are able to offer a broad and enriched curriculum only to the extent that parents are engaged on a regular basis. The goals of the PUCE parent participation plan are to promote parent involvement in the school and to ensure the quality of programs the school can offer. Each family is expected to give time and personal energy to the school and keep a regular log of such. The minimum is 10 hours per semester of parent time that contributes to the child's class or the school as

a whole. (Helping your child with homework or assigned projects does not count.) The following school sponsored activities or events are appropriate for logging into the plan (not an exhaustive list):

- Room parent to coordinate class parties and events
- Planning, organizing, or supporting events with the Parent Club
- In-class support of teachers by tutoring, supervising, reading, etc.
- Coordinating enrichment activities for extended care
- Assisting or coaching with a sports program
- Helping with hot lunch (prepare, serve, cleanup)
- Helping with campus clean-up or maintenance
- Driving/chaperoning on field trips
- Providing help for specific projects (mailings, fund raising, etc.)

Logging events can be done online in RenWeb or with the school administration. Although not encouraged, the school does offer an optional buy-out of \$100 per semester for those families who prefer an alternative to direct parental involvement. The buy-out amount will be added to the school bill at the end of each semester and will contribute to the operation of the school.

PARENT VOLUNTEER AND SAFETY CLEARANCES

Adults involved in direct supervisory contact with students are required to read and sign volunteer forms, take an on-line training course, and be cleared on a background check. Parents 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.

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, the parent should contact 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).

CURRICULUM

KINDERGARTEN

The kindergarten program provides math and reading readiness for first grade. The program also fosters the development of social skills, helps young children learn to function as part of a group, promotes large and small muscle development, creates avenues for artistic and musical expression, and encourages spiritual and moral choice-making. 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. Chronological age is not always a match with cognitive development. If children are on a slower pace of development as indicated by screenings of a resource specialist and the observations of the teacher, it may result in a two-year Kindergarten experience in order to be fully ready for first grade.

SUBJECTS IN GRADES 1 THROUGH 8

The curriculum at Pacific Union College Elementary School provides a solid foundation in the core subjects of Mathematics, Science, Social Studies, Bible, and Language Arts (which includes spelling, hand-writing, writing, reading, speaking, listening, and grammar). PUCE also offers Religious Instruction, Service Activities, Technology Education, Music, Physical Education, Spanish, and Art.

RELIGIOUS INSTRUCTION

Religious instruction at PUCE 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 Christian beliefs. The biblical concept of creation is taught. A week of spiritual emphasis featuring special speakers, singing, and prayer is held once each semester. The discipline policy and practice is aimed at helping students form a sound moral compass for all decision making.

SERVICE ACTIVITIES

Students have frequent opportunities to participate in service, such as assisting various community service organizations, taking flowers and gifts they have made to folks in nursing and retirement homes, helping needy neighbors with yard and house chores, participating in church and community meetings, or fund raising for service and development projects worldwide. Service is part of our curriculum. Students learn how to serve their teachers and fellow students, their school, their community, and their world.

TECHNOLOGY EDUCATION

Students receive age appropriate instruction in use of educational applications, keyboarding, word processing, spreadsheets, graphics, internet research, and presentation software.

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 and learn to play a stringed instrument. Upper grade students participate in choir and continue with their stringed instrument or learn a woodwind, brass, or percussion band instrument as they play in an ensemble.

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. Cooperation is emphasized, along with development of good sportsmanship. Students may be asked to log their weekly physical exercise out of school as part of their PE grade. Students will be periodically measured for strength, flexibility, and endurance using simple standard tools that can track improvement in these indicators of fitness.

Students in grades 7 and 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. Additional PE shirts may be purchased.)

SPANISH

Spanish instruction is included in the Kindergarten through 4th grade curriculum.

ART

Art instruction begins in the Kindergarten and continues through the 8th grade. Most classes engage students in art projects at least once a week, but may integrate art activities throughout the other areas of study.

HOMWORK

Homework is work that is designed to be done at home (e.g. special projects, reviewing multiplication facts, reading, studying for tests, and community service). When assigning homework, special attention is given to ensure 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:

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

1st-4th grades – e.g. free reading, practice spelling words, review basic math facts (10-40 minutes per day)

5-6th grades – e.g. studying for a test, outside reading, occasional study guides (50-60 minutes per day)

7-8th grades – e.g. reviewing or studying for tests, community service activities, special projects (70-80 minutes per day)

*Does not include time for practicing a band or strings instrument, which is recommended at 20 minutes, 2-3 times per week.

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 an 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.

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 every nine weeks, or four times during the school year. In grades K-2 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 3-8 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.

INTERVENTION FOR SUCCESS

A student persistently functioning below expectations or failing to make progress in achieving learning goals will trigger the establishment of a Student Success Team (SST) made up of teachers, administration, parents, and available resource personnel. The SST's role is to put into place a student

success plan which identifies specific interventions likely to facilitate successful learning.

If the strategies applied and pursued in the success plan do not bring about results, and there seems to be evidence of a significant learning difference or difficulty, parents will be advised to pursue further screening and testing through the public school to document if a real learning difference would warrant or justify accommodations and/or modifications to the instructional program. When a child's parents and teachers agree that additional tutoring would benefit a child, the school, in collaboration with the child's parents, will hire a suitable tutor. In most cases, expenses will be passed on to the parents.

For students with a documented learning difference, the SST will prepare a Modified Accommodation Plan (MAP) for the student which outlines the appropriate accommodations and/or instructional modifications the teacher is willing to provide to facilitate the student's success. Students with modified curriculum or grading will have such indicated on their grade report for Language Arts and Math.

Students who have failed a course will be required to make it up during the summer through a pre-approved program prior to being re-admitted for the following school year.

In cases where the interventions of the SST have not resulted in improved learning, the school reserves the right to advise parents that PUCE is no longer the best fit for the education of their child. At such a point, parents would need to pursue another schooling option for their child.



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.
 - Any failing grade in any class must be made up before a student is eligible to march in the graduation ceremony. A failed course that is not made up will result not only in ineligibility to march, but also in not receiving a diploma until the failed course has been made up through a pre-approved course of study.
- All tuition and fees must be paid before graduation.
 - A student may not march in the graduation ceremony or receive their diploma until the school bill has been paid.

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 based on all graded classes during seventh and eighth grade.

CODE OF CONDUCT

PUCE 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. 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 oneself, one's 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 a 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.

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

PUCE 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.

DRESS CODE

Students at PUCE are expected to dress modestly and in good taste. The ideal dress for school is clothing that allows movement and activity at recess and other times of active learning, and at the same time sets a non-distracting tone for serious academic pursuits.

Uniform shirts: The primary element of uniformity in our dress code is the style of shirts to be worn by all students. School shirts are to be “polo” style shirts with collars and buttons at the top front. Shirts must not have wording

or designs on them other than small brand logos (under 1 inch). Shirts may be short or long-sleeved. On Fridays, students may wear a school “T” shirt as an alternative to the polo shirt. School “T” shirts are those the school has produced for events or programs such as Soapbox Derby shirts, and those with a school logo, or for Band.

Pants & Skirts: The preferred pants are smart casual style cotton slacks or clean denim jeans. Extremely tight, frayed, or ragged clothes (clothes with holes or rips) are not to be worn at school. Pants are to fit at the waist and not sag, bag, or drag. Skirts and shorts must cover the thigh even when worn over spandex, stretch, or other tight pants.

Outerwear: Sweatshirts or jackets should display only logos that are in harmony with the Christian philosophy of this school.

Head coverings: No hats (stocking, baseball, etc.) are to be worn indoors.

Footwear: For safety reasons, shoes that cover the foot and toes must be worn on campus. Athletic shoes are recommended for playground use and PE for grades K-4. Athletic shoes are required during PE for grades 5-8. During swimming season, sandals and flip-flops may be worn between the school and the College pool.

Swimwear: 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.

Accessories: Jewelry such as necklaces, locketts, 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.

DISCIPLINARY ACTION

The faculty plans for a harmonious and beneficial experience at PUCE, 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 his/her 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.
- **Record of Behavior** -- a written form stating the misconduct and the action taken is registered in RenWeb. The parent and student will be notified of the recording.
- **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.

BOARD GOVERNANCE

PUCE is operated under the organization and leadership of the Northern California Conference of Seventh-day Adventists, and is thus subject to the educational code of the Pacific Union Conference. The school is governed by a school board consisting of a representative from the Northern California Conference, the school administrator, members who are elected for three-year terms of office from the constituent churches, a representative from the Pacific Union College Education Department, and several ex-officio members. The principal of PUC Preparatory School, the Parent Club Leader or designee, and the Pathfinder leader or designee, all serve on the board as ex-officio members. The board meets a minimum of six times per year. The board may designate subcommittees for areas such as finance, curriculum, physical plant, and marketing and promotion. These subcommittees may meet in addition to the regularly-scheduled board meetings and can bring recommendations to the full board for a vote.

GUEST PRESENTATION AT BOARD MEETINGS

Except for executive session, all regularly scheduled meetings of the PUCE 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.

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.