

# PLYMOUTH CHRISTIAN SCHOOL



Welcomes you to the 2019 - 2020 School Year



## *Parent Student Handbook*

The School Board and Administration reserves the rights to add additional policies or modify policies throughout the year. As/if polices change, parents will be notified prior to implementation date.

## ~Who we are at Plymouth Christian School~

### **History**

Plymouth Congregational Church founded Plymouth Christian School in 1956 as an educational ministry outreach to the city of Whittier and surrounding communities. Plymouth Christian Preschool has been serving the needs of families since 1956, and in 1976 the Elementary School was added. Together we strive to love and educate children from 2 years of age through 6<sup>th</sup> grade from a Biblical perspective.

### **Statement of Purpose (Deuteronomy 6: 4-6)**

We believe God has given parents the direct responsibility to train and educate their child(ren) according to His word. We believe it is our job, along with Plymouth Church, to join in a partnership with families to meet this responsibility.

### **Mission Statement (Proverbs 22: 6)**

Plymouth Christian School exists to provide children and their families a Christ-centered education where loving and learning go hand in hand, as we guide them in living a life pleasing unto God.

### **Goals (Luke 2: 52)**

Plymouth dedicates itself to achieving the following goals:

#### **Spiritual (2 Timothy 3:15-17):**

*\*To help children come to a personal relationship with Christ.*

*\*To educate children so that they successfully integrate Christian principles into their daily living.*

#### **Academics (Isaiah 1:18):**

*\*To provide a place where Biblical wisdom and truth create the framework for a Christian worldview in order to develop the ability to assimilate new information by means of critical thinking.*

#### **Social (Philippians 2:1-4):**

*\*To help children accept themselves and others as unique creations of God, worthy of respect and compassion.*

#### **Emotional (1 Peter 5:2-4):**

*\*To provide an emotionally safe, secure and loving environment for each child.*

#### **Physical (1 Corinthians 6:19-20):**

*\*To help children learn the value of team play, good sportsmanship and living a healthy lifestyle.*

## **School Policies and Procedures**

### ***Academic Program:***

Children need a well-balanced curriculum which emphasizes spiritual, academic, social, emotional, as well as physical objectives. We teach the following subjects as part of the core curriculum: Bible, reading, phonics, grammar and composition, spelling, mathematics, science, health, social studies and physical education.

### **Academic Probation:**

If entrance exam scores of a new student are below expectations, the student may be placed on academic probation through the end of the first quarter. After the first quarter report card comes out, an evaluation will be made to remove or maintain the probationary status. Academic probation may be established only through a conference with the Administration and a written and signed contract between the family and school.

### **Eligibility for Extra- Curricular Activities:**

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in extra-curricular activities such as speaking parts in Christmas musicals. The norm is that any student participating in an extra-curricular event must maintain a “C” average in all subjects. In addition, the student must have good conduct (all E’s and S’s) for classroom and playground behavior.

### **Achievement Testing:**

Achievement tests are given to all students in Kindergarten through 6<sup>th</sup> grade. A practice test will be given to all students in order to prepare them before actual testing begins.

### **Curriculum:**

Plymouth Christian School uses a combination of Christian and secular publishers where Biblical integration of truth is implemented across the curriculum to provide academic excellence in every area.

### **Music:**

Inspired by the verse from the Bible, “Let everything that has breath praise the Lord,” Plymouth Christian School provides students opportunities for worship through Chapel music and during Bible time in class.

### **Computers:**

Plymouth Christian School offers a computer lab where technology is used to stimulate student interest and prepare them for future success. Students learn various skills such as typing, word-processing, spreadsheets, multi-media, etc.

**Physical Education:**

Knowing that our bodies are the temple of the Holy Spirit, we provide P.E. classes twice a week to provide skill training, good sportsmanship, fun, and exercise.

**Admission:**

**Non-discriminatory Policy:** Plymouth Christian School admits students on a first come, first serve basis without regard to race, color, national and ethnic origin to all the rights, privileges, programs and activities. The school does not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies, admission policies, tuition assistance programs or other administered programs.

Plymouth Christian School does reserve the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and a willingness to support the Plymouth Christian School administration and to abide by its policies.

**Placement:** In-coming students will be evaluated as to proper grade placement. We believe that students need to be seen in all aspects of their being. Developmental and academic testing will be used to aid in this determination. Emotional, social and intellectual areas of growth will also be important factors at the time of entrance into Plymouth Christian School. All new students may be placed on academic and behavioral probation for at least one quarter.

**Re-admission:** Re-admission to Plymouth Christian School is on a year-to-year basis and is based on academic performance and parent cooperation with the overall school program and staff. It is of utmost importance that parents constantly seek to support the Administration, the school, especially in regards to prompt payment of tuition; their willingness to attend important parent events like parent conferences; to help with fundraisers; and to follow the principles of Matthew 18 (see Conflict Resolution) in resolving problems. These operate as a prerequisite to re-registration and a condition for continued enrollment in school.

The school reserves the right to deny re-admission to any family delinquent in payment of tuition. In addition, failure to support the Administration, the school's philosophy, objectives and policies of the school in either word or action may result in a denial of re-admission.

**Special Note:** The administration and faculty of Plymouth Christian School wish to remind families that this school is not geared to accommodate those students who demonstrate serious grade level deficiencies, learning disabilities, or behavioral problems. We do everything in our power to recommend specialized testing where academic deficiencies may be caused by specific learning disabilities, and we assist in referrals for alternate school placement when necessary.

Therefore, students may be barred from re-admission based on academic and/or behavioral problems.

### ***Arrival and Departure from School:***

**During Day Care Hours: 6:30 – 8:00 a.m. & 3:00 and after for Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> graders, and 3:45 for 3<sup>rd</sup> – 6<sup>th</sup> graders.**

Parents must sign their children in and out of day care. For safety and insurance reasons, students are not to arrive or be dropped off at school before 6:30 a.m. The school will not accept any liability for students on the school grounds before 6:30 am. Students must be under supervision at all times either by a parent or a member of our staff. **Parent cooperation on this matter of supervision is mandatory.** If parents do not sign their children into or out of day care, a reminder notice will be sent home. Repeated offenses can and will lead to loss daycare privileges.

**School Hours:** 8:25 – 2:45 (Kindergarten – 2<sup>nd</sup> graders), and 8:25 - 3:30 p.m. (3<sup>rd</sup> – 6<sup>th</sup> graders)

#### **Late Arrivals: see Tardy Policy**

A student must be in class 3 hrs to be considered present. Any amount of time shorter than this is considered an absence for the day.

#### **Early Departures:**

Like tardies and absences, early departures need to be kept to a minimum. If a child needs to be picked up early from school, please send a note in the morning stating the reason for the early departure and time of pick-up or call the office by 8:30a.m. This is a courtesy that is greatly appreciated by the teachers so that there is minimal disruption to the classroom and so that the teacher can have your child ready with his/her homework. With regards to early departures, parents must come to the school office to sign out their child. Please do not go directly to the classroom unless you arrive during the office lunch hour 12:30pm-1:30pm. If there is an excess of early departures, the school will follow procedures similar to that of the tardy policy.

#### **Parking:**

***All parents should park their cars and walk their children onto school grounds where a staff member of Plymouth Christian School can see your child and then take responsibility. For their safety, do not drop students off in the parking lot and have them walk in alone. Also, please do not double-park, block other cars or gate entrances. At no time should a student be walking in the parking lot alone.***

***Handicapped spaces are for those displaying a current HANDICAP PLACARD.***

**Bicycles:**

Bicycles are to be walked on and off the school grounds. Students who violate this rule will not have the privilege of riding their bicycles to school for a designated time. Your child's bike needs to have a lock. The school does not accept liability for bicycle damage, loss or theft. Students who ride their bikes or walk home from school must leave the school grounds immediately upon dismissal from school. There will be no loitering in the hallways, restrooms or playground before, during or after school. **Bicycle helmets are required.**

**Walking to and from School:**

Before a student can be granted permission to walk home, a parent must send a formal letter in writing to the office that will be kept in the student's office file. Once the child leaves the school premises, Plymouth Christian School will not take responsibility for anything that happens to the child(ren) in route to their destination.

**Closed Campus:**

At no time during the regular school day are pupils allowed to leave the school grounds even during lunch or recess unless previous arrangements have been made. Once arrangements have been made, the child is to be picked up in the office by a parent or legal guardian. If someone other than a parent or legal guardian is picking up the child, he/she must present identification and have vocal clearance from the parent to take the child from school. A child, who re-enters school the same day, must sign "in" at the office and receive an admittance slip to go back to class. The school assumes no liability in cases where students leave the premises in violation of the above policy. Students cannot leave daycare and then return to daycare. Once signed out, it is understood that the child is leaving for the day.

**Attendance and Absences:**

We believe that consistent attendance and punctuality (lack of tardies) is essential to provide the best education possible for your children. Therefore, it is the responsibility of parents and students to be at school every day and on time. It is important to note that children with strong attendance records typically do well in school. There are two main types of absences:

**1. Excused Absences:**

Examples of: sickness\*; medical, dental, or eye appointments with an official doctors notice; attendance at a funeral of an immediate family member; birth of a sibling.

Parent Responsibility: Parents need to call the office by 9:00 a.m. on the morning of the absence. Upon their return to school, a written note is submitted by the parent to the office explaining the reason for the absence.

Student Responsibility: For every day that the student is out, he/she will have that amount of time to make up any homework. Any exams missed will be made up within a reasonable amount of time and/or at the teacher's discretion. MAKE-UP EXAMS must

be arranged with the teacher, by the parent, within 1 school day of a child returning to school.

If a child is absent three consecutive days due to sickness, then the student will need a note from the doctor. Likewise, if a student has any contagious disease, he/she must be cleared by a doctor's note before returning to school.

**\*Contagious diseases:** If a child has been diagnosed with a contagious disease such as chicken pox, mumps, strep throat, pinkeye (Conjunctivitis), lice, etc., please notify the office immediately, so that precautions can be taken and notification sent home to classmates' parents. If your child has been absent because of one of the communicable disease mentioned above, we require a note, signed by the doctor, releasing him/her to return to school. The office must clear children with communicable diseases before they may return to the classroom. Students must be symptom-free for twenty-four hours before returning to school.

## 2. Unexcused Absences

Examples of: the above without a note or phone call, family vacations\*, parent and me days, etc.

Parent Responsibility: Parents should minimize unexcused absences.

Student Responsibility: For every day that the student is out, he/she will have that amount of time to make up any homework. Any exams missed will be made up within a reasonable amount of time and/or at the discretion of the teacher.

A student must be in class 3hrs to be considered present. Any amount of time shorter than this is considered an absence.

**\*Vacations/Long Term Absences:** Plymouth Christian School strongly discourages families from taking vacations during scheduled school days. If a family takes a vacation or extended absence, parents should request work one week in advance for pick-up so that the student may have all work done upon his/her return to class. All exams will be made up within two days after the student returns. However, if a short notice is given, the teacher is not obligated to prepare work ahead of time. In this case, the student will have to make up all work within the same amount of time they were absent. For example, if a student is gone 1 week, they have 1 week to complete all assignments and make up tests.

**Pick up of assignments:** If a parent wants to pick up missed assignments due to an absence, they must contact the office by 8:30 a.m. so that the teacher has sufficient time to gather the student's make up work for after school pick up. Assignments cannot be picked up before 4:00pm.

**Excessive Absences:**

Excessive unexcused absences (3 or more per quarter) will result in an official letter from the school which must be signed and returned. A parent/administrator conference may be called with 5 unexcused absences in one quarter. After 8 unexcused absences, the school has grounds for calling the truancy officer. If this trend continues all year, retention in the current grade is very possible. Without satisfactory progress, the student and parents may be asked to find another school immediately or not be allowed to enroll for the following school year. More than twenty absences in a year is grounds for retention or dismissal or denial of re-enrollment.

***Tardies and Consequences:***

We believe that punctuality is extremely important in building a life pattern of responsibility. Consistent tardiness is very disruptive to the teacher and students already in the classroom.

All teachers will pick up their students at 8:20 a.m. and start class promptly at 8:25a.m. Therefore, we expect that parents will drop their children off before 8:15 a.m. so that teachers and students can be in the classroom at 8:25 a.m. **If a student enters the classroom after 8:25 a.m., they will be marked tardy. Additionally, a child who joins the class line after the teacher stands at the end of the line on outdoor morning pledge days, is considered tardy.**

It is the parent's responsibility to see to it that their child arrives on time.

There are two types of tardies:

1. **Excused Tardies: Doctor appointments** (must present a signed and dated note from doctor upon arrival to school), a **death in the family**, or **traffic accident in which your car was directly involved**. Students and their families will be limited to a total of two excused tardies per quarter. Anything over this will be considered an unexcused tardy.
  2. **Unexcused Tardies:** Tardies for other reasons than the ones mentioned above will be considered unexcused. Street closures will not be an excused tardy. A child waking up sick and then coming to school after 8:25 is not an excused tardy. As well, if a child wakes up sick, then they should not be in school that day.
- **Unexcused Tardies Violation Fine**  
**Every three recorded violations will result in a \$5.00 Tardy Violation Fine, that will go towards our Mission Projects (TOY DRIVE, MISSIONARIES, PCS ANGELS MINISTRY-FEED THE HOMELESS)**



Abuse of the tardy policy may result in denial of re-admission of the student or admission under probation for the following year. At the beginning of each quarter, the slate is wiped clean. However, an average accumulation of 5 tardies per quarter is grounds for non-enrollment for the following school year or a call to the truancy officer.

### ***Awards Assembly:***

At the end of each semester, students will be recognized for Honor Roll (outstanding academic achievement), Citizenship (outstanding behavior), Perfect and Good Attendance, Bible and/or a single subject of the teacher's choice. Every student will receive a maximum of 2 awards during the Award Assembly. However, additional awards earned will be handed out in the classroom after returning from the Awards Assembly.

### ***Chapel:***

All our students participate in a 30 to 45minutes chapel service each week, consisting of singing, sharing, and learning more about God's word. Students need to purchase the Adventure Bible (NIV) to use in chapel.

### ***Child Abuse Reporting Obligations:***

In accord with California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse is made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities.

### ***Conflict Resolution / Matthew 18 Principle:***

Matthew 18:15 states that "if your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." The purpose of Matthew 18:15, in the spirit of Galatians 6:1 (with gentleness) is to bring about restoration. Therefore, we request that parents follow the following steps when concerned about a situation:

1. Speak directly to the person/staff member involved.
2. Keep the circle of confrontation as small as possible by not involving other teachers, parents or students.

3. If satisfaction is not reached between the two parties, bring the matter to the attention of the Administrator. It is the Administrator's desire to deal with each concern in a manner that will benefit the entire school while respecting and encouraging individuals in their personal growth.
4. After reasonable time has been allowed for the administration to handle the matter but not to your satisfaction, a parent may write a letter to the school board or request the phone number of a school board member in order to address their concern.

It is important that concerns and misunderstandings not turn into gossip or slander. The goal should always be to solve a problem, not to attack a person. Plymouth Christian School reserves the right to dismiss any student or family that speaks in an unfavorable way against Administration, Staff or the school as a whole.

### ***Discipline Policy:***

**Philosophy of Discipline:** Discipline is a life-long process of training and integrating Christ-like character into the life of each student. Therefore, discipline is presented as the natural consequence (positive or negative) of the child's choices whether good or bad. We also believe that discipline is essential for there to be a healthy and positive learning environment for both teachers and students.

We believe that God has placed the primary responsibility of the training of a child on his/her parents. As a school, we desire to partner and assist you with this great responsibility. Therefore, we will endeavor to keep you informed of discipline problems so we can work together to help your child learn to accept responsibility for choices and adjust their behavior as needed.

### **Goals of Discipline:**

1. To build in children a Biblical, moral framework from which they can determine right and wrong, independent of outside supervision, and choose to do what is morally right.
2. To train children to respond appropriately to authority in their lives
3. To help children correct undesired behavior
4. To provide a distraction-free environment for teachers to teach and students to learn

### **Discipline: A cooperative effort between home and school**

Because the communication between home and school is vitally important, please take the following steps if your child comes home complaining about a policy, disciplinary action, or situation at school:

1. Remember we are committed to training children in the nurture and admonition of the Lord. We have reasons for all rules and they are enforced without favor.

2. Realize the student's reporting may be emotionally based, and all the facts may not be presented.
3. Support the school and call us for all the facts. "Go to one another so that every matter may be established" (Matthew 18:15-17). We will be happy to make an appointment for you and your child to meet with the teacher, administrator, etc.

Any parent or family member who is verbally abusive to school staff, causes dissent, or circulates materials not approved by the school, may result in the termination of their child's enrollment.

### **Methods of Discipline:**

With these goals in mind, teachers and staff will develop a set of expectations for student conduct, make those expectations known to students and parents, and establish a set of consequences (both positive and negative) to reinforce our philosophy and goals of discipline.

Additional questions and clarifications should be directed to the teachers as they arise throughout the school year.

**Positive Rewards:** may include verbal and written praise and recognition, special privileges, attendance at special events, and special classroom celebrations.

### **School-wide Discipline System (for minor infractions):**

Should a student choose to break a rule that has been established and implemented by the teacher or day care teacher, the following procedures will take effect:

- 1<sup>st</sup> offense: = Verbal Warning
- 2<sup>nd</sup> offense: = Time-out, loss of recess, games, privileges, etc.
- 3<sup>rd</sup> offense = Parent notification by staff member on duty, risk losing field trip privilege or suspension.
- 4<sup>th</sup> offense: = Student sent to the Administrator's Office with a referral slip (parent will be notified of the visit) and the administration will

\*NOTE: Plymouth Christian School does not engage or endorse any corporal punishment.

The above procedures are not all inclusive and exceptions will be dealt with on an individual basis. We need your support as we direct your children in choosing responsible behavior that will allow them to succeed now and in the future.

### **School-wide Discipline System (for major infractions):**

In case of a more severe violation of the rules, a student will be sent directly to the Administrator with a referral for the following offenses.

1. Disrespect, disobedience toward an adult
2. Cheating
3. Stealing
4. Profanity, inappropriate language
5. Fighting with or hurting other students
6. Physical threat
7. Vandalism
8. Truancy
9. Possession of controlled substances, weapons, matches, lighters, knives, pornography

Every class has established their own set of Classroom Rules and Procedures that students must follow.

### **General School Rules:**

In addition to those individual rules and consequences posted in every classroom, the following rules are to be recognized:

1. Students should love the Lord their God with all their heart, soul, and strength and their neighbor (staff and other students) as themselves. (Matthew 22: 37-39)
2. Students should follow the Golden Rule: "Do to others what you would have them do to you." (Matthew 7:12)
3. Students are to show kindness and respect to all teachers, staff members and other students through their conversations and behavior. Inappropriate language and disrespect are serious infractions that can result in automatic suspension.
4. Students are to follow directions the first time they are given.
5. Students are to keep hands, feet and objects to themselves.
6. Students are to show respect and care for all school and personal property.
7. Students may not leave the school grounds at any time during the school day without written permission and clearance from the office.
8. Students are not to go to the office during the day without permission or a pass from their teacher or day care teacher, and they are not to be in a classroom at any time unless the teacher is present.
9. Gum chewing and/or sunflower seeds are not acceptable in the classroom or school grounds at any time.
10. Students are to conduct themselves quietly in hallways and restrooms.
11. The school office, teacher's room, fellowship hall, church kitchen, youth rooms and church buildings are out-of-bounds to students without supervision or permission.

12. **Restricted Items:** Students are not to bring toys, baseball, Pokemon, or comic cards, magazines, knives, tape players, CD's, CD players, IPODS, MP3 players, DVD players, cell phones, play stations, radios, matches, watches that have phones built in, watches that can record or text, or any other unnecessary items to school or to day care unless they have advanced permission from a teacher to do so. If such items appear at school, they will be confiscated and, depending upon the circumstances, they may not be returned to the owner.

### **Lunchroom Rules:**

1. Give thanks to God for the food He has provided.
2. Keep talking to a minimum. Always use a soft indoor voice.
3. Clean up after yourself by throwing away all trash in the waste basket.
4. Ask permission by raising your hand to go to the bathroom or to get a drink of water.
5. No running or playing.
6. Absolutely no play fighting, hitting, teasing, or throwing of food.

In addition, any lunchroom rules that have been established by the Day Care Supervisor.

\*\*If any of these rules are broken, the student will be given a warning and then a time out will be given or trash pick up will be assigned.

### **Playground Rules:**

Recess is designed to give students the opportunity to get drinks, eat snacks, exercise, socialize and to use the restroom. Please find a list of playground rules below:

1. **THE GOLDEN RULE: Do to others as you would have them do to you.**
2. **Show respect to all adults**
  - Directions should be followed the first time they are given.
  - Immediate attention is to be given when a teacher blows a whistle.

\*FREEZE SIGNAL: First whistle blow =Get down from the bars and equipment and place your hands on your knees. Stop all play and hold the balls still. Do not hit, kick or throw a ball or tetherball after the freeze signal. After the teacher or day care staff has seen that everyone has their hands on their knees and is ready to line up, then he/she will blow the whistle once for students to walk quietly to line-up.

3. **Show good sportsmanship through conversation and behavior.**
  - Obey the teacher promptly without comment.
  - Observe game rules and play fair.
  - Be an encourager, do not say harmful things.
  - No teasing, swearing, or disrespectful language.
  - No running through or disrupting other's games.
  - Keep hands, feet, and objects to yourselves.

- No fighting (real or pretend)—You will be sent to the office with a referral.
- 4. Show respect for all school and personal property.**
- Share toys are to be brought to school only when give special permission.
  - Take care of all equipment by returning all balls and equipment to their proper place.
  - Make sure all trash is thrown away in a trash bin... not on the ground.
- 5. Stay in assigned areas-- We need to know where you are at all times!!**
- Ask permission to use the restrooms or to get a drink of water.
  - No one is allowed in the day care room without supervision.
  - You may not climb or sit on the walls or trees.
  - Do not play in the halls, restrooms, or day care room.
  - Balls over a fence can only be retrieved with a teacher's permission or by the teacher.
  - No one may retrieve balls from Beverly Blvd.
  - All snacks are to be eaten sitting down at tables or designated areas.
- 6. Be safe**
- Students should always move around on campus in pairs.
  - Go down the slides one person at a time.
  - No standing or sitting on top of bars.
  - Jumping is not allowed from any of the bars in the sand area. You may hang by your arms and “drop” but you may not swing and jump out from the bars. Make sure that no one is below you when you drop.
  - Girls who play on the bars and slide need to wear shorts under their skirts.
  - No playing chase or tag on the wood chip area.
  - War-type or shooting games are not appropriate at school or during field trips.
  - Do not pick-up and lift each other. When playing tag, you may touch the person with your finger tips only, no grabbing the person or his clothing; no tackling or throwing anyone down.
  - **PROHIBITED GAMES:** dodge ball, tag football, or other potentially rough games. If in doubt, please talk to the Day Care staff or the Administrator.
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## **Suspension:**

A student may be placed on suspension for serious misconduct during school-related activities (on campus or off campus at a field trip or any Plymouth Christian School event) or for repeated offenses where normal corrective measures have failed. When a student is suspended; the parent will be notified in writing of the suspension and the reason for the disciplinary measure.

**1) Repeated Offenses:** If a child receives three Behavior Referrals before the end of any quarter, the student will be suspended from school for one day. After the end of each

quarter, the student will start with a “clean slate”. However, if there is a pattern of suspensions, the student will be dismissed from Plymouth Christian School.

2) ***Serious Misconduct:*** Serious Misconduct includes but is not limited to:

- Continued willful disobedience
- Habitual profanity or vulgarity
- Fighting with another student
- Physical or verbal threats directed at other students or staff
- Possessing, selling, or using tobacco, alcohol, controlled substances, or illegal drugs
- Willful vandalism
- Sexual harassment: Parents need to be aware that the new State law holds students in fourth grade and above accountable for visual, verbal, or physical conduct that can be considered sexual harassment (please see Sexual Harassment Policy under Health and Safety). Plymouth Christian School will continue to take all reasonable steps to prevent harassment from occurring. Repeated or serious offenses by students can result in suspension and/or expulsion.

**Kinds of Suspension:** Suspension may assume various forms depending on the circumstances. At the discretion of the Administrator, the suspension may be served on campus through restriction of certain privileges such as P.E., recess, etc. In the case that the suspension is assigned off campus, it will be the parent’s sole responsibility to make the proper arrangements. Class work will be sent home with the student to keep them from getting behind. Suspensions count as days absent.

### **Expulsion:**

If all attempts to correct unacceptable behavior have failed, the final decision to expel a student rests with the Administrator, with the knowledge of the School Board. A student could be expelled from school directly if the misconduct is deemed serious enough.

Full class credit shall be given for all work accomplished by the student prior to the time of expulsion. No credit for the tuition paid for the remainder of the month or year in which the student was expelled will be refunded.

### **Earthquake Drills:**

Earthquake drills are conducted quarterly. We teach the students the proper response and positions to take during seismic events no matter where they are on campus.

### **Fire Drills:**

Fire drills are held on a monthly basis so that students are familiar with their class’ route out of the building. Safety and quickness are two goals of conducting these drills. All classes meet on the elementary playground

### ***Emergency Contact Information:***

It is imperative that you notify the school office when there is a change in the home or work address or phone number. This is extremely important in order to keep our emergency information up to date.

### ***Emergency/Disaster Preparedness:***

In the event of a natural disaster, we will ordinarily follow the direction of the Whittier City School District as to the opening or closing of the school. We will have regular Fire Drills and "Drop and Cover" Drills to help the student be prepared in case of emergency. Each family is required to send a gallon sized bag of non-perishable food. If your child is on daily medication, we should have a 3-day supply with written instructions from the doctor or parent. Please use a 10 x 12 inch Zip-Lock Baggie to store the medication. Label each packet with your child's name, classroom, grade and the date.

*In the event of an emergency where we need to take students off campus, our destination will be PALM PARK located at 5703 Palm Ave, Whittier, CA. Parents and other contacts will need an ID to pick up their child from Palm Park.*

### ***Extended Day Care Program***

#### **Fees-**

#### **Monthly-\$185.00 per month**

Children may arrive as early as 6:30am and must be picked up by 6:00pm. By paying the flat rate of \$185.00 per month, Thanksgiving Camp, Christmas Camp and Easter Camp is already included and saves you money if you plan on enrolling your child in the *Holiday Camps*.

#### **Hourly-\$5.00 per hour (1-60 minutes)**

Sometimes a parent may only need day care coverage for 10 minutes or 1 to 2 hours on occasion when they are running late or have plans. Your child is welcome to attend Day Care on those rare occasions and you will be billed at an **hourly rate**.

**Fees begin at 3:01pm for grades K-2 (unless there is a sibling in 3<sup>rd</sup>-6<sup>th</sup>)**

**Fees begin at 3:46pm for grades 3<sup>rd</sup>-6<sup>th</sup>**

#### **LATE PICK-UP \$2.00 PER MINUTE**

Traffic can sometimes not be in our favor! Or, maybe time has gotten away from us while we were finishing up a project at work. No worries! **If you arrive late, bring cash!** 😊 When arriving after 6:00pm closing, please plan to give the staff member on duty \$2.00 **cash** for every



minute that you are late. If for some reason you don't have the cash to give them, please make it a priority to bring the cash the very next school day.

**If a student is not picked up by 6pm more than 3 times per quarter, the family will be placed on DAY CARE SUSPENSION for 2 weeks and/or lose their DAY CARE privileges.**

**If a student is not picked up by 6:30pm, and the parent(s) has not made contact with the school by 6:25, Plymouth Christian School will call the Whittier Police Department and the child will be placed in their care until the family arrives at the Police Dept to pick-up the child. Please make every effort to pick-up your child each day on time.**

#### **Billing-**

**DAY CARE BILLING INVOICES are sent home by the 10<sup>th</sup> of each month and must be paid in full by the 15<sup>th</sup> of each month.**

#### **HOLIDAY CAMPS-**

**Thanksgiving Camp, Holiday Camp and Spring Camp rates are \$40.00 per day (unless you pay the monthly rate of \$185.00)**

#### **Safety-**

To ensure your child's safety, we require that you park and walk your child into the Day Care Room each day. Please **DO NOT DROP YOUR CHILD OFF AND TELL THEM TO RUN IN TO THE DAY CARE ROOM.**

#### **SIGNING IN and OUT of Day Care each day-**

It is the parent's sole responsibility to sign their child **in and out** of Day Care each day. In the event of an emergency, we need to have records of who is on the premises. Although our staff is here to serve you, we ask that you not transfer this responsibility onto a staff member by asking them to sign in for you. Parents not adhering to this procedure risk their student not being allowed to use Day Care. Thank you for your understanding and cooperation with this procedure.

If parents do not sign their children into or out of day care, a reminder notice will be sent home. Repeated offenses can and will lead to loss daycare privileges.

**Once you've signed your child out of Day Care, your child needs to be kept with you at all times. If your child is found playing on the playground once you've signed them out, you will be billed the hourly rate with the date/time that this was witnessed. We ask that you please visit friends/family outside of the daycare/playground area once you've signed your child out.**

**Due to insurance purposes, no one is allowed on the playground without a staff member. Please do not have younger children or siblings to go and play on the playground while you wait for your child to be dismissed.**

### ***Field Trips, School Programs, and Activities***

The educational program shall include excursions and trips by pupils under the supervision and instruction of teachers to museums; art galleries; places of historical, industrial, and civic interest; hands-on study of God's creation, and institutions or places of similar character. All such trips will require the prior written consent of the parents of each student attending.

While students are participating in these events, they represent Plymouth Christian School and all regular dress standards are to be followed unless a specified written notice states otherwise. A red polo shirt with the school logo needs to be purchased and worn on all field trips. If a child does not wear their RED POLO WITH THE SCHOOL LOGO on the day of the field trip, the child will be sent to the office where the parents/emergency contacts will be called to come and pick up the child. Teachers will not be delayed for phone calls to be made and for parents to bring the proper clothing. Teachers will be instructed to leave campus at their scheduled field trip departure time. The office will no longer make copies of field trip requirements. It is the teacher's sole responsibility to take care of securing these items 7 days before the field trip. You may also email these documents directly to the classroom teacher in a timely manner.

Parent drivers are our only source of transportation on field trips. Parent drivers must have current insurance and a current driver's license on file in the school office each year in order to be allowed to drive on field trips.

**Alpine:** Every other year, the Sixth Graders go to Alpine Christian Camp for the enjoyment and study of God's creation and to participate in fun and challenging team building activities.

### **Field Trip Requirements-**

#### **CHAPERONE INFORMATION**

**Beginning 2019/20 School year, all chaperones must be FINGER PRINTED in order to be a driver on field trips. The school does not pay for the fingerprinting fee. Also, in order to be considered as a chaperone, you must commit to driving a minimum of two students. If you are wanting to only take your child and meet the class at the field trip location, please note the following: 1) Your child will be marked absent that day, 2) Plymouth Christian School will not be liable for any injuries that you or your child may experience driving to, during, or from the field trip location, 3) Your child may not return to campus after the field trip, 4) Your child cannot be counted in the entrance fee total.**

**PLEASE CALL THE SCHOOL OFFICE ON TUESDAY & THURSDAYS ONLY TO MAKE YOUR FINGERPRINTING APPT. ASK FOR MISS MARTHA.**

## **Financial Information:**

### **Tuition**

Tuition is due on the 1<sup>st</sup> of the month and it is late after the 5<sup>th</sup>. You will be charged a late fee of \$25.00 beginning on the 6<sup>th</sup> of the month. Your BANK CARD on file will be charged your tuition and the late fee on the 8<sup>th</sup> of the month. Returned check charges are \$45.00 per return. After 3 returns for whatever reasons, you will be put on a cash only payment schedule. These policies will be enforced.

If an account becomes more than 30 days overdue, the student will be excluded from school until the balance is paid in full. Families with a balance at the end of the school year will not be allowed to re-register for the next school year until the balance is paid in full. All delinquent accounts will, at the discretion of the School Board, be forwarded to a collection agency or pursued by legal means.

You will generally receive your monthly statement invoice before the due date. However, in the event that you do not receive your statement invoice, your tuition is still due on the 1<sup>st</sup> as it is stated in your signed contract. Do not wait to receive a statement invoice. Late fees will apply on the 6<sup>th</sup>. Not receiving a statement invoice will not be an acceptable reason to waive late fees.

### **Refunds**

**Refunds will not be given for the following:**

- 1) **Full or Partial Registration Payments**
- 2) **Full or Partial Tuition when withdrawing during the school year (this includes accounts paid in full or paid half of the year)**
- 3) **DAY CARE CAMP FEES**
- 4) **Fundraising Items**

### **Leaving PCS with a Balance**

When a family transfers with a balance owed to the school, it is understood, as a matter of contract, that families waive their right to the forwarding of transcripts to their next school, which may have been granted by the Family Education Rights and Privacy Act and the California Education Code and any/or all other legislative codifications bearing on the transfer of such records upon request of the school to whom the student is intending to transfer. As this handbook represents the understanding of both parent and school, attendance at school is therefore to be viewed as assent to the terms and conditions stated in this document.

### **Vacations/Holidays:**

Please note that tuition must be paid in full every month without deductions for holidays, vacations, or absences due to illness or injury. This is due to the fact that our staffing and other

operational expenses are arranged on the basis of fixed enrollment levels and must be met on a continuing basis.

### ***Fundraising Requirement:***

Since tuition alone does not cover all the costs of providing a quality education, we depend on your donations and participation in our fundraisers. We request that all families either sell items or take advantage of the buy-out option. All cash donations to Plymouth Christian School are tax deductible.

Each family may choose from any one or combination of the various major fundraisers (popcorn, See's Candy, Apple Bee Breakfast tickets, etc. to complete a \$250 requirement (profit) or \$250 buy-out.

### **Reasons for Fundraising:**

1. To build up reserve funds for larger capital improvements to the school facility not covered by the regular budget.
2. To help cover some operational expenses not covered by tuition.

### ***Grading Policy:***

The administration and faculty of Plymouth Christian School are seeking to measure total student performance based on in-class work, homework, test performance, class participation, and where appropriate, work on special projects. Therefore, written grades will be given so as to keep students and parents aware of performance.

#### **PCS Grading Scale**

First – Sixth Grades use the following scale for core academic subjects:

<b>A+</b>	98-100
<b>A</b>	93-97
<b>A-</b>	90-92
<b>B+</b>	87-89
<b>B</b>	83-86
<b>B-</b>	80-82
<b>C+</b>	77-79
<b>C</b>	73-76
<b>C-</b>	70-72
<b>D+</b>	67-69
<b>D</b>	63-66
<b>D-</b>	60-62
<b>F</b>	59 and below

A = Excellent work

B = Above Average work

C = Average work

D = Work needs improvement

F = Fail, work is unsatisfactory

All Kindergarten subjects will be graded with the marks below. First Grade – Sixth Grades will use the marks found below for all Conduct/Citizenship grades, P.E., Art, Computer, and Penmanship.

E = Excellent  
 S = Satisfactory  
 N = Needs Improvement  
 U = Unsatisfactory

We are concerned that students do the best that they are able to do. Frequent parent contact with the teacher is necessary. It is our desire that parents and teachers recognize the necessity of proper communication. Any matter involving a student's work or behavior must be taken up with the teacher first. Conferences with the teacher and administrator may be scheduled as needed.

### ***Homework Policy***

Homework that is prudently assigned reinforces important skills learned in the classroom and prepares students for the type of work demanded in successive years. Likewise, long-term *projects and reports* help the students begin to learn the importance of planning ahead and budgeting time. We urge all parents to actively monitor and assist their child in the completion of homework without completing it for them. All homework is to be completed in the student's handwriting or typed on a computer when permitted by the teacher.

For upper elementary students, it is the responsibility of the student to see that assignments are properly written down in their class agenda (provided by the school) and completed and turned in on time. Concerns relative to homework must be immediately addressed to the teacher who assigned the homework. Questions about homework should be asked before the due date.

In recognition of the role of parents as primary educators, and of the school's philosophy with respect to the value of quality family time outside of regular school hours, homework is not assigned on weekends except in the following cases:

1. Unfinished class work may be assigned as homework if the student was allowed to finish the work in class, but did not do so.
2. Make-up work may be assigned over the weekend in the case of a student's absence.

Homework should be done in a quiet place without interruptions. Generally, the guidelines are: (these are approximate times only as some children will work slower and some quicker)

Kindergarten:	15 to 20 minutes
Grades 1 and 2:	30 to 45 minutes

Grades 3 and 4: 45 to 60 minutes

Grades 5 and 6: 60 to 90 minutes

**Late Assignments:** If a student fails to get classwork or homework assignments completed and turned in when they are due, the assignment will be given a reduced half letter grade if turned in up to 2 days late. The assignment will receive a whole reduced letter grade on the 3rd day from the original due date. If an assignment is not turned in by the 3<sup>rd</sup> day from the due date, and other written arrangements/agreements have not been made with the teacher, the assignment will continue to drop a half letter grade every school day until turned in, which could ultimately lead to a zero on the assignment. If you know that your child is going to be late turning in an assignment, please email the teacher **before** the due date and the teacher will allow 1 extra day only to turn it in. This 1 extra day will not be granted if the email communication is dated after the assignment due date.

Plymouth offers a STUDY HALL opportunity Monday through Thursday, encouraging students to start and often times complete their homework. Kindergartners are to complete their homework at home with an adult. First and Second Grade Study Hall is from 3:00-3:30 held in the lunch room. Third through Six Grade Study Hall is from 3:00-3:30 held inside of their classrooms.

### ***Parent Teacher Conferences:***

A formal parent-teacher conference will be scheduled at the end of the first quarter, and an optional conference may be scheduled at the end of the third quarter at the request of either the parent or the teacher. Also, parent-teacher conferences are recommended anytime a parent or teacher recognizes a need; please call ahead to schedule a time for a conference. Conferences cannot be scheduled during Teacher Meetings or Art Masters.

### ***Progress Reports:***

Progress Reports will go home at the mid-term of each quarter to all students to provide feedback to parents and students as to their academic progress. The Progress Report must be signed and returned to the classroom teachers the next day. If any grades are low, it shall be the responsibility of the student and parent to inquire, at that time, as to steps which may be taken to correct any deficiency before the end of the quarter. Students will have 4 weeks to improve their grades before the final reporting period.

### ***Report Cards:***

Report cards will be given on a quarterly basis and form part of the permanent record of the student. Please see the school calendar for the specific ending dates of each quarter.

### ***School Affiliation:***

Plymouth Christian School maintains membership in the ACSI, the Association of Christian Schools International. ACSI is the largest consortium of Christian schools in the world and provides many resources for the enrichment and cause of Christian education.

### ***Family Connection and Student Activities:***

*A school calendar has been provided online for you to view what's happening each month here at Plymouth. Please read your child's weekly newsletter to learn about what's happening in their class. Be sure to attend your FAMILY CONNECTION MEETING so you'll know firsthand what's expected of your child's class.*

### ***Uniform Policy:***

2019-2020 Uniform Policy:

#### **Philosophy of the PCS Uniform Policy:**

It is our desire that each student dress in a manner that brings honor to God, their families, themselves, and our school. We desire to de-emphasize the current trend of defining oneself by what one wears on the outside (as seen in some extreme fads) and, instead, focus on the cultivation of the Spirit and the inner beauty that each student possesses as a child of God. Cleanliness, neatness, modesty, and safety are key elements of our dress code. School is viewed as a place of business. Research has shown that there is a direct correlation between how students dress and how they act in the classroom.

We feel it is the parents' responsibility to partner with our school in order to enforce the school's standard of dress. Parents are the authority figure that God has placed over children, and thus should be making the clothes selection to be worn each day, ensuring that the guidelines are being followed. Please make sure that you are familiar with what is acceptable dress wear in order to help your child comply.

We are training up children for God's Kingdom. If you have any questions regarding the dress code policy, please call or stop by the office. We will be happy to answer your questions.

**All students in grades K-6 must wear uniform clothing daily that is in compliance with our uniform policy here at Plymouth Christian School.**

**Purchasing Uniforms:** Uniforms may be purchased from any uniform company or department/retail store that carries school uniforms.

- **Our Uniform Company for Shirts/Polos:**

**CALI DTG T-SHIRTS-**They will be on campus during **MEET THE TEACHER DAY** and we will have a link on our website for you to purchase directly through them starting August 15<sup>th</sup>.

- **Suggested retailers for bottoms and non-logo shirts:** Target, Wal-Mart, JC Penney, Kohl's, Burlington, Old Navy

### **GENERAL GUIDELINES:**

1. Clothes should be clean, pressed, and without holes. All clothes should fit the student: no baggy clothes, tight clothes, or too-short items are permitted.
2. No t-shirts underneath that distract from the uniform are permitted. Tank tops and shirts with spaghetti straps are not allowed, unless used as an undershirt.
3. No tattoos of any kind are permitted (including rub-on or Henna tattoos).
4. Please label ALL of your child's uniform items for easy identification. Use marker or iron-on labels.
5. Jewelry is to be minimal (one watch, one chain, one necklace, one bracelet, one pair of earrings, etc.). Boys are not permitted to wear earrings. If jewelry is a distraction in the classroom, teachers may request that it be left in the backpack or at home.
6. No make-up (eye shadow, mascara, lipstick, etc.) may be worn. All students may wear Chapstick as needed. Girls may wear a clear basic lip gloss. Girls may also wear any color nail polish except for black.
7. Pictures, writing, and slogans that are dishonoring to God are not allowed on clothing, lunch boxes, backpacks, or other accessories on any day. Examples may include those depicting rock groups, obscenities, double messages, alcohol or tobacco advertisements, and some cartoon/video game characters.

### **BOYS' DRESS CODE:**

**Pants/shorts** (mid-thigh/knee-length)- (SOLID COLOR ONLY) BLACK, NAVY, OR KHAKI (not gold); no jeans or sweatpants

**Shirts/polos/sweatshirts-** (SOLID COLOR ONLY) BLACK, NAVY, LIGHT BLUE, KHAKI, OR RED (NOT BURGUNDY), PCS STEAM Shirt. Shirts may have a collar, be collarless, button up, oxford type, pull over, short sleeve, ¾ length sleeve, long sleeve...just not sleeveless.

**Coats/jackets/sweaters-** Items to be worn outside may be any color. Keep in mind that pictures, writing, and slogans that are dishonoring to God are not allowed on clothing on any day. Examples may include those depicting rock groups, obscenities, double messages, alcohol or tobacco advertisements, and some cartoon/video game characters. Items like sweaters and sweatshirts that are intended to be worn inside the classroom must comply with the "shirts/polos/sweatshirts" portion of the uniform policy.

**Shoes/socks-** Any shoe, any color, that is comfortable and safe for the playground. No sandals, Heelys, or light-up shoes. Socks must be worn daily for hygienic reasons (any color, any length).



Athletic shoes are to be worn on P.E. days. Low-heeled boots may be worn during the colder (sometimes wet) months.

**Fabric-** You decide what's most comfortable for your child. The only choices of fabric not permitted under dress code are jeans/sweatpants material. Corduroy is acceptable.

**Field Trips-** Every student will be required to wear the RED POLO SHIRT WITH SCHOOL LOGO on field trips. Students not wearing the field trip shirt will not be allowed to attend the field trip (no exceptions). These shirts are ONLY available from **CALI DTG T-Shirts and must be purchased during MEET THE TEACHER or online at [www.plymouthchristianschool.org](http://www.plymouthchristianschool.org) after August 15th.**

**Chapel Dress-** Chapel wear is the same as daily uniform attire.

**Hair-** Hair must be clean and well-groomed, natural in color and style. No extreme haircuts are allowed. Extreme haircuts include (but are not limited to) mullets, tall spiky hair, pony tails, and Mohawks. Hair should be above the ear and off the collar.

### **GIRLS' DRESS CODE:**

**Pants/shorts/skirts/skort/capris/jumpers/dresses** (mid-thigh/knee-length)- (SOLID COLOR ONLY) BLACK, NAVY, OR KHAKI (not gold); no jeans or sweatpants. Items should be loose fit and not too short.

**Leggings/jeggings-** (**SOLID COLOR ONLY**) BLACK, NAVY, LIGHT BLUE, WHITE, KHAKI, OR RED (NOT BURGUNDY); may be worn underneath skirts/skort/shorts/jumper dresses

**Shirts/polos/sweatshirts/blouses-** (SOLID COLOR ONLY) BLACK, NAVY, LIGHT BLUE, KHAKI, OR RED (NOT BURGUNDY), PCS STEAM Shirt. Shirts/blouses may have a collar, be collarless, button up, oxford type, pull over, short sleeve,  $\frac{3}{4}$  length sleeve, long sleeve...just not sleeveless and no spaghetti straps. Shirts worn underneath jumpers must comply with this portion of the dress code.

**Coats/jackets/sweaters-** Items to be worn outside may be any color. Keep in mind that pictures, writing, and slogans that are dishonoring to God are not allowed on clothing on any day. Examples may include those depicting rock groups, obscenities, double messages, alcohol or tobacco advertisements, and some cartoon/video game characters. Items like sweaters and sweatshirts that are intended to be worn inside the classroom must comply with the "shirts/polos/sweatshirts/blouses" portion of the uniform policy.

**Shoes/socks-** Any shoe, any color, that is comfortable and safe for the playground. No sandals, Heelys, or light-up shoes. Socks must be worn daily for hygienic reasons (any color, any length).

Athletic shoes are to be worn on P.E. days. Low-heeled boots may be worn during the colder (sometimes wet) months.

**Fabric-** You decide what's most comfortable for your child. The only choices of fabric not permitted under dress code are jeans/sweatpants material. Corduroy is acceptable.

**Field Trips-** Every student will be required to wear the RED POLO SHIRT WITH SCHOOL LOGO on field trips. Students not wearing the field trip shirt will not be allowed to attend the field trip (no exceptions). These shirts are ONLY available from **CALI DTG T-Shirts and must be purchased during MEET THE TEACHER or online at [www.plymouthchristianschool.org](http://www.plymouthchristianschool.org) after August 15<sup>th</sup>.**

**Chapel Dress-** Chapel wear is the same as daily uniform attire.

**Hair-** Hair must be clean and well-groomed, natural in color and style. Decorative bows are allowed, as are headbands that lay flat against the hair. (Headbands that display cats' ears, unicorn horns, etc. may only be worn on non-uniform days and DOLLAR DRESS DAYS.)

### **NON-UNIFORM DRESS POLICY/ "DOLLAR DRESS DAY" (every Friday)/SPIRIT DAYS**

Non-uniform days give our students opportunities to wear appropriate school clothing other than uniforms. It allows our students choices but should not be interpreted as a "dress down" or "wear whatever you want" day. The spirit and guidelines of the general dress code should still be followed. "Dollar Dress Day" is a privilege that can be denied to students who abuse the dress code. Some SPIRIT DAYS may have a color or special theme requirement added such as "College Day." Students not wanting to participate in our themes on these SPIRIT DAYS must wear their uniforms.

Leggings/jeggings may be worn underneath skirts/shorts/skorts/dresses/t-shirts that are mid-thigh or knee-length.

Clothes that reveal too much skin are not allowed. If in doubt, bring the item to the office for approval before allowing your child to wear it. The Administration reserves the right to make all final decisions regarding the uniform policy.

### **UNIFORM VIOLATIONS/CONSEQUENCES**

Uniform violations may be written by any Plymouth Christian School staff member. The violation does not need to come from the classroom teacher. Please help us by doing your part to reduce the number of violations your child receives.

**Every three recorded violations will result in a \$5.00 Uniform Violation Fine, that will go towards our Mission Projects (TOY DRIVE, MISSIONARIES, PCS ANGELS MINISTRY-FEED THE HOMELESS)**

### **“Dollar Dress Day Every Friday” Uniform Policy:**

Dollar Dress days give our students opportunities to wear appropriate school clothing other than uniforms. It is a "free choice" day, not a "dress down" day. “Dollar Dress Day” is a privilege that can be denied to students who abuse the dress code. The spirit and guidelines of the general dress code should still be followed. Some SPIRIT DAYS may have a color or special theme requirement added such as “COLLEGE DAY”. Students not wanting to participate on these SPIRIT DAYS may choose to wear their uniforms.

#### **Important Specific Guidelines:**

- 1. Shirts & Tops: No tank tops & spaghetti straps. Shoulders should be covered—no strapless garments allowed. Clothes that reveal too much skin are not allowed. If in doubt, bring the item to the office for approval before allowing your child to wear it.**
- 2. Sweat pants are not acceptable Monday-Thursday.**
- 3. The Administration reserves the right to make all final decisions regarding the uniform policy.**
- 4. Girls-Headbands that display CATS EARS, UNICORNS, ETC, may only be worn on Fridays. All other headbands must lay flat against the hair and not be a possible distraction to classmates. Decorative bows are allowed.**

#### **Special Note to Parents:**

We feel it is the parent’s responsibility to partner with our school in order to enforce the school’s standard of dress. Parents are the authority figure that God has placed over children, and thus should be making the clothes selection to be worn each day, ensuring that the guidelines are being followed. Please make sure that you are familiar with what is acceptable dress wear to help your child comply.

**Uniform Violations-Uniform violations can be written by any Plymouth Christian School Staff Member. The violation does not need to come from only the classroom teacher. Please help us by doing your part to reduce the number of violations your child receives.**

**We are training up children for God’s Kingdom. If you have any questions regarding the Dress Code Policy, please call or stop by the office. We will be happy to answer your questions.**

#### **Chapel Attire:**

**SAME DRESS CODES APPLY.**

### ***Fire Drills:***

Fire drills are held on a monthly basis so that students are familiar with their class' route out of the building. Safety and quickness are two goals of conducting these drills. All classes meet on the back playground.

### ***Immunizations:***

The State of California requires that a "child have a physical within 18 months of entering First Grade." Therefore, if a child has had *a physical within* 6 months of entering Kindergarten, it will meet the requirement for First Grade. First graders must have a report of "Health Examination for School Entry" on file. Forms are available in the office.

Students who attended Plymouth Christian School last year need only to have their Immunization Record kept current. If there is any additional information that should be listed on the health card, please bring dates and/or information to the school office.

### ***Medical Emergencies:***

In case of medical emergency, the steps that the school will take (not necessarily in order as they are written) may include, but are not limited to, the following:

1. Attempt to contact a parent or guardian.
2. Attempt to contact parent or guardian through any of the persons listed on the emergency information form.
3. If we cannot contact you and/or believe that emergency help is needed, we will do one or all of the following: (a) call another physician or 911 for the paramedics, (b) call an ambulance, (c) have the child transported to the local emergency hospital, accompanied by a staff member.
4. Any expenses incurred will be paid by the child's family.
5. The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment.

\*\*For this reason, you must notify the school office when there is a change of phone number, or person to be contacted when you cannot be reached.

### ***Medical Records:***

State regulations require that each kindergarten student and any new student have a California Immunization Record on file. In some cases, the information required on this form might be repetitious to that on the "Health Examination Form", but both are necessary. Failure to provide the requested verification of immunization will result in suspension from *school per State Law*.

### ***Medical or Dental Appointments:***

An excused absence is granted for medical and dental appointments when official verification is received from the doctor or dentist. Parents should request this during the appointment. Frequent absences of this type are detrimental to the student's class work and should be kept to a minimum. These appointments should not conflict with dates of standardized testing or special events of the school. (See school calendar for these dates.)

### ***Medication:***

Plymouth Christian School can only administer medication that has been prescribed by a physician. All medication must have the authorized prescription on the bottle or container. If your doctor has also prescribed an "over the counter" medication, a written prescription from your doctor must accompany the medication for the office to be able to administer it to your child. All medication must be brought to the office. Students are not permitted to have medication in their lunch pails or with them at any time. Parents must also fill out and sign a "Consent to Administer Medication" form, which they may *obtain* in day care or the office. Although office staff will attempt to give medicine as directed, we cannot guarantee the time(s) that we will be able to actually give the medications. Cough drops are to be labeled and sent to the office with instructions, not kept in backpacks or lunch bags.

### ***Parent Communication Form:***

Every attempt is made to create a safe campus, to be aware of all accidents, and to immediately report to you any accident of a serious nature. If an accident occurs, we will send home a Parent Communication Form. When necessary, we will contact the parent by telephone.

### ***Sexual Harassment Policy:***

See Appendix C.

### ***Sickness & Communicable Diseases***

If your child is not well prior to the beginning of the school day, you are requested to keep the child at home. If a child has been diagnosed with a contagious disease, please notify the office immediately, so that precautions can be taken and notification sent home to their classmates' parents. Please see the list below of contagious diseases and/or conditions.

#### Contagious Diseases

- Chicken Pox
- Measles
- Mumps
- Pneumonia
- Whooping Cough
- Pinworms
- Scabies

#### Problematic Health Conditions

- Ringworm
- Impetigo
- Lice
- Pink Eye (Conjunctivitis)
- Flu/Vomiting/severe nausea
- Persistent cough
- Infected skin patches (crusty, yellow,

- dry or gummy areas of skin)
- Chronic diarrhea
- Fever (above 99.9 degrees)
- Sore throat, or trouble swallowing
- Difficult or rapid breathing
- Severe itching, scratching of body or scalp
- Unusual spots or rashes
- Headache and stiff neck
- Yellowish skin or eyes
- Unusual behavior (lethargy, crying, general discomfort or loss of appetite)
- Severe nose bleeds
- Migraine headaches

A child must be free from all symptoms for 24 hours before returning to school. Upon return, the student must have written consent from either a physician or the Health Department to return to school or be subjected to school office approval for re-admittance. If a child's temperature exceeds 100 when taken in the school office, they will not be allowed to return to class the next school day (no exceptions).

## **General Policies and Information**

### ***Birthday Parties:***

You may arrange with your child's teacher to celebrate your child's birthday in the classroom, but we ask that you keep it simple so that regular classroom time is not disturbed. Birthday parties can be done during the last 30 minutes of the class day and must be arranged prior to the day of the event in cooperation with the teacher.

### ***Backpacks:***

All students are encouraged to use a durable, protective bag so that wear and tear of school materials may be lessened and papers are less likely to be lost.

### ***Cell Phones and Watches with phones:***

Cell phones and watches with phones are not allowed at Plymouth Christian School. They serve as a distraction to the educational environment. Any genuine emergency will always be handled through the school office.

### ***Change of Address:***

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year or change phone numbers, please call the front office.

### ***Intoxicated Adults (or the appearance of the inability to operate a vehicle)***

If a staff member believes that they smell alcohol on an adult who is picking up a student and the adult appears to be in danger if they were to operate a vehicle, the staff member (along with the Administration and School Board) reserve the right to not release the child to the adult. We know that medication can also sometimes impair a person's ability to operate a vehicle and we want to take every caution to keep our students safe and protected from all or any potential harm. If the adult refuses to cooperate with staff, the staff member has been instructed to immediately call the Whittier Police Department.

### ***Room Parents:***

In an effort to allow all parents desiring to be a Room Parent the opportunity to participate as such, we are allowing parents to sign up to be a Room Parent to only **ONE ROOM** per year. Parents who sign up will work as a team and will need to include every room parent in all of the planning. Parents can not dictate to the team of parents, but instead must solicit everyone's opinion and creativity. Parents not wanting to carry out these expectations should immediately notify their child's teacher that they will not be participating this year. Thank you for partnering with others who have signed up and we appreciate all of your help this year.

### ***Food Services:***

**Lunch:** We offer a well-balanced Hot Lunch program through the district. This Hot Lunch Program meets the state of California Standards and meets Food and Drug regulations for a healthy dietary intake for school age children. Please read everything online at [www.plymouthchristianschool.org](http://www.plymouthchristianschool.org). regarding lunches.

If a student forgets their lunch, we will provide an Emergency Lunch for \$5 consisting of a PB&J, chips, fruit gummies (fruit juice base) and bottled water or LUNCHABLES, chips, fruit gummies (fruit juice base) and bottled water.

We will not call home to check on lunch deliveries. We reserve the right to give a student an Emergency lunch 5 minutes after lunch starts. It is the parent's sole responsibility to pay for this lunch. Due to the scheduled allotted time for eating lunch, we can't have a child sitting and waiting.

**Snacks:** We encourage students to bring a healthy snack for mid-morning and for after school. Please limit morning and lunch sugar intake. During morning recess time and after school, the Day Care provides a number of nutritious snacks for a very reasonable price. Snacks will not be sold at lunch time.

### ***Labeling Personal Items/Lost & Found:***

Please label all student items such as backpacks, lunchboxes, and uniforms. Please mark all jackets, sweaters, book bags, lunches, etc. with student's name. Lost items are kept in the Day Care Room for one quarter only and then given to charity. Please check for lost items as soon as you are aware that an item is missing.

### ***Parent Conduct Towards Administration and Staff:***

We realize that parents will have concerns or opinions that they feel very strongly about with regards to their children's education. We respect your concerns and opinions and will always work towards solutions that benefit the Student Body as a whole. We ask that you would respect Plymouth's Administration and Staff by not being confrontational towards either and ask that you'd schedule a private meeting to express any unfavorable feelings you may have towards a staff member or a decision or policy made by the Administration or School Board. Please know that the Administration is here to partner with you in your child's education and

has put policies in place for the growth, safety, and education of all children. Plymouth Christian School Administration and/or School Board reserves the right to dismiss a family from Plymouth Christian School if they believe it is in the best interest of Plymouth Christian School Administration, staff or students.

### ***Parent Custody Concerns:***

The school campus is not to be used as a place for personal visitation or phone calls with our students. Because our staff is responsible for the well being of all our students, we are not in a position to supervise on-campus visits or to deal with possible emotional upsets that such visits may cause. For the protection of all our students, we cannot have unauthorized adults on campus. We must ask that the visitations be arranged with the custodial parent and take place away from the school campus during non-school/day care hours. It is imperative that at the beginning of every school year the custodial parent must provide the school office with a copy of all previous and current court orders that may restrict a non-custodial parent of visitation and rights.

**PLYMOUTH SCHOOL RESERVES THE RIGHTS TO NOT BE INVOLVED AS A PARTY IN ANY CUSTODY DISPUTE BETWEEN PARENTS. THIS INCLUDES BUT IS NOT LIMITED TO: INFORMATION LEADING TO PERSONAL ATTACKS, SLANDER, OR OTHER HEARSAY INFORMATION ABOUT A PARENT OR FAMILY MEMBER. PLYMOUTH CHRISTIAN SCHOOL RESERVES THE RIGHT TO NOT PROVIDE ANY INFORMATION AT ALL TO A PARENT REQUESTING INFORMATION FOR COURT. PLYMOUTH CHRISTIAN SCHOOL ADMINISTRATION WILL COMPLY WITH COURTS AS WE ARE NOTIFIED AND SUCH DOCUMENTS ARE REQUESTED. WE WILL NOT WITHHOLD A CHILD FROM BEING PICKED UP BY A PARENT UNLESS WE HAVE DATED, STAMPED DOCUMENTS FROM THE COURTS OR IF WE FEEL THE PARENT IS NOT CAPABLE OF SAFELY LEAVING THE SCHOOL PREMISES DUE TO OBVIOUS ODORS OF ALCOHOL OR DRUGS.**

### ***Permission to Interview Students:***

Upon the presentation of proper identification to the staff, duly authorized representatives of law enforcement agencies shall be allowed to interview pupils. Whenever it would be helpful to or is requested by the attending officer, the administrator or other school personnel may be present at such an interview. Law enforcement officers entitled to interview pupils on school premises under the above conditions shall include:

- Police officers
- L.A. County Sheriff officials
- Department of Social Services workers
- and any other official with a court order.

**NOTE:** The school is not obligated to call the parents of a child who is interviewed by Social Services. The school will provide a responsible staff member to be present if any of the above agencies interviews one of our students.

### ***Permission to Take Pictures of Students:***

The school and its employees may take pictures of our students for school-related activities or for publications within the school such as bulletin boards, Power Point presentations, newsletters, or yearbooks. However, permission is needed from parents to photograph or videotape their children if the photographs will



be used for outside publications such as a flyer, promotional video, newspaper article, or web page. Be sure to turn in your Permission to Photograph form so we will know if you have any objections to your child being in print on newsletters, website, etc. Parents taking photos of other students on field trips need to get permission from the parents of all students in the photo before uploading to any social media sites. Not abiding by this policy can and will cause dismissal from Plymouth Christian School.

### ***Phone Usage:***

Students are not permitted to ask the office or staff to make personal phone calls for forgotten homework, forgotten lunches, and alternative pick-up arrangements after school, etc. These kinds of things should be arranged before school starts. Parents may call the office to leave a message for their child, and we will communicate this to the student.

### ***School Hours:***

School Office: M-W-F 7:30-3:30 AND T-TH 8:00-4:00

Elementary Day Care: 6:30 a.m. – 6:00 p.m.

Morning Line up on black top: 8:20 a.m. sharp

Kindergarten – 2<sup>nd</sup> grade: 8:25 a.m.– 2:45 p.m.

3<sup>rd</sup> – 6<sup>th</sup> grades 8:25 a.m.– 3:30 p.m.

Office Closed Daily for Lunch: 12:30-1:30

### ***Visitors & Observations***

Plymouth Christian School welcomes the support of each student's parents. In order to ensure the safety of our children, the following guidelines have been established:

1. **All parents/adults visiting or working on campus must sign in and out of the office.**
2. A visitor badge will be given to you to wear and should be visible while on campus.
3. Parents are welcome to visit classrooms for up to 20 minutes twice a week, with the teacher's and/or Administration's permission.

**For longer visits in the classrooms:** Please follow the observation procedures below.

1. Make previous arrangements (2 days in advance notice) with the teacher to visit the class.
2. SIGN IN at the School's Office.
3. Receive and wear a Visitor's Badge while on campus.
4. Enter and leave the classroom quietly.
5. DO NOT TALK TO OTHER STUDENTS IN THE CLASS DURING YOUR VISIT.
6. Be careful not to disturb the students and faculty by interrupting the classroom atmosphere.
7. Pass from one location to another quietly.
8. Use adult restrooms.
9. Return to the office to SIGN OUT upon leaving the classroom.

## **Volunteers**

We love our volunteers and welcome you to help out in your child's classroom and around campus as needed. This year, volunteers must attend a 15minute mandatory training before being allowed to volunteer in any area of our campus life. You will need to fill out a Volunteer Application and once approved, schedule and attend the 15minute mandatory training. If you are planning to volunteer 10 hours or more per week, you will need to be fingerprinted through the Whittier Police Department and go through a full Department of Justice screening. Plymouth Christian School does not pay for fingerprinting.

## Appendix A-- Criteria for PCS Awards

### Principal's List (3<sup>rd</sup>-6<sup>th</sup>grades)

Principal's List is based on a student receiving straight A's. In order to receive Principal's List, a student cannot receive any N's or U's in Citizenship.

### Honor Roll (1st - 6<sup>th</sup> grades)

Honor Roll is based on a thirteen point system. Each grade for the academic subjects (Bible, Reading, Language, Spelling, Math, Science/ Health, and Social Studies) is assigned a point value and then averaged. A student must have an average of 10.5 to qualify. In addition, students must have all A's and B's in core academic subjects.

<u>Points</u>	<u>Grade</u>
13	A+
12	A
11	A-
10	B+
9	B
8	B-
7	C+
6	C
5	C-
4	D+
3	D
2	D-
1	F

### Core Award

This is a new category. Students who may not qualify for Principal's List or Honor Roll have generally shown effort in one or more specific subject areas and will earn a Core Award.

### Citizenship

Citizenship will be based on a child's overall effort and behavior in class and on the playground. This will be at the teacher's discretion. If a child receives an Office Referral, the reason for the referral may disqualify him/her from receiving a Citizenship Award.

### Perfect & Good Attendance

Criteria for Perfect Attendance: 0 tardies and 0 absences.

Criteria for Good Attendance: 0-2 tardies and no more than 2 (unexcused) absences per quarter.

### Improvement Award

We love to recognize every child's efforts. If we've noticed that your child has grown in a subject, they will receive an Improvement Award.

### BIBLE AWARD

Earned by any student who receives all A's and B's on Bible Memory work each week. Also, a student who has shown Christ-like behavior may earn this award at the discretion of their teacher.

### AWARD ASSEMBLIES

Award Assemblies will be held at the end of each Semester. Students will receive a maximum of 2 awards during these presentations, however students may receive additional awards upon returning to their classroom.

## Appendix B

### Field Trip Guidelines

The following is a list of guidelines the school would like for you to follow if you accompany a class on a field trip.

#### **SEE NEW GUIDELINES FOR 2019/20 UNDER FIELD TRIPS**

1. Chaperones must be at least 21 years of age and related to the child.
2. Adults must be prepared to HELP. Please remember that adults are there to supervise all of the children in their groups, not just their child(ren).
3. Sometimes we are limited in the number of people we are allowed to take on a field trip. You may not be able to accompany our class on every trip. The teachers will decide which adults will be able to go.
4. No extra people (such as grandparents, cousins, or siblings) will be allowed to go unless supervising a separate group of children.
5. Adults must pay their own way. The price for adults may not be the same as the price for the children.
6. Do not allow the children to go anywhere alone (bathrooms, playground, etc). You must accompany the children in your group at all times.
7. Sometimes students will be allowed to bring money for snacks or souvenirs. On other trips they may not be able to do so. If students cannot buy snacks or souvenirs, you may not buy them for your child, either.
8. Adults may not take the children in their vehicles to a fast food restaurant for food or snacks during a field trip. If sack lunches are required, this applies to adults also. You may not leave the field trip to get food.
9. Please follow all of the teacher's instructions.
10. Cell phones can be a complete distraction. We expect a chaperone to be watching for the safety and well-being of the group that they are to be watching. If it is reported to the Administration that a chaperone was not paying attention to their assigned group but was instead often found on their cell phone, you will lose the privilege of chaperoning on future field trips. If you must "check in" with your job during the hours of the field trip, it is best that you not sign up to chaperone, but instead allow another parent to fill the spot. Remember, we want everyone to have a good experience when attending field trips.
11. Do not take photos of other students while on field trips and put them on Social Media without getting prior permission from the student's parents. Many families have requested that their child not be put on Social Media sites. The office will not disclose this confidential information to you.

## Appendix C—Sexual Harassment Policy

### SEXUAL HARASSMENT OF OR BY STUDENTS

It is the policy of the Plymouth Christian School Board that all students, regardless of their sex, be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in our educational programs and settings.

Furthermore, it is the policy of the Plymouth Christian School Board that sexual harassment is a major offense which can result in disciplinary action to the offending party up to and including: a) termination of employment for an employee of the school or b) suspension or expulsion for students. Students found to have filed false or frivolous charges will also be subject to disciplinary actions, up to and including dismissal.

#### ***1. Pursuant of Education Code (EC) Section 212.5, sexual harassment is defined as follows:***

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- a) "Submission to the conduct is explicitly or implicitly made a term or a condition of individual's employment, academic status, progress, or promotion."
- b) "Submission to, or rejection of, *the conduct by* the individual is used as the basis of employment or academic decisions affecting the individual."
- c) "The conduct has the purpose or effect of having a impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment."
- d) "Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honor, programs, or activities available at or through the educational institution."

#### ***2. Students: A pupil may be suspended from school or recommended for expulsion if the principal determines that the pupil has committed sexual harassment as described in Section 212.5.***

- a) For purposes of this policy, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This policy shall not apply to pupils enrolled in Kindergarten, 1st, 2nd, or 3rd grades.
- b) Any student who feels that he or she has been the victim of sexual harassment as previously defined in this policy pursuant to the provisions of EC Section 212.5 shall immediately report the same to the principal. The principal receiving the complaint shall commence an investigation into the complaint. Any student who has knowledge of conduct by employees, volunteers, or other individuals of the school community or student which may constitute sexual harassment as previously defined, are encouraged to immediately report such conduct to the principal of the school.

c) If a situation involving sexual harassment is not promptly remedied by the principal, a complaint of harassment can be filed with the Board.

**What to do if you experience or observe sexual harassment:**

Students who feel that they have observed or have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the School Officials below. All complaints will be promptly investigated.

**Where and whom to report Sexual Harassment:**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

1. Your child's classroom teacher  
Telephone Number: 562-695-0745
2. Mrs. Johnson, Administrator Principal  
Telephone Number: 562-695-0745
3. Mrs. Orona, Vice Principal, Preschool Director  
Telephone Number: 562-695-0745
4. Mrs. Alvarez, Office Manager  
Telephone Number: 562-695-0745

**Confidentiality:**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

**Protection against retaliation:**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

**Procedure for Investigation of the Complaint and for Taking Corrective Action:**

When one of the school officials designated in this policy receives a complaint, he or she immediately informs the Administrator. The Administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken.

In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## Parent Student Handbook Contract 2019-20

We, the parents of

\_\_\_\_\_ in \_\_\_\_\_ grade,

\_\_\_\_\_ in \_\_\_\_\_ grade,

\_\_\_\_\_ in \_\_\_\_\_ grade,

have read and discussed the content of the Plymouth Christian School Parent/Student Handbook with our children. We have also read the appendices found just before this contract and agree to uphold the policies of Plymouth Christian School.

We understand Plymouth Christian School's spiritual emphasis as found in the Mission Statement, Statement of Purpose, and its Statement of Faith. We give our permission for the school to teach our child from a Biblical worldview and that we will encourage the same in our home.

We agree to uphold and support the high academic standards of the school by providing a place at home for our child to study and by giving our child encouragement in the completion of homework assignments.

We understand the policies and regulations stated in the Plymouth Christian School Parent/Student Handbook specifically as it pertains to the discipline policy, and we further agree to support and cooperate with the Administration, School Board, Teaching Personnel, and Other Staff in the enforcement of these policies. Failure of parents to do so may bring about the forfeiture of your child's attendance at Plymouth Christian School.

We hereby grant permission to the school and/or the agent of the school to take whatever steps may be necessary to obtain emergency medical care if warranted. It is understood that enrollment at Plymouth Christian School confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents and that no liability would be attached to such a decision in the event that the parents cannot be reached.

Parent Signature	Date	Parent Signature	Date
Student Signature	Date	Student Signature	Date

**Please sign and turn in this completed form to your child's teacher by September 20, 2019.**