

Pacific Union College Elementary School Handbook

135 Neilsen Court
Angwin, CA 94508

707-965-2459 (School Office)
707-965-2345 (After-school Tutoring)

School Hours

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



Mission Statement

Pacific Union College Elementary School develops caring Christian citizens capable of critical thinking, creativity, and communication.

Schoolwide Learner Outcomes

A PUCE student

1. Is sensitive to the worth of others (caring)
2. Lives by Christ's teaching and example (Christian)
3. Respects differences and honors the uniqueness of others (citizen)
4. Thinks rationally and solves problems as an individual and in teams (critical thinking)
5. Develops imaginative thought to express ideas and emotions (creativity)
6. Listens actively and clearly conveys information in a variety of ways (communication)

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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.

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

Parents may begin the admission process by completing an application on-line through the PUCE website, www.pucelementary.org.

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.

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 makes 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 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
- Release of Liability
- Physician's Exam -- required for all students entering the school for the first time and again for those entering the seventh grade. The physician's exam will be considered current if performed 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 who is approved by the California Immunization Registry.
- Request for Records (if transferring from another school)
- Volunteer Training and Background Check Authorization for those who wish to participate student transport or other supervisory role for school events (once every three years)

- 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, instructional materials and outdoor education.

TUITION CHARGES AND DISCOUNTS

Grades K-4 2021-22 school year	\$7580
Grades 5-8 2021-22 school year	\$7920

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 PUC 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 \$60 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 \$60 per month. Third and/or fourth children from the same family receive a tuition discount of \$120 per month.

Parent Student Discounts: For each parent who is a full-time student at Pacific Union College, a discount of \$50 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 by March 15. Tuition assistance is awarded on priority of need in June.

LUNCH PROGRAM

PUCE serves a vegetarian hot lunch Mondays-Thursdays, except on minimum days . 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).

Hot Lunch (offered Monday through Thursday) \$5.00

OTHER INCIDENTAL CHARGES

- Teachers may collect money for various class trips before they occur.
- Students will be charged for damaged or lost textbooks, workbooks, Ipads and Chromebooks as well as damage to school property.

PAYMENT SCHEDULE

Re-enrollment registration for the fall is opened in February for those wishing to ensure a student's place at PUCE. Tuition charges are divided into ten payments, to be billed August through May. Payments are due by the 20th of each month. An Auto-pay form is available in the office.

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 may be completed for next school year
- Eighth graders can receive diplomas

NON-PAYMENT POLICY

Once an invoice is 30 days past due, your account will be placed on financial probation. Families will be expected to contact the principal as soon as possible to make a plan to get caught up. If there is no plan in place or the balance is not paid by 60 days past due, your children will not be able to attend school until the balance is paid in full.

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.

TAX DEDUCTIBLE CONTRIBUTIONS

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.

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. Tardies are recorded in the student grade report as a permanent record of citizenship. Families who accumulate eight or more tardies in a quarter may 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. Advance notice should be equivalent to the number of days being missed 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.

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.

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 classroom supervision is ended.

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 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 (iPods, personal games, cell phones, etc.).
- The content of video and audio selections played in cars during travel must be in accordance with school standards.
- 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 in advance 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 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 and parent/guardian.

FAMILY PARTICIPATION AND SCHOOL VOLUNTEERS

Volunteers play a vital role in our school from librarian to chaperone; there is much we couldn't do without you. Every parent, grandparent, aunt or uncle has something special to contribute and we have a wide range of opportunities for using your unique talents. Family and community volunteers help us by:

- 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.
- Assisting or coaching with a sports program
- Helping with campus clean-up or maintenance
- Driving/chaperoning on field trips
- Providing help for specific projects (mailings, fund raising, etc.)

VOLUNTEER AND SAFETY CLEARANCES

Adults involved in direct supervisory contact with students are required to take an online training course and be cleared on a background check. Requirements vary depending on the level of volunteering; check with the office for details. 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 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 at 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 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 area church pastors visit and lead out in the worship. 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. 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. All students participate in our strings program. Other opportunities for music instruction occur in individual classrooms.

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.

SPANISH

Spanish instruction is included in kindergarten through 8th grade curriculum when instructors are available.

ART

Art instruction begins in kindergarten and continues through 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.

HOMEWORK

Homework may be given for all grades. The teachers in each classroom have different homework policies based on appropriate expectations for that age and grade level. Your child's teacher will explain their homework policy during parent orientation at the beginning of each year.

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 kindergarten, the report card indicates student progress using the symbols of "I" for independent, "P" for progressing, or "N" for needs time. In grades 1-2 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 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 the school data system. 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 for the student which outlines the appropriate accommodations and/or instructional modifications the teacher is willing to provide to facilitate the student's success, along with the clear expectations required of the student for their success.

Students who have failed two or more quarters of 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. Evidence of completion is required for re-admittance.

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.
 - Eligibility to march and receive a diploma is dependent on passing grades in all courses.
- All tuition and fees must be paid before graduation.
 - A student may not receive their diploma until the school bill has been paid.

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 handbook. It is the student's responsibility to acquaint themselves with the contents of this handbook. Any practice or attitude that does not support a good learning environment and a Christian atmosphere can 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 behaviors illustrate respect at various levels. Choosing disrespectful behavior makes a student liable for disciplinary action that may include counseling, time out, suspension, probation, or expulsion depending on the severity of the action and the repentance of the student:

RESPECT FOR SELF

- Honestly owning one's behavior choices and being willing to change when corrected.
- Presenting one's work honestly, giving due credit.
- Keeping one's body safe and healthy.

RESPECT FOR PEERS

- Calling others by their preferred name.
- Guarding self and others from bodily injury or harm.
- Respecting the right of others to make decisions for themselves.
- Leaving the property of others for them to use and manage.

RESPECT FOR ADULTS IN AUTHORITY

- Respecting the role of adults to guide and direct the learning.
- Responding promptly to reasonable requests and directives.

RESPECT FOR THE SCHOOL AND LEARNING ENVIRONMENT

- Keeping clear of the school fire alarm or fire equipment.
- Doing one's part in keeping the campus clean and beautiful.

- Maintaining a peaceful place where concentrated learning happens.
- Behavior that does not distract others from their work.
- Commit to a focus on learning, not to be distracted by others
- Keeping all school equipment and property in good condition.

RESPECT FOR GOD

- Respecting the religious ideals and/or faith of the Seventh-day Adventist Church.
- Respecting the belief and faith of others, even if different from own.
- Using language that is positive, uplifting, and reverent toward God.
- Viewing or showing images that are uplifting, and encouraging.

The following extreme actions can be cause for expulsion from the school:

- 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.

DRESSING FOR LEARNING

Clothing: We believe there is a relationship between the way students dress and the way they behave. If they are dressed for learning, they will have an easier time focusing on learning than if they are dressed for show or play. For this reason, we encourage students to dress appropriately for school — with neatness, cleanliness, simplicity, and a natural look. Clothing must fit properly and conceal undergarments. T-shirts and logos must reflect Christian values and attitudes.

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, appropriate swimwear is to be surf-short swim trunks for boys and one-piece swimsuits for girls. Students who do not bring school-appropriate swimwear may not be allowed to participate in water activities.

Accessories: We ask that jewelry be left at home. Natural looking make-up, hair color, and nail polish are acceptable. If you have any questions, please check with your child's teacher.

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

Disciplinary action is redemptive and restorative in nature. It serves the purpose of redirecting students toward respectful behaviors and maintaining the positive climate and safety of our school. Disciplinary intervention stays as close as possible to the student or students directly involved in the disrespectful behavior and the closest adult. Depending on the seriousness or persistence of the offense, other adults, parents, and or legal authorities may become involved. Depending on the severity of the

action and the repentance of the student, disciplinary interventions may include:

- verbal correction and warning
- restriction of free time or other privileges
- alternative individual exercise during recess
- counseling
- apology and other forms of restoration
- student temporarily relocated for study
- restorative community service
- engaging parents in formulating a joint corrective strategy
- student placed in probation under contract
- suspension
- expulsion

The adult supervisor who first becomes aware of a serious incident of student misbehavior will communicate to the student, parents/guardians, and the principal as soon as possible. The priority of the means of this communication is face-to-face, phone, text, and finally email. Within a reasonable amount of time the teacher or administrator should record a summary in the student's behavior record in the student database. If the misbehavior is likely to result in more serious consequences such as engaging parents in a plan, probation, or suspension, a conduct committee may be formed to determine the appropriate interventions. The conduct committee will be made up of the administrator and the teachers of the classes around the student(s) involved, and the resource specialist, if available.

Probation

The conduct committee, in collaboration with parents, may prepare a student contract which spells out the expectations for a student's behavior. With such a signed contract, the student is in a probationary status. The committee meets periodically to verify the student's adherence to the minimum expectations and evidence of improvement. Failure to fulfill the

contract could lead to suspensions, expulsion, or advised withdrawal from school.

Suspension

A teacher may temporarily relocate a student for study in an alternative to class, but suspension from school is to be done only by the principal and the conduct committee. A student may be suspended for repeated offenses when other interventions have not been effective. Written evidence of prior corrective measures and parental notification should be maintained.

In the case of a serious overt act or violation of school regulations, the principal or conduct committee may suspend a student from school, even though there has been no prior serious misbehavior. The suspension period is generally not to exceed two weeks, except under extenuating circumstances. Written notification of the length of the suspension should be provided to parents.

Expulsion

Advised withdrawal is an option offered to parents to avoid the expulsion process when it appears that it is no longer a good fit for the child to be at the school. Expulsion is the last resort when a student has committed a serious offense or has not made corrective action after much focused effort. Expulsion requires an action of the board. Details regarding expulsion, including parent rights to a hearing, can be found in the Pacific Union Education Code.

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.