



Pleasant Hill Academy

Parent and Student Handbook

140 Pompei Dr. Kissimmee, Fl. 34758
www.phaflorida.org

Table of Contents

| | |
|---|-----------|
| A Letter From Our Principal | 7 |
| Our Curriculum | 11 |
| ACE Curriculum | 11 |
| BJU Press Curriculum..... | 11 |
| Abeka Curriculum..... | 11 |
| Mission, Vision and Statement of Faith | 11 |
| Our Mission | 11 |
| Our Vision..... | 11 |
| Statement of Faith..... | 12 |
| Beliefs | 12 |
| Character Trait Objectives | 13 |
| Pledges | 20 |
| The School Administration | 21 |
| Admission Policies | 21 |
| Nondiscriminatory Statement..... | 21 |
| Admissions Exam..... | 21 |
| Admissions Committee..... | 21 |
| Re-enrollment Procedures..... | 22 |
| Exceptions..... | 22 |
| Withdrawal Policy | 22 |
| Financial Policies | 23 |
| Handbills and Sales | 23 |
| Book Fees | 24 |
| Making Payments..... | 24 |
| Arrival and Dismissal | 24 |
| Early Dismissal from School..... | 25 |
| Students dismissed with other students..... | 25 |
| Before and After-school Care..... | 26 |
| Student Drivers..... | 26 |
| Car Riders Procedure | 26 |
| Attendance | 26 |
| Excused Absences..... | 27 |

| | |
|---|-----------|
| Unexcused Absences and Truancy..... | 27 |
| Pre-arranged Absences | 27 |
| Tardiness..... | 28 |
| Communication Policy | 28 |
| Contacting students while in school | 28 |
| Contacting Parents | 28 |
| Parent Conference | 29 |
| Academics | 29 |
| Academic Commitment | 29 |
| Report Card Distribution | 29 |
| Transcripts and Records..... | 30 |
| Standardized Testing..... | 30 |
| Grading and Reporting | 30 |
| Textbook Policy | 31 |
| Medical Policy | 31 |
| Health services and first aid | 31 |
| Student Insurance..... | 32 |
| Security..... | 33 |
| Campus Security..... | 33 |
| Search and Seizure | 33 |
| Visitors..... | 33 |
| Special activities and Guests | 34 |
| Deliveries | 34 |
| School Closing | 34 |
| Personal Property | 34 |
| Cellphones and Other Electronic Devices..... | 35 |
| Internet and Computer | 35 |
| Lunch | 36 |
| Breaks | 36 |
| Emergency Plans | 36 |
| Fire Drill Procedures | 36 |
| Tornado Drill Procedures..... | 37 |
| Active Shooter Procedures..... | 37 |
| Relocation | 38 |

| | |
|---|-----------|
| Reporting an Emergency Situation | 38 |
| Dress Code | 39 |
| Boys' Hair | 40 |
| Girls' Hair | 40 |
| Boys' Decorative Items | 40 |
| Girls' Decorative Items | 40 |
| Winter Uniforms | 41 |
| Uniform Checks..... | 41 |
| Detailed List of Uniform Violations for Regular Days..... | 41 |
| Casual Days..... | 42 |
| School Photographs | 43 |
| Field Trips | 43 |
| Graduation | 44 |
| Graduation Requirements..... | 45 |
| Dual Enrollment | 45 |
| College Entrance Exams | 46 |
| Riding the Bus | 46 |
| Standard of Conduct | 45 |
| Disciplinary Policies | 46 |
| Correcting with Kindness..... | 47 |
| Home and School Cooperation | 48 |
| Binding Arbitration | 48 |
| Discipline According to Biblical Standards | 49 |
| Demerits | 49 |
| Detention | 50 |
| Suspension | 50 |
| Disciplinary Probation | 51 |
| Expulsion | 52 |
| List of Offenses | 51 |
| Violence and Drug Prevention Policies | 54 |
| Statement of Principle | 54 |
| General Policy Guidelines | 55 |
| Regulations..... | 55 |
| Discipline | 56 |

| | |
|--|-----------|
| Policy..... | 56 |
| Regulations..... | 57 |
| No Right to a Hearing / Burden of Proof..... | 58 |
| Police Investigations..... | 58 |
| Policy..... | 58 |
| Regulations..... | 58 |
| Request to Interview a Student..... | 59 |
| Informing the Parent..... | 60 |
| Parent’s Right to be Present..... | 60 |
| Bringing the Student to the Office..... | 60 |
| Interviewing the Student..... | 60 |
| Post Interview | 61 |
| Apprehension or Arrest/ Authority to Arrest..... | 61 |
| Adult Students..... | 61 |
| Educators or Staff Members..... | 62 |
| Reporting and Recording Incidents of Violence | 62 |
| Policy..... | 61 |
| Regulations..... | 62 |
| Duties of the Principal..... | 62 |
| Incident Reporting | 63 |
| Weapons Policy..... | 63 |
| Policy..... | 63 |
| Regulations..... | 64 |
| Threat of Use of Weapons or Replicas | 65 |
| Use of Weapons or a Replica Thereof..... | 66 |
| Assault, Threats or Harassment | 66 |
| Policy..... | 67 |
| Regulations..... | 67 |
| Verbal Assault/Threat/Harassment..... | 67 |
| Assault upon Staff..... | 67 |
| Assault upon a Student..... | 68 |
| Theft, Extortion or Vandalism | 69 |
| Policy..... | 69 |
| Regulations..... | 69 |

| | |
|--|-----------|
| Search and Seizure | 71 |
| Policy..... | 71 |
| Regulations..... | 71 |
| Search of a Person | 72 |
| Search of Property..... | 72 |
| Statements..... | 73 |
| Sanctions | 73 |
| Trespassing on Property | 73 |
| Policy..... | 73 |
| Regulations..... | 73 |
| Arson or Bomb Threats | 74 |
| Policy..... | 74 |
| Regulations Pertaining to Arson..... | 74 |
| Regulations Pertaining to Bomb Threats..... | 74 |
| Initial Response to a Bomb Threat | 75 |
| Found Unidentified Package | 76 |
| Evacuation Procedures..... | 77 |
| Student Drug Testing | 77 |
| Philosophy | 77 |
| Policy Statement..... | 78 |
| Definition of Terms | 78 |
| Rules and Regulations..... | 81 |
| Guidelines for Voluntary Urine Drug Testing | 81 |
| Overview | 81 |
| Reasonable Cause for Urine Drug Testing | 82 |
| Options for Students | 82 |
| Post-Test Results | 83 |
| Test Results Positive..... | 83 |
| Test Results Negative..... | 84 |
| Sample Collection | 84 |
| Confidentiality of Results | 84 |
| Medical Vendor Requirements | 84 |
| Collection Process | 85 |
| Testing of Urine Specimens | 86 |

| | |
|--|-----------|
| Medical Review Officer Responsibilities | 86 |
| Statistical Reporting and Confidentiality of Urine Drug Test Results | 88 |
| Pick -Up Process | 88 |
| Positive Result Defined | 88 |
| Non-Punitive Nature of Policy | 88 |
| Illicit or Banned Substances | 89 |
| School Guidelines..... | 89 |
| Emergency Pandemic Procedures | 89 |
| Parental Choice | 89 |
| Masks or Face Coverings..... | 90 |
| Temperature Checks | 90 |
| Visitors | 90 |
| Transportation..... | 91 |
| Classroom Sanitation..... | 91 |
| Quarantine and Distance Learning..... | 91 |

A Letter from Our Principal

Dear Parents:

Thank you for deciding to give your child a better chance in life through a Christian education; but most of all, for giving them a Christ centered, Bible based education. For Pleasant Hill Academy, maintaining an open line of communication with parents is vital to each child's success. The basic biblical responsibility of a school is to train young people, but only to the extent in which responsibility is delegated by parents. The very foundation of Christian education is the Christian home, and no Christian school can truly be successful in accomplishing its biblical mission without the full support of the home. We need to keep an open line of communication. Of course, a phone call is always welcome, but be considerate that class time is the student's time. We want you to be a part of your child's education and work with us hand in hand every day. We will also schedule periodic conferences during the year and other visits may also be necessary depending on your child's needs. Having informed and involved parents means greater success for the school and the student.

Before your child starts at Pleasant Hill Academy, we will schedule a parent orientation or open house, which not only helps acquaint parents with the school and its procedures, but also gives us the opportunity to establish a relationship between parents and the school. It is mandatory that you attend this orientation.

Since most parents think of a school as consisting of teachers, classrooms and lectures, a clear presentation of our curriculum is needed. Parents receive from the orientation/open house an explanation of the basic philosophy of Christian education, an overview of the Bob Jones, ACE and Abeka curricula, and a familiarization with classroom procedures. Topics such as schedules, daily routines, scoring and testing procedures, and extra-curricular activities are discussed. We will also be discussing our policies and guidelines, as stated in the student handbook, which provide efficient operation and direction for staff, students, and parents. By this, students then understand that their parents are fully aware of the rules and the school's expectations for their conduct. Policies provide an environment conducive to maximum learning with minimum distraction.

Parents, we need your support! We need you to work hand in hand with us. We request that you:

1. Please pray diligently, every day, for your child, our school and community.

2. Get to know our staff members and have an open line of communication with them.
3. Remember the reasons why you want your child to have a Christian education.
4. Familiarize yourselves with our philosophy of individualism and your objectives for the children based on their strengths, weaknesses, and individual potential.
5. Familiarize yourselves with our rules, policies, discipline procedures, detentions, etc., and review them frequently with your children.
6. Recognize that at some point there could be misinformation being exchanged among students. We should pledge together: "I promise I won't believe everything they tell me about you, if you promise you won't believe everything they tell you about me." Our school's standards are high, so we should expect for your child to go through an adjustment period. If you hear criticism, you should either: Support the school and discipline the student, or come to the school and schedule an appointment with an administrator and the staff member involved. We offer students the opportunity to explain the incident in front of his/her parents and a staff member. This procedure prevents 90 percent of all problems. Please remember that you are investing in Godly character training, and not supporting it at home makes it a poor investment.
7. Recognize that there are some things that are detrimental to a Godly character training like TV and movies with violence, drugs, smoking, drinking, premarital sex, some secular music, cursing, lack of respect, and lack of parental guidance.
8. Please know your child's nutritional needs. Breakfast is the most important meal of the day. Sweets are a disadvantage in the morning. Please provide a good, high-protein, high fiber, low-sugar diet. Please avoid "junk" food. Please consult your family doctor if you have questions on the proper nutrition for your child. Remember that sugar, caffeine and some artificial ingredients produce hyperactivity in children, which can interfere with your child's education and behavior. Some cases of ADHD (Attention Deficit Hyperactivity Disorder) can be controlled just by changing the child's diet.
9. Recognize the value of doing things as a family. Have special family projects, like family game night at least once a week. Participate as a family in sports events, community and church activities.
10. Promote the school and its leadership.

Parent conferences are scheduled when needed to discuss the student's progress. All parent-teacher conferences are held at a time in which the teacher can devote full attention to the parent without interfering with the number one priority – the students. If you need to schedule an appointment you must call the office and set up a meeting with our secretary; this prevents scheduling conflicts. You must schedule the conference two weeks in advance. Do not schedule an appointment with a teacher without calling the office.

If possible, both parents should attend the conference. (*Now I say, That the heir, as long as he is a child, differeth nothing from a servant, though he be lord of all; But is under tutors and governors until the time appointed of the father.—Galatians 4:1, 2 “And he shall turn the heart of the fathers to the children, and the heart of the children to their fathers, lest I come and smite the earth with a curse.”—Malachi 4:6*) During the conference, we will discuss the student's academic, social, and spiritual progress, and allow time for parental input. Please feel free to express your questions, concerns, fears, or comments. At this point we can discuss how we can help the child attain their goals. Remember, the school is working with you to train your children to be moral, upstanding Christian citizens. Preventing problems is better than any cure. Please communicate with your child's teacher (academics and motivation) and the principal (policy and discipline). Address problems while they are small. Biblical principles are the key to problem solving.

You are part of our team, part of our school, and most importantly, you play a major role in your child's education. We have an “open door” policy, which permits you to visit the school and express your concerns about the school and/or your child. We encourage you to be involved. You can demonstrate your support in various ways:

By attending events such as enrollment interviews, parent orientation, report card night, parent conferences, sports events, pageants and programs, award ceremonies, and graduation.

By *donating resources* such as money for vehicles, transportation, special activities, equipment, first aid kits, paint, etc. You can also donate items such as sports or computer equipment, plants, literature books, snacks, vehicles, or bulletin board materials. Lastly, you can also donate services such as serving as a monitor, cooking, sewing, nursing, tutoring, printing, speaking/preaching, guarding, editing newsletters, raising funds, chaperoning, painting, sponsoring, promoting, plumbing, collecting, building, running errands, repairing, reporting, coaching, decorating, cleaning, but most importantly, praying.

As a reminder, parents have the primary responsibility of child training. If possible, both parents should be involved in their child's education. Staff members are co-laborers with parents in their child's training. Thank you for trusting us with your child's future. We promise to work together with you to prepare your child to be a well-educated, God centered, character-based adult in the future.

Sincerely,

Mrs. Carmen Ruiz
Principal

OUR CURRICULUM

At Pleasant Hill Academy we are proud to use three accredited curricula: ACE, Abeka Book and BJU Press.

ACE® Curriculum

The ACE curriculum provides students with an individualized Biblical education. For more information you may visit the web page at www.schooloftomorrow.com

BJU Press® Curriculum

Developed at Bob Jones University, this curriculum blends factual knowledge and critical thinking skills with biblical truth. For more information you may visit the web page at www.bjupress.com.

Abeka® Curriculum

Developed at Pensacola Christian College, the Abeka Curriculum is Bible based and has been used for over 50 years at Pensacola Christian Academy and many other Christian schools around the country. For more information you may visit the web page at www.abeka.com.

MISSION, VISION AND STATEMENT OF FAITH

Our Mission

The mission of Pleasant Hill Academy is to educate, edify and commission. Through our academic programs we will educate our youth. We will edify young men and women with a Godly character and finally, we will send them into the world prepared with the necessary tools for success.

Our Vision

The vision of Pleasant Hill Academy is to reach the community for Christ through our children, providing a Biblical alternative to secular education; to provide a safe, respectful, Christ centered learning environment for our students; to build Christ-like character in our students, and to work hand in hand with our parents to achieve excellence in our children.

Statement of Faith

Pleasant Hill Academy is Biblical in its philosophy, objectives, and outreach. The Statement of Faith covers biblical principles and truths that all Bible believers accept and consider essential. These principles of faith are so clear in Scripture that their meaning and understanding cannot be questioned. The obligation of Pleasant Hill Academy is to help you train your youth in a biblically consistent manner.

Beliefs

At Pleasant Hill Academy the following beliefs are held to be true:

- **The Holy Scriptures** - The Holy Scriptures of the Old and New Testament are the verbally and spiritually inspired Word of God. The Scriptures are inerrant, infallible, and God-breathed, and therefore, are the final authority for faith and life. The sixty-six books of the Old and New Testament are the complete and divine revelation of God to man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning. (2 Tim. 3:16-17; 2 Pet. 1:20-21)
- **The Godhead** - There is one God; the eternally existing Father, Son, and Holy Spirit co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections. (Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; John 14:10, 26)
- **Christ and His Work** - The Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful men. (Isa. 7:14; 9:6; Luke 1:35; John 1:1-2, 14; 2 Cor. 5:19-21; Gal. 4:4-5; Phil. 2:5-8) The Lord Jesus Christ accomplished our redemption through his death on the cross as a representative, vicarious, substitutionary sacrifice; and, our justification is made sure by His literal, physical resurrection from the dead. (Acts 2:18-36; Rom. 3:24-25; 1 Pet. 2:24; Eph. 1:7; 1 Pet. 1:3-5) The Lord Jesus Christ ascended to Heaven and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate. (Acts 1:9-10; Heb. 7:25; 9:24; Rom. 8:34; 1 John 2:1-2).
- **The Total Depravity of Man** - Man was created in the image and likeness of God, but in Adam's sin the human race fell, man inherited a sinful nature, and became alienated from God; and, man is totally depraved, and, of himself, utterly unable

to remedy his lost condition (Gen. 1:26-27; Rom. 3:22-23; 5:12; 6:23; Eph. 2:1-3; 4:17-19).

- **Salvation** - The Bible teaches that there is only one way of salvation and that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins (John 1:12; Eph. 1:7; 2:8-10; 1 Pet. 1:18-19; John 14:6).
- **Missions** - God has given all Believers a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe in the Lord Jesus Christ. As ambassadors of Christ we must use all available means to go to the foreign nations and not wait for them to come to us. (Matt. 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; 2 Cor. 5:20).

CHARACTER TRAIT OBJECTIVES

At Pleasant Hill Academy we believe in promoting the following character traits:

- **Appreciation** - Expressing thanks to God and others for the ways they have served me. "In everything give thanks: for this is the will of God in Christ Jesus concerning you." I Thessalonians 5:18
- **Attentiveness** - Demonstrating that the person is deserving by giving genuine courtesy and consideration to God's Word or a person's words. "Therefore, we ought to give the more earnest heed to the things which we have heard, lest at any time we should let them slip." Hebrews 2:1
- **Availability** - Scheduling my priorities to fit the desires of others. "And as Jesus passed forth from thence, he saw a man, named Matthew, sitting at the receipt of custom: and He [Jesus] saith unto him, Follow me. And he arose, and followed Him." Matthew 9:9
- **Commitment** - Giving the control of my life to the Lord. "Commit thy way unto the LORD; trust also in Him; and he shall bring it to pass." Psalm 37:5
- **Compassion** - Giving whatever is necessary to meet another's needs without expecting anything in return. Luke 6:35- "hoping for nothing again...". "Finally, be ye all of one mind, have compassion one of another, love as brethren, be pitiful, be courteous." I Peter 3:8

- **Concern** - Bearing another's burdens with great affection and admiration. "Bear ye one another's burdens, and so fulfill the law of Christ." Galatians 6:2
- **Confidence** - Having assurance that whatever I say or do will benefit me and others. "I can do all things through Christ which strengthens me." Philippians 4:13
- **Consideration** - Thoughtful of others and their feelings. "Look [consider] not every man on his own things [interests], but every man also on the things of others." Philippians 2:4
- **Consistence** - Not wavering from God's principles. "Therefore, my beloved brethren, be ye steadfast [constant], unmovable, always abounding in the work of the Lord, forasmuch as ye know that your labor is not in vain in the LORD." I Corinthians 15:58
- **Contentment** - Understanding and accepting that God has provided everything I need for adjusting to circumstances around me. "Not that I speak in respect of want: for I have learned, in whatsoever state I am therewith to be content." Philippians 4:11
- **Cooperation** - Working or dwelling in unity with others. "Behold, how good and how pleasant it is for brethren to dwell together in unity!" Psalm 133:1
- **Courage** - Demonstrating that God is with me, giving strength and firmness of character, enabling me to endure any trial or danger. "Be strong and of good courage, fear not, nor be afraid of them: for the LORD thy God, he it is that doth go with thee; he will not fail thee, nor forsake thee." Deuteronomy 31:6
- **Creativity** - Meeting a need or a chore from a different point of view. "And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God." Romans 12:12
- **Decisiveness** - Making all decisions based on the perfect will of God. "And if it seem evil unto you to serve the LORD, choose you this day who ye will serve; whether the gods which your fathers served on the other side of the flood, or the gods of the Amorites, in whose land ye dwell: but as for me and my house, we will serve the LORD." Joshua 24:15
- **Deference** - Controlling my privileges and preferences in order not to offend those whom God has called me to serve (putting their wishes and opinions before mine). "Even as I please all men in all things, not seeking mine own profit, but the profit of many, that they may be saved." I Corinthians 10:33

- **Dependability** - Being worthy of trust by doing what I said I would do, even if it means self-denial. "O Timothy, keep that which is committed to thy trust, avoiding profane and vain babblings, and oppositions of science falsely so called." I Timothy 6:20
- **Determination**- Proposing to accomplish God's best regardless of the opposition. "For I determined not to know anything among you, save Jesus Christ, and him crucified." I Corinthians 2:2
- **Diligence** - Seeking a chore (work) as a special assignment from the Lord and doing everything to complete it. "And whatsoever ye do, do it heartily, as to the LORD, and not unto men." Colossians 3:23
- **Discernment** - Having the insight and sympathetic understanding into a difficult situation and being able to make an accurate judgment. "And they shall teach my people the difference between the holy and the profane, and cause them to discern between the unclean and the clean." Ezekiel 44:23
- **Discretion** - Forming sound opinions and giving serious attention and thought to what one is doing, especially to details. "A good man sheweth favour, and lendeth: He will guide his affairs with discretion." Psalm 112:5
- **Efficiency** - Accomplishing the greatest productivity by preparing myself and my environment. "Redeeming the time, because the days are evil." Ephesians 5:16
- **Equitability** - Showing justice and impartiality to persons and programs according to God's law. "To receive the instruction of wisdom, justice, and judgment, and equity." Proverbs 1:3
- **Fairness** - Seeing a situation from the viewpoint of each person involved. "Therefore, all things whatsoever ye would that men should do unto you, do ye even unto them: for this is the law and the prophets." Matthew 7:12
- **Faithfulness** - Manifesting a true spirit to a person to whom one is bound by a promise, a pledge, honor, or love. "Moreover, it is required in stewards, that a man be found faithful." I Corinthians 4:2
- **Fearlessness** - Facing danger with a spirit of determination, for God gives us the spirit of power. "For God hath not given us the spirit of fear; but of power, and of love, and of a sound mind." II Timothy 1:7
- **Flexibility** - Surrendering or yielding affections to God, not to earthly things that can be changed by others. "Set your affections on things above, not on things on the earth." Colossians 3:13

- **Forgiveness** - Overlooking another's faults by means of expressing to him Christ's love (responding as if there were no faults). "Forbearing one another and forgiving one another, if any man has a quarrel against any: even as Christ forgave you, so also do ye." Colossians 3:13
- **Friendliness** - Extending my life to a friendship by receiving a person with the attitude: What is God doing in his life? How can I help? "A man that hath friends must show himself friendly: and there is a friend that sticketh closer than a brother." Proverbs 18:24
- **Generosity** - Using all I have to glorify God because it all belongs to Him. "I have shewed you all things, how that so labouring ye ought to support the weak, and to remember the words of the Lord Jesus, how he said, it is more blessed to give than to receive." Acts 20:35
- **Gentleness** - Responding tenderheartedly to the needs of others. "And the servant of the LORD must not strive; but be gentle unto all men, apt to teach, patient." II Timothy 2:24
- **Honesty** - Dealing righteously, showing what is right and proper to the LORD and others. "Providing for honest things, not only in the sight of the LORD, but also in the sight of men." II Corinthians 8:21
- **Humility** - Recognizing my weakness and showing awareness, as a little child, that God and others are responsible for the accomplishments in my life. "Likewise, ye younger, submit yourselves unto the elder. Yea, all of you be subject one to another, and be clothed with humility: for God resisteth the proud, and giveth grace to the humble. Humble yourselves therefore under the mighty hand of God, that he may exalt you in due time." I Peter 5:5-6
- **Joyfulness** - Speaking to myself in psalms and hymns and spiritual songs, singing and making melody in my heart to the LORD as a result of being in agreement with God and others (shows on the countenance). "Speaking to yourselves in psalms and hymns and spiritual songs, singing and making melody in your heart to the LORD." Ephesians 5:19
- **Kindness** - Showing a genuine, harmonious attitude toward others. "And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you." Ephesians 4:32

- **Loyalty** - Confirming my commitment to a person or cause in times of adversity. "Greater love hath no man than this, that a man lay down his life for his friends." John 15:13
- **Meekness** - Yielding everything to God including the results and thought for self. "Who is a wise man and endued with knowledge among you? Let him shew out of a good conversation his works with meekness of wisdom." James 3:13
- **Mercy** - Having, feeling and showing more kindness than justice requires. "Be ye therefore merciful, as your father also is merciful." Luke 6:36
- **Observation** - Foreseeing and responding correctly and alertly to any situation. "Watch ye and pray, lest ye enter into temptation. The spirit truly is ready, but the flesh is weak." Mark 14:38
- **Optimism** - Meditating upon the most hopeful aspects of any situation. "But if we hope for that we see not, then do we with patience wait for it." Romans 8.25
- **Patience** - Accepting a difficult situation with calm endurance, without complaining or losing self-control. "Wherefore seeing we also are compassed about with so great a cloud of witnesses, let us lay aside every weight, and the sin which doth so easily beset us, and let us run with patience the race that is set before us." Hebrews 12:1
- **Peacefulness** - Yielding self to the LORD for His control, for "He is our peace" (the inner quietness, freedom from disturbance of strife, absence of excitement or confusion). "These things have I spoken unto you, that in me ye might have peace. In the world ye shall have tribulation: but be of good cheer; I have overcome the world." John 16:33
- **Perseverance** - Withstanding stress (the attacks of time and circumstance) to accomplish God's best. "And let us not be weary in well doing: for in due season we shall reap, if we faint not." Galatians 6:9
- **Persuasiveness** - Motivating and directing others to see issues from God's point of view. "In meekness instructing those that oppose themselves; if God peradventure will give them repentance to the acknowledging of the truth." II Timothy 2:25
- **Prudence** - Seeing what is likely to happen and giving careful thought in acting and planning. "The simple believeth every word: but the prudent man looketh well to his going." Proverbs 14:15

- **Punctuality** - Showing respect for God's timing as well as other people's time by being on time or quick to act when a request is made. "To everything there is a season, and a time to every purpose under heaven." Ecclesiastes 3:1
- **Purposefulness** - Resolving to accomplish a long-range goal and allowing this goal to determine my daily progress. "Blessed are they that keep his testimonies, and that seek him with the whole heart." Psalm 119:2
- **Resourcefulness** - Capable and ready to undertake projects that others would overlook or discard. "And that ye study to be quiet, and to do your own business, and to work with your own hands, as we commanded you." I Thessalonians 4:11
- **Respectfulness** - A feeling of deep respect and honor mixed with wonder, awe, and love for the person that God is using in my life to produce the character of Christ in me. "And we beseech you, brethren, to know them which labour among you, and are over you in the LORD, and admonish you; And to esteem them very highly in love for their work's sake. And be at peace among yourselves." I Thessalonians 5:12-13
- **Responsibility** - Knowing and doing what is expected of me without superior authority; trustworthy; dependable; reliable; accountable. "So then everyone shall give an account of himself to God." Romans 14:12
- **Security** - Building my everyday life on eternal things which cannot fail or be lost. "And thou shalt be secure, because there is hope; yea thou shalt dig about thee, and thou shalt take thy rest in safety." Job 11:18
- **Self-control** - Ruling my own spirit; instant obedience to the Holy Spirit. "Abstain from all appearances of evil." I Thessalonians 5:22
- **Sincerity** - Desiring to do what is right with pure motives. "Now therefore fear the LORD, and serve him in sincerity and in truth: and put away the gods which your fathers served on the other side of the flood, and in Egypt; and serve ye the LORD." Joshua 24:14
- **Submission** - An inward attitude of yielding to the authority of another. "Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they must give account, that they may do it with joy, and not with grief: for that is unprofitable for you." Hebrews 13:17
- **Tact** - Saying and doing the right things (discreet) to avoid undesirable consequences in dealing with people. "Let your speech be always with grace,

seasoned with salt, that ye may know how ye ought to answer every man."
Colossians 4-6

- **Temperance** - Not being extreme in any way, especially with regard to appetites. "Teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly, in this present world." Titus 2:12
- **Thoroughness** - Knowing what will reduce the effectiveness of my work if neglected, but doing all that should be done to complete it.
- "Whatsoever thy hand findeth to do, do it with thy might; for there is no work, nor device, nor knowledge, nor wisdom, in the grave, whither thou goest." Ecclesiastes 9:10
- **Thrift** - The prudent managing of resources, work, and the regular putting aside of savings. "Behold, my servant shall deal prudently, he shall be exalted and extolled, and be very high." Isaiah 52:13 "There is treasure to be desired and oil in the dwelling of the wise; but a foolish man spendeth it up." Proverbs 21:20
- **Tolerance** - Accepting others and willing to endure their beliefs and actions with which I do not agree. "Let us not therefore judge one another anymore: but judge this rather, that no man put a stumbling block or an occasion to fall in his brother's way." Romans 14:13
- **Truthfulness** - Earning trust by accurately stating all known information. "Wherefore putting away lying, speak every man's truth with his neighbour: for we are members one of another." Ephesians 4:25
- **Virtue** -Conforming to and radiating God's moral principles of purity. "Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things." Philippians 4:8

PLEDGES

At Pleasant Hill Academy, all students recite three pledges before the school day begins:

Pledge of Allegiance to the United States Flag

I pledge allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one Nation under God, indivisible,
with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag
and to the Savior for Whose kingdom, it stands;
one Savior, crucified, risen, and coming again
with life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word.
I will make it a lamp unto my feet
and a light unto my path.
I will hide its words in my heart,
that I might not sin against God.

THE SCHOOL ADMINISTRATION

Pleasant Hill Academy was founded by the members of the school board as an alternative to secular and public education, in an effort to serve the community as an outreach program to bring children and families to Christ. The following individuals comprise the school administration of Pleasant Hill Academy:

Principal – Mrs. Carmen Ruiz

Financial Administrator – Mrs. Eneida Cabán

Financial Administrator – Mrs. Aida Rivera

Principal Secretary – Mrs. Evelyn Gaspar

Receptionist – Mrs. Yessiana Soto-Torres

ADMISSION POLICIES

Nondiscrimination Statement

Pleasant Hill Academy has a racially nondiscriminatory policy, and therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color, national or ethnic origin.

Admissions Exams

Admissions exams are given to new students entering fourth through twelfth grade. The test will be administered before the first day of school to determine placement and any areas of academic concern to be considered for the upcoming school year. When entering grades lower than fourth grade, it is at the principal's discretion if an admission exam is required.

Admissions Committee

An admissions committee will review applications and admissions exams in order to make the determination as to which students are admitted or readmitted. The admissions committee will review each student's file annually and determine whether re-enrollment is advisable. The committee will consider all of the factors, including but not limited to student discipline, Godly character, personal growth, tuition payment record, academic progress, parental participation and support of the school. Re-enrollment should never be assumed. The school is under no

obligation whatsoever to re-enroll any student from year to year. The school does not need to give a reason for declining to re-enroll a student.

Re-enrollment Procedures

Every year parents must submit an application for re-enrollment and pay the application fee beginning the first day of March of each school year for private students and students receiving the McKay scholarship. Parents must stop by the office to pick up their re-enrollment forms. Students receiving the Step Up for Students scholarship must submit their application and fee along with their scholarship award letter (please contact the scholarship office for application deadlines, as they may change each year). The application will be considered and decided upon by the admissions committee. The admissions committee will review all re-enrollment applications when received. However, final determinations will be reserved until the end of the school year, after graduation ceremonies.

Documents needed for enrollment along with registration packet

- Copy of parent's identification
- Copy of student's birth certificate
- Copy of student's medical insurance card
- Withdrawal from the previous school
- Last report card or official transcript
- Physical Form DH340
- Immunization Form DH680

Exceptions

Pleasant Hill Academy will not accept students under the age of 21 who are married, divorced, pregnant, have a pregnant partner, or have children. In the case that a student already accepted to Pleasant Hill Academy gets married, becomes pregnant or whose partner becomes pregnant, the parent or guardian will be asked to withdraw the student from Pleasant Hill Academy immediately after the school has been made aware of the student's situation. We will not accept students who will be 21 years of age or older by the time of graduation. We will not accept students who openly practice anti-Christian religions or who openly reject Christianity. We will not accept students who are on active probation status, but after the probation status has expired we are open to develop a plan so that the students can be part of our ministry.

If a student has been expelled, recommended for expulsion or suspended from previous school, parent/guardian must disclose information and reason upon registration. Failure to disclose before and or after will automatically forfeit the privilege to attend Pleasant Hill Academy and it will be an automatic withdrawal.

WITHDRAWAL POLICY

Pleasant Hill Academy requests that if a student is to be withdrawn for any reason, to please provide a written notice stating the last day of school and a reason for withdrawal (at least one week prior to withdrawal). Likewise, the school has the right, for any reason, to ask a parent to withdraw a student, hence avoiding an expulsion.

If a student is withdrawn, asked to withdraw, or expelled before the last day of the school year, the parent will be responsible to pay a withdrawal fee of \$500.00 and sign an official withdrawal form. Transcripts and records will be released solely upon the school's receipt of both the signed withdrawal form and the withdrawal fee. Upon withdrawal, if any amount of money is due, school records will not be released until payment of the due amount is settled. There will be no refund payable upon withdrawal.

Students receiving the Step Up for Students, AAA, or Family Empowerment Scholarships will be required to pay a book fee of \$300.00 or return text books in addition to the withdrawal fee.

FINANCIAL POLICIES

Tuition to Pleasant Hill Academy is to be paid in full upon commencement of class, or paid on a monthly basis by arrangement with the accounting department. Tuition covers one to six classes per student per year. Any extra classes will incur in an extra fee. More information can be found with the finance department.

Tuition paid on a monthly basis is due on the first of the month. Tuition paid after the tenth day of the month will result in a \$35.00 late fee. If tuition is still not paid by the tenth day of the month including the late fee, the student cannot return to school until payment is made in full. Parents and students will be held responsible for any school work lost since days absent will be counted as unexcused absences.

Pleasant Hill Academy accepts payments via PayPal, cashier's checks, or money orders. Payments made with cash or personal checks will not be accepted. All PayPal transactions must be made through our website www.phaflorida.org. When making a payment with a cashier's check or money order, the payment must be made in the main office.

Handbills and Sales

Pleasant Hill Academy will not permit handbills or special sales on school grounds by anyone. Any unauthorized sales on school property may result in expulsion.

Book Fees

Book fees are due before Orientation Day, These fees are non-refundable. Books are collected at the end of the year. Any book that is not in excellent conditions will be taken out of circulation and an invoice will be sent to me for a \$50.00 book replacement fee.

Making Payments

Front office take payments in the form of cash, money order or personal check. Payments can be done in the front office or sent with your child in a sealed envelope in their backpacks. Please call the front office if you send the payment with your child. Front office will issue a receipt and send back with child.

ARRIVAL AND DISMISSAL

Students should arrive no later than 8:00am and no earlier than 7:45 a.m. (unless enrolled in extended day), and immediately report to their classroom to wait for commencement of Morning Prayer and pledges. School doors will not open until 7:45 am. If a student is brought to school before 7:45 am, then the parent must stay in their vehicle and at the designated parking area with the child until that time. Pleasant Hill Academy is not responsible for children before 8:00 a.m. or after 3:00 p.m. unless the child is enrolled in our extended day program. Students who are still in school after 3:30 p.m. or dropped off before 7:45 am will be transferred to our extended day program, and parents will be billed accordingly for service costs. Students arriving late must be escorted to the receptionist desk by a parent to receive a tardy slip.

For liability reasons, students are not permitted to roam at will on school grounds before or after school hours, and must be supervised at all times. Students are prohibited to approach any

vehicle that is not his parent's or guardian's. Students must conform to all school regulations and staff as long as they are on school property or at school scheduled activities.

Pleasant Hill Academy will not be held responsible for any incidents that occur in the absence of school staff members by any student's non-conformance to the rules. For security reasons, we request that parents provide the name, information, and a copy of a valid driver's license of those adults authorized to pick up their child. If a parent has made special arrangements for another parent, friend, or family member to pick up a student, a written notification must be submitted before the pick-up date. If a parent has a restraining order against any individual who is not allowed contact with a student, the parent must notify the school and submit a copy of this order to the administrator.

Early Dismissal from School

Early dismissal will only be granted if the parent comes to pick up their child one hour before regular dismissal time. For example, if a parent has to pick up a student before the 2:30 pm dismissal, the parent must arrive at the school no later than 1:00 pm. If the parent arrives after 1:00 pm, they will have to wait until 2:30pm.

Early dismissal is granted for doctor's appointments or emergencies. Early dismissal should not be a regular habit, as it greatly affects a student's academic performance. If a student is to be dismissed from school early, we request that the parents personally pick up the child, or send a written consent for an authorized adult to pick up the child. If a child is picked up before 12:00 p.m., this will be considered an absence. All early dismissals must be recorded in the school's visitor log. The person picking up the student must come into the office and sign the child out. The reason for early dismissal must be evidenced by proper documentation.

Students Dismissed with other Students

Students will not be allowed to go home with another student if we do not have written consent from parents. If a child has to go home with a classmate, parents must make sure to send written permission for that person to pick up and transport their child. Along with the written permission, parents must state that Pleasant Hill Academy is not liable if something were to happen to their child while being driven home by someone other than anyone on their authorized list. Written consent must be provided to the school two (2) hours before the student is picked up. Written permission can be delivered to the administration electronically using our parent portal.

Students will not be granted permission to contact parents during school hours to request permission to go home with another student. Verbal permission from parents cannot and will not be accepted.

If a parent cannot come to pick up their child during regular dismissal times, but has not submitted written consent for the child to leave with a classmate, the child will be placed in aftercare until the parent can pick them up. Parents will be billed for aftercare services as applicable. In the case of an emergency, parents should contact anyone they have listed as authorized to pick up their child.

Before and After-School Care

Before and after-school care is provided through special arrangement between parents and the administration at an additional fee. Payments must be made at the office at the beginning of each week. Please contact the office for details. Extended care is \$35.00 a week per child. Extended care must be paid a week in advance. Front office has the application to sign up for extended care.

Student Drivers

Students who acquire a Florida driver license and have their own vehicle, must provide a copy of their driver's license to the office and receive a campus parking tag. This is a requirement for all student drivers. The school also requires a notarized letter from the parent, authorizing the student driver to arrive and leave with their own vehicle. Student drivers will not be allowed to transport other students without the written permission of a parent or guardian. Pleasant Hill Academy is not liable for lost or stolen property within the vehicle or damage to the vehicle.

Car Riders Procedure

PHA will issued 2 car tags during Orientation that will be displayed in the rearview mirror when dropping off and picking up child (ren). Drop off in the morning will begin at 7:45am. Car line is formed on the front of the property. A staff member will open the car door when you reach the front of PHA Hall. We will not be answering questions or engaging any form of conversations at drop off. Any questions or concerns may be addressed by contacting the front office by phone. This is to ensure morning drop off is quick and efficient.

ATTENDANCE

Students shall be absent no more than five days per quarter. More than twenty (20) unexcused absences per year may result in retention of the student at the discretion of the principal. Students who miss more than ten (10) days per class per semester will not receive credit for the course, except as follows:

1. Absence class work is made up within five (5) days, as verified by teacher's log.
2. The teacher verifies with the director that the student has demonstrated mastery of the performance standards required for that course.
3. The student must take and score a minimum of 70% on the comprehensive exam.

Excused Absences:

An absence shall be excused for the following reasons:

- Illness or injury of the student when the parent calls in and the student returns with a medical note.
- Illness, injury or death in the immediate family of the student – the school may require documentation.
- Court appointment.

In cases of excused absences, the student will be allowed to make up the work missed, and the teacher of the student shall give reasonable assistance. Make-up work shall be completed during a period of time that shall not exceed the number of days of absence. For example, if a student is absent for two days, they have up to two days to complete missing work. After the four days they are subject to a failing grade.

Unexcused absences and Truancy:

All absences not covered under the "excused" category mentioned above, are considered unexcused absences. Parents must contact the school by 9:00 am to notify the school of the student's absence. If a parent is unaware of a child's absence, the child will be considered to be truant, and will be suspended until both parents and the administration determine further action. Students will be immediately expelled after the second incidence of truancy.

In the case of an unexcused absence, the student must make up all graded work immediately upon return to school. Students will be responsible for turning in any makeup work stipulated in My School Worx and/or Headmaster.

Pre-Arranged Absences

In cases of pre-arranged absences arrangements for make-up work shall be made in advance with the instructor of the class to be missed. An administrator may decline permission of pre-arranged absences based on student's attendance record. Examples of pre-arranged absences include:

- Attendance of an important public function
- Attendance of church meetings or observance of religious holidays
- Travel with parents in urgent circumstances
- Attendance of educationally related non-school conventions or conferences
- Other situations with parental permission and approval of the director

Tardiness

A child is late and will be marked as tardy if he arrives after 8:05 a.m. A student is considered absent if he arrives after lunch time. If a student misses more than one half of the class time, it will be reported as an absence. Three tardies is considered one unexcused absence. When arriving late to school, students must report to the front office for a late pass. If a student is frequently tardy, a parent conference may be requested. If this is not solved, the student could be expelled or requested to be withdrawn.

Communication Policy

Contacting students while in school

If for any reason a parent needs to contact their child, we request that parents do not go directly to the classroom in order to avoid interruptions. Please approach the receptionist if you need to speak to your child. Visitors other than parents are not permitted, will be considered as trespassers, and will be asked to leave the premises. If the visitor does not comply, the school will contact the police.

Parents are not allowed to speak to any student other than their own child without the presence of a Pleasant Hill Academy staff member and/or the other student's parent. All staff members have the right to intervene and/or dismiss a parent from school grounds if a conversation is deemed inappropriate.

Contacting Parents

Emails to parents and messages through an online application called Class Tag will be sent on a regular basis to keep our parents informed of upcoming activities, schedule changes and other information. Teachers might also send flyers and messages in a student's book bag. Parents should look through their child's book bag or have him/her routinely hand in all flyers and communications. Copies of all flyers will also be available at the front office. In cases of extreme importance or emergency, parents will be contacted by phone. It is very important that we have all parental information up to date in our system at all times. If there is any change in email, address, or phone number during the school year, parents must notify the school of the change immediately to ensure proper communication in a time of need.

Parent Conferences

Parent or teacher must communicate by email or phone the reasons or concerns. If after communicating by email and phone has not reached a resolution then a conference is scheduled with the Assistant Principal. All parent conference are schedule through the front office. Conferences are done by Zoom. Face to face conferences are scheduled under certain circumstances. Only the Principal can authorize face to face conferences.

ACADEMICS

Academic Commitment

Kindergarten to eighth grade students enrolled in Pleasant Hill Academy are required to pass all classes with a 60% D average or higher by the end of the school year. High school students are required to pass a class with 60% D average or higher to receive credit. High school credit is calculated by semester. If any student fails to comply with this requirement, he/she will have to retake the class in our summer session. Summer sessions have an additional cost that is not covered by scholarships. If a parent decides to not have their child in our summer session, the student will have to repeat the entire grade (K5-8th) or class (9th – 12th) the following year.

Report Card Distribution

Report card distribution is scheduled four times per school year. The first three report cards are picked up at the school on scheduled days. If the report card is not picked up, then the child will not be able to enter classroom until it is picked up. If a parent would like to discuss the report card with a teacher, they can schedule a conference with the teacher. All conference meetings will be scheduled according to teacher and parent availability but should not be scheduled after 3:00 p.m. on a weekday and shall never be scheduled on weekends. It is each parent's responsibility to check their email for the announcement of report card day and contact the teacher if any questions or concerns arise.

Transcripts and Records

All transcripts and records should be requested in writing one week in advance. All financial accounts must be paid for transcripts to be released. Pleasant Hill Academy will not issue transcripts or records if there is an amount due in your account.

Standardized Testing

Each year students will take a Florida approved Standardized Test for their grade level. We understand that these tests can be a bit intimidating for students, but it is important that they try their best to demonstrate what they know. All students will receive a grade for each subject taken on the test. Aside from counting as a grade, the state of Florida requires all private schools to administer a standardized test and submit the results to the Department of Education and to all scholarship providers. Failure to do well on these tests may result in the elimination of scholarship funding at the provider's discretion.

This test is taken in April or May and results are typically received before the school year is over. Parents will be provided with a copy of the results. It is of utmost importance that students are present for the test dates.

Grading and Reporting

All grades are available to parents at all times through our online grading portals, Gradelink and MySchoolWorx. It is of extreme importance that parents provide the school with their email address in order for them to access these portals. The state approved grading scale for Pleasant Hill Academy is as follows:

| GRADE | PERCENT | GRADE POINT | DEFINITION |
|--------------|----------------|--------------------|----------------------|
| A | 90-100 | 4 | Outstanding progress |
| B | 80-89 | 3 | Above average |
| C | 70-79 | 2 | Average progress |
| D | 60-69 | 1 | Lowest acceptable |
| F | 0-59 | 0 | Failure |
| I | 0 | 0 | Incomplete |

Textbook Policy

Students that attend Pleasant Hill Academy with a scholarship shall receive their textbooks as a loan for the current school year. Students that do not receive a scholarship to attend Pleasant Hill Academy purchase their textbooks at the beginning of the school year and therefore own their books.

Textbooks that are lent to students must be returned to the teacher at the end of the school year and may be collected by the teacher at different times through the year. Each parent, guardian or other person having responsibility for a student to whom textbooks have been loaned shall be held liable for any loss, destruction, unnecessary damage or failure to return such material and shall be required to pay Pleasant Hill Academy for such loss. A second book will not be issued to the student until the first book has been paid. Students with outstanding balances on their financial account will not be eligible to participate in extracurricular activities or graduation and will not receive report cards or transcripts until the debt is paid.

MEDICAL POLICY

Health services and first aid

Pleasant Hill Academy does not provide any health service or first aid other than cleansing a small wound with soap and water, dressing it in a bandage, or applying ice to any concussion or sprain. If an accident does occur, Pleasant Hill Academy will notify the parents. If a major medical emergency occurs, Pleasant Hill Academy will first call the Emergency Medical Services (911), then call the parent. The student will be transferred to the nearest hospital for emergency care. Medical information and a release form is required and will be provided for parents to fill out. This information will be maintained in the student's file. It is of utmost importance that parents

maintain this form up to date. Pleasant Hill Academy insurance does not cover calls made to Emergency Medical Services. If a child becomes ill and suffers an injury which results in a call to 911, parents will be responsible for any fees. When transporting a student to the hospital, no staff member will ride in the ambulance with the student.

If your child is asthmatic and must use an inhaler or occasionally uses an inhaler, you must provide the school with said inhaler in order for it to be securely stored in the office. For the safety of our students, all inhalers must be properly labeled with the child's name, doctor's name, and dosage. All parents of an asthmatic child must sign a medical waiver at the office. Pleasant Hill Academy is not authorized by the state to administer any medication on school premises; this is the sole responsibility of the parent. Pleasant Hill Academy will only administer medication in cases of life-threatening illness such as asthma or severe allergies. In these cases, the school must have written consent from parents and the medication must be properly labeled with detailed instructions for its administration. Pleasant Hill Academy will not be held responsible for any prescription administration errors or reactions to medication. Only parents or medical personnel, off school premises should give medications. We do not provide any type of medication on campus. Students should not have possession of any type of medication on school premises. This includes, but is not limited to: Tylenol, Maalox, Tums, cough medication or medicated lozenges or any type of prescription medication. The possession of any of these substances on school property and the sharing of these with other students is reason for immediate suspension or expulsion. In case the child becomes ill, we will notify the parent immediately.

Please do not send your child to school if he has a high fever, diarrhea, vomiting, hepatitis, tuberculosis, ringworm, diphtheria, tetanus, pertussis, flu (Influenza), chicken pox (varicella), mumps, measles, rubella, polio, pneumonia, salmonella, conjunctivitis (pink eye), head lice, any sexually transmitted disease, or any other communicable disease. If your child is HIV positive or suffers from any medical condition, please notify the school administrator. The child's immunization record must be up to date. Please provide the administrator with the original document for your child's file. A complete physical must be performed on each student prior to the first day of class. All physicals expire after one year; please make sure that your child's physical is up to date.

Student Insurance

Health insurance information is required for the student's medical file and will only be used if a medical emergency arises and the student needs to be transported to the hospital. Pleasant Hill Academy is absolved from liability, medical bills, and any medical deductible to parents or students because of any injury at school or during any school activity.

SECURITY

Campus Security

Pleasant Hill Academy will incur in security services from the Osceola County Sheriff's office when deemed necessary. The officer will be on school premises to ensure that all parents are following traffic rules while picking up their children at the proper pick-up location. If the officer has to intervene with a parent for any reason, the parent will be responsible for any and all police expenses including any fine issued by the officer.

The officer will also be on school premises in case we need for him to intervene in any situation that may arise with our students. If for any reason the officer has to intervene with a student, it is the responsibility of the student's parent to incur in any and all expenses and fines brought forth by the officer.

Search and Seizure

Students and their possessions are subject to inspection by school personnel at any time. A search may be conducted without the student or the parent's permission. The registration of the child with the school constitutes parental consent to such searches. Students must not deny requests for inspection. If a student denies inspection, the student will immediately be directed to the principal's office where the parent will be contacted. Unauthorized books, magazines, newspapers, and other printed matter will be confiscated, and demerits will be issued. Pictures will not be permitted. Confiscated items will not be returned to the student. Parents must come into the office to retrieve any confiscated items.

VISITORS

In order to protect our students, visitor procedures are in place to prohibit those who do not work or attend the school from wandering around or posing a potential threat to students and

staff. All visitors are to report to the front office and must sign in upon arrival and sign out upon departure. Visitors unknown to the school staff are required to check in at the school office, present identification, state the purpose and intended length of their visit, be escorted and sign out when leaving the premises.

Outside agencies, such as therapists, are required to sign in and sign out in the front office. Office staff will locate the student and take them to a designated area to provide services. Therapists and any official visitors are not permitted to provide services in the classroom with other students present during school hours. Therapists providing services at PHA must provide state id and/or work id along with the liability certificate with them when they visit the first time

Special Activities and Guests

Students attending school activities, on or off campus, during or after school hours, must wear clothing consistent with the student dress code policy. Guests at school or school-sponsored activities are also encouraged to wear clothing consistent with school standards. Of course, any guest with an immodest or an otherwise inappropriate appearance or behavior will be asked to correct the problem or leave immediately.

All school dances including prom are only open to students enrolled at Pleasant Hill Academy. Outside guests will only be allowed with the principal's approval. All outside guests attending prom must be under the age of eighteen.

DELIVERIES

All deliveries to students should be approved in advance so that the disruption of classes is kept to a minimum. All deliveries must be made at the front office. Lunch cannot be delivered on a daily basis. All students bringing lunch from home must carry it with them from the beginning of the day. Students will not be permitted to call home during the day for any reason other than a genuine emergency.

SCHOOL CLOSING

In the event of inclement weather such as tornadoes, hurricanes, or any other disaster, Pleasant Hill Academy will follow State and Osceola County policies.

PERSONAL PROPERTY

Students are permitted to have the following items in their possession: listed school supplies, clear or mesh book bag, lunch box, comb or brush, lip moisturizer, solid antiperspirant, toothbrush, and toothpaste. All other items are prohibited and can be confiscated by school authorities. In elementary school, toys brought from home can only be used during recess. The use of toys during class is strictly prohibited. These may be confiscated by the teacher at any moment.

CELL PHONES AND OTHER ELECTRONIC DEVICES

The use of cell phones, smart watches, portable video games, and other electronic devices is strictly prohibited. Every day, these devices will be collected during the first period by each homeroom teacher, and returned to the student five minutes before dismissal. Students will not have access to their electronic devices at any moment of the school day. If a student is found to have one of these devices in their possession after the teacher has already collected them in class, the student will be issued a demerit, and in the case of elementary students, lose their recess time for the day. The electronic device will be confiscated and returned to a parent or guardian. A student who fails to hand in an electronic device for a second time will be referred to the principal's office for further action. Pleasant Hill Academy is not responsible for lost or stolen electronics.

INTERNET AND COMPUTER

The internet is an interconnected network of computers that links people and institutions around the world. Access to the internet can be of enormous benefit to students. Student's access to internet is a privilege, not a right. The privilege may be revoked at any time for violations of the acceptable use policy that was signed by parent during enrollment.

Participating in any illegal activity, including, but not limited to the transmission of chain letters revealing any personal information, including home address, phone number, credit card, numbers, etc. inappropriate use of copyrighted material, or downloading of games,

screensavers, music or high memory files, or using the account in any other manner deemed inappropriate, may result in termination of internet privileges. PHA reserves the right to end a student's access to the computer at any time.

Students of middle and high school will be using a Chromebook to access textbooks during class. Each student will sign an agreement when issued a Chromebook. Student will be responsible for the Chromebook. Any violations will revoke any privileges and appropriate disciplinary action will be taken. There will be a fee if the Chromebook is lost or damaged.

LUNCH

Lunch time consists of thirty minutes in a school day. Pleasant Hill Academy's lunch program includes hot meals that are available at the expense of the parent (please see the office for a list of prices). Students not enrolled in the school's lunch program must bring their own lunch from home. Elementary students do not have access to a microwave oven, freezer or refrigerator; therefore, lunches that require refrigeration should be brought in an insulated bag with an ice pouch and hot lunches should be brought in an insulated bag or Thermos® bottle. During lunch time, students are required to clean up after themselves and display good table manners at all times. Alcoholic beverages and foods containing alcohol or other controlled substances are strictly prohibited.

For the year, 2023-2024, microwaves will be available for middle and high school students. During Open House and 1st week of school a Microwave Liability Waiver should be signed by both parent and student. The students will not be able to use the microwave until the office has the waiver in the office signed by both parent and student.

Students are only permitted one minute to heat up their lunch. We are not liable for injuries and accidents that might occur from using the microwave. It is expected students to clean up after they warm up their lunch. If an injury occur, parent will be notified as soon as possible. Microwaves are available for students who are not eating the PHA's free lunch for that day.

When microwaves are not maintained properly or used incorrectly, they can be especially dangerous. Removing heated water – and other liquids – from microwaves is often the cause of serious student injuries. Liquids can erupt from their containers after being

overheated accidentally; in these particular cases, injuries are often to a student's hands or face.

Another important safety tip is to make sure to always use a microwave-safe container. Ceramic, glass, paper and plastic containers can typically be used in microwaves, but in some instances the containers can melt. If melting occurs, consumers should avoid handling the container until it has cooled and also be careful of fumes. Always avoid putting tin foil or metal pans in microwaves because they can cause sparks, damage the oven and cook foods unevenly. To help limit the number of injuries caused by microwave ovens, the FDA compiled a list of safety tips for students to take heed to. Some of them include: Do not stand directly against a microwave oven when it is in use, and instruct children to be careful also. No metal containers.

BREAKS

A student will never be denied the right to use the restroom, but this right shall not be abused. Each grade will have a designated bathroom break schedule which provides ample opportunity for students to use the restroom. Please notify the school administrator if your child has a medical condition that may require more visits to the restroom than usual. A doctor's note must be provided with the condition.

EMERGENCY PLANS

In the event of an emergency, Pleasant Hill Academy will use the contact information we have on file to notify parents. It is of extreme importance that the school's office has each parent's most current information on file. Parents are responsible for notifying the school as soon as any of their information changes.

Fire Drill Procedures

Each classroom is to have emergency evacuation plans posted near the exit door. Roving teachers should make personal notations regarding fire drill procedures in the various rooms that they occupy, as procedures change from room to room. Emergency evacuation procedures should be conducted every month and shall include:

- Students shall be instructed to remain calm and quiet so they can hear their teacher's instructions.

- Teachers and students should exit the building as quickly as possible in an orderly and safe way (no running, pushing or bumping into other students)
- Students shall line up outside of their designated area and remain quiet so the teacher can take attendance. It is important that teachers do this quickly to make sure everyone is out of the building.
- Teachers will bring with them their gradebook, students' emergency contact sheets, and the fire drill signs (red, yellow, green paper)
- The principal or secretary will wave a white flag and the alarm will stop when it is time to re-enter the building.

Tornado Drill Procedures

In the event of a tornado, we will use runners to communicate. The following shall be the procedures to follow:

- Teachers and students should move as quickly as possible to the main church building.
- Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- Students should be seated and at command of the teacher assume the protective position (crouch face down, draw knees up under and cover the head with hands).

Active Shooter Procedures

An active shooter is an individual(s) actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms. The event is unpredictable, evolves quickly, and law enforcement is usually required to control and end the situation. When there is a presence of a threatening individual who attempts or succeeds in gaining entrance to the facility all teachers and staff shall conduct an emergency lockdown and call 911 immediately. In the event of an active shooter being present, Pleasant Hill Academy will adapt a run, hide, and fight policy as follows:

1. Run
 - Evacuate the location if possible
 - Move away from the shooter
 - Predetermine escape route(s) and/or exits

2. Hide
 - Hide horizontally in an area out of shooter's view.
 - Block/lock entry to your hiding place.
 - Silence your cell phone.
3. Fight
 - Fighting shall be considered a last resort and only when your life is in imminent danger.
4. Seek help
 - Call 911 when it is safe to do so. Provide the following information:
 - Location of the active shooter
 - Number of shooters
 - Description of shooter—physical features, clothing, race, gender
 - Number and type of weapons held by shooter
 - Number of potential victims and/or hostages at the location

Emergency drills will be held periodically during the school year.

Relocation

Pleasant Hill Academy has partnered with Bridge Prep Academy of Osceola as our relocation spot for parents to pick up their child if the school has to relocate due to an emergency.

REPORTING AN EMERGENCY SITUATION

The Department of Children and Families' (DCF) abuse hotline and/or police authorities will be contacted for the following: (Parents are notified immediately based on each occurrence with discretion and with confidentiality.)

- a. Lost or missing child: Staff will proceed to check the area in and around the school. Parents will be notified immediately and authorities as soon as possible. The school will call the following hotline: 1-800-962-2873

- b. Suspected maltreatment of a child. Staff will contact the DCF hotline at 1-800-962-2873. If a child comes to school with any type of markings on his body, expresses that there is abuse in the home or displays behavior conducive to an abusive environment, it is the responsibility of the adult witnessing such signs to report them to the Department of Children and Families (DCF) immediately. Parents do not need to be contacted before or after DCF is contacted. DCF will decide if it's necessary to conduct an investigation. If a DCF agent needs to speak to any of our students during school hours we cannot deny them.
- c. Injuries or illness requiring hospitalization or emergency treatment (CALL 911).
- d. Death of child or staff member: Staff will remove any children away from the body and surrounding area, notify 911, and then the family.
- e. Presence of a threatening individual who attempts or succeeds in gaining entrance to the facility: School will go into an emergency lockdown and staff will contact 911 immediately. Staff will then notify parents by phone or by email once the threat is no longer present.

Administration will keep staff members updated of new procedures by written or oral communication. In the main office, staff members will contact the Osceola School District main office to find out more details of emergencies in the local area. We continue to encourage and expect our students and our community members to say something if they see or hear a specific threat. Please recognize that if an investigation indicates that something threatens one of our schools, you will hear directly from us.

DRESS CODE

The lifestyle to which the student conforms in school affects both his attitude today and many decisions he will make in the future. "Train up a child in the way he should go..." Pleasant Hill Academy takes pride in the appearance of its students. Good grooming often equates to good conduct and academic achievement. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities in accordance with the Pleasant Hill Academy Dress Code.

Pleasant Hill Academy reserves the right to determine what inappropriate dress is. Students who are inappropriately dressed for school must change into an appropriate uniform before being

admitted into their class; parents or guardians will be contacted and asked to bring appropriate clothing for their child, or take the student home to change. A violation of dress code may result in a reprimand, detention, or suspension from classes.

All uniforms must be purchased at Uniform Outfitters Store located at 1106 N. John Young Pkwy, Kissimmee. Uniform requirements for Pleasant Hill Academy can be found at GQ Uniform Store or by visiting the "Parent Resource" tab on our website www.phaflorida.org. The following is the guidelines for student's dress code:

Kindergarten:

Boys wear navy blue pants or shorts with logo on the waist. Baby blue polo with logo, white socks, and black school shoes. Girls wear plaid jumpers or skirt with baby blue polo (logo). White socks and black shoes.

First Grade to Fifth Grade:

Boys wear navy blue pants or shorts with logo on the waist. White polo with logo, white socks and black shoes. Girls wear plaid jumpers or skirt with logo. White polo with logo, white socks and black shoes. The jumper and skirt must be knee length or below.

Sixth Grade to Eighth Grade:

Boys and girls wear navy blue pants with logo on the waist. Yellow polo with logo, black or navy blue socks and black shoes.

Ninth Grade to Eleventh Grade:

Boys and girls wear black pants with logo on the waist. Royal blue polo with logo, black socks and black shoes.

PE Uniform K5-12th Grade:

Gray t-shirt with logo, navy blue gym shorts with logo, any color socks and tennis shoes. Sweat pants with logo only permitted during winter months on PE days.

12th Grade:

Any colored polo with logo except red, yellow, baby blue, white and royal blue. The lower grades wear those colors. They can wear jeans and tennis shoes. The jeans cannot have tears or holes on them.

Jackets, sweaters, hoodies must be bought from Uniform Outfitters with the school logo.

In addition to uniforms, the following guidelines apply to all students at Pleasant Hill Academy.

Boys Hair (all grades)

Boys must have a standard, conservative, tapered haircut. Hair must be off the collar and ears, and combed away from the eyebrows. Boys must not have dyed hair. Fad haircuts including, but not limited to, mohawks, rat tails, shaved designs, man buns, or any other haircut deemed inappropriate by the administration will not be accepted. Shaved designs on eyebrows are not acceptable. Boys found in violation of these policies will be asked to correct the infraction before returning to class.

Girls Hair (all grades)

Girl's hair styles must be conservative, not too short and well groomed. Fad haircuts including, but not limited to, mohawks, shaved designs, or any other haircut deemed inappropriate by the administration will not be accepted. If hair is to be dyed, it must be a natural looking color. Blue, green, purple or any other color deemed inappropriate by the administration will not be allowed.

Boys Decorative Items (all grades)

Decorative items should be limited, if used at all. They must not have questionable designs or logos. No hats, bandannas, earrings, tattoos (including washable tattoos and writing on the body with any type of marker), piercings, etc. Limit accessories to one watch and one appropriate ring.

Girl's Decorative Items (all grades)

Decorative items should be limited, if used at all. They must not be immoderate or have questionable designs or logos. No tattoos, piercings (other than the ears), etc. If earrings are used, they must be smaller than the size of a quarter. Make up should be natural looking if used.

Winter Uniforms

During cold months (November 1st- March 1st) students are allowed to wear the following uniform during PE days: navy blue sweatpants, PE shirt, and navy-blue sweatshirt or jacket with logo. On days students don't have PE, they must wear their regular school uniform (polo and pants) with a navy-blue sweatshirt or jacket with school logo. These items are purchased through Uniform Outfitters. Elementary girls (K5 – 5th) can wear black solid tights under their uniform skirts. No ankle tights are permitted.

Uniform Checks

Each morning teachers will conduct a uniform inspection. If any student is found out of uniform, that student will be sent back with the parent or to the office where parents will be contacted to pick up the child or correct the uniform infraction. Uniform violations include, but are not limited to: not having the school approved polo, not having the school's logo on the polo, not having the school approved jumper or vest and skirt, having skirts with length above the knee, not having white socks long enough to cover the ankles, not wearing a belt (boys), and not having black school shoes, etc.

If a student receives three uniform violations, that student will have to serve Saturday detention at an additional cost to parents. If the detention is not served on the scheduled Saturday, the student will be suspended for three days. Refusal from a student or parent to serve a detention or suspension due to uniform violations will result in expulsion at the parent's expense.

Detailed List of Uniform Violations for Regular Days

- Wearing apparel, which tends to identify association with secret societies as prohibited by Florida Statutes and Pleasant Hill Academy Parent and Student Handbook, shall not be worn.
- Hats, headgear, or any head coverings will not be permitted except when approved by the principal.
- When outer garments with a hood are worn, the hoods must be removed from the head, while on school property or school sponsored events.
- No tights or spandex pants are allowed underneath PE shorts.
- Pants/bottoms cannot have any rips, tears, or frays of any kind.
- Pants/bottoms cannot be cut-offs.
- Uniform pants cannot be skinnies.
- Bottoms **cannot** be leggings, jeggings, stretchiness, joggers and/or spandex of any kind.
- Bottoms can not have any designs or patterns. They must of solid color black or traditional blue. Other colors are not permitted even white.
- No stonewash jeans permitted.
- Bottoms must be so that the waistband is worn at the waist, not below.

- The hem of girl's skirts must be below the knee. Skirts should not have side or back openings.
- Flats or sandals (with a back strap) are not permitted. Also no Crocs are permitted.
- Platforms or high heels are not permitted.
- Only four earrings are permitted for girls, two on each ear lobe. NO other visible body piercings are permitted.
- Socks must cover the ankles at all times. No-show socks are not allowed.

Casual Days

Casual days take place throughout the year to aid in the fundraising activities for our graduating classes. To participate in casual days, each student must pay \$1.00. If a student fails to bring in the dollar, parents will be contacted to either bring in the money or bring the child's uniform. The student will not be permitted in the classroom until the parents solve the issue. Casual days will be scheduled each year and announced to parents before school starts. Casual days will begin September 1. When participating in a casual day, the following guidelines must be followed:

- Shirts must be loose fitting.
- No see-through shirts
- No low necklines
- No bare midriffs or sleeveless shirts
- Pants must be presentable and not too tight.
- Leggings, tights, jeggings are not acceptable.
- If a student wishes to use ripped jeans, leggings must be worn underneath. Skin must not be exposed
- No holes, patches or questionable designs.
- Shoes should be sensible. No high heels, flip flops, sandals or platform shoes. Also no Crocs are permitted.
- Pants must be secured at the waist at all times.

If a student is found in violation of the casual day dress code, parents will be contacted to come into the office and bring the student's uniform or take the student home. Students in violation of casual dress code will not be permitted into the classroom until the violation has been

corrected. If a student violates the casual day dress code for a second time, the student will no longer be permitted to participate in casual day.

Casual days will only be held with permission from the administration and will have a cost for fundraising purposes. If you do not receive written communication about a casual day from Pleasant Hill Academy, your child must come to school in the regular school uniform.

SCHOOL PHOTOGRAPHS

School photos are taken twice each school year, and Pleasant Hill Academy will notify parents in advance in regards to the scheduled session. Students will wear their regular school uniform for picture day unless otherwise notified by the school. Photos are not included in the fees paid by the parent at the beginning of the year.

FIELD TRIPS

Many choices for field trips provide pleasure, learning experiences, and ways to understand the world, the community, and the culture while contributing to student's formative thinking about his own future and life's work. It is for these reasons that careful planning of school trips takes place each school year.

Before attending any school field trip, students must submit a signed permission and liability form in the front office along with the required payment for the trip. Student participation on field trips is required. Parents who wish to be a part of their child's field trip must have a background check from their local police department in their child's file by the time of the trip. Background checks expire each year.

On field trip days, students are required to wear their school polo with jeans; the only exception to this rule is the graduating class end-of-the-year trip for kindergarten, fifth, eighth and twelfth grades. Students who are serving an in-school suspension or an out-of-school suspension during the time of the trip, will not be allowed to go on the trip.

GRADUATION

Graduation is a mandatory event for students in kindergarten, fifth, eighth and twelfth grades. Parents will be required to pay a graduation fee no later than the last day of school prior to Christmas break. Graduation fees must be paid by this deadline in order to allow the student back into class. A year-end graduation trip is planned for all graduating classes. The kindergarten and fifth grade trips but must be purchased separately by the parents who wish to chaperone the trip. Parents are not allowed to chaperone the eighth and twelfth grade trips to Universal Studios.

Graduation Requirements

Students that enter high school are required to complete twenty-six credits in order to be eligible for graduation. Students can complete these credits in three to four years. Transfer students must submit a copy of their official transcripts to determine the course of action and the classes needed. Parents will meet with an administrator to discuss transferable credits. High school credits are calculated by semester and are available at the end of the school year. Students wanting to complete their credits early can do so through alternate programs. Administrative approval is necessary in order to complete credits in less than four years. Any senior taking classes through one of our alternate programs (PACE, FLVS, etc.), must complete all courses by the first week of May of their senior year. Students who are unable to meet this requirement will not be able to walk on graduation. The chart below stipulates the classes that are necessary for high school graduation.

| Subject Area | Subject Area |
|--|--|
| Math (4 credits required) <ul style="list-style-type: none"> - Algebra 1 - Algebra 2 - Geometry - Other | History (4 credits required) <ul style="list-style-type: none"> - US History - World History - US Government (.5) - Economics (.5) - World Geography |
| English (4 credits required) <ul style="list-style-type: none"> - English 1 - English 2 - English 3 - English 4 | Science (4 credits required) <ul style="list-style-type: none"> - Biology - Chemistry - Physics - Space and Earth |
| Physical Education (2 credits required) | Foreign Language (2 credits required in the same language) |
| Bible (4 credits required) | Electives (2 credits required) |

Dual Enrollment

Students are able to begin an associate's degree at Pleasant Hill Academy by attending our on-campus dual enrollment program. Pleasant Hill Academy has partnered with Southeastern University to provide college courses to our high school students. To be eligible, students must be in tenth grade or higher and have a 3.0 GPA or higher. Scholarships will not cover dual enrollment for students in tenth or eleventh grade, therefore, each college level class will have a cost of \$25.00 to be billed to parents. Students participating in the dual enrollment program during their senior year will have all college classes covered by their scholarship. More information about our dual enrollment program is available in the office.

College Entrance Exams

Many colleges require applicants to present results of a college entrance examination; the two most popular being the Scholastic Aptitude Test (SAT) and the American College Testing program (ACT). Although only one test is required for graduation, some students decide to take both the SAT and the ACT. Students can also take the Pre-SAT as a practice test during their junior year. All students must take a college entrance exam before the date of their graduation in order to graduate.

When College Preparatory students are within or at least six months from graduating, students should schedule for testing in the late fall (the primary testing time) or early spring. It is recommended that students take the college entrance exam during the second semester of their junior year. By this time, students typically have completed most of the material covered on the tests. Before the student chooses a test date, the application deadline of the college in which the student is interested should be considered, since it will take several weeks for score reports to be processed and mailed to the college(s).

If a student is not happy with his ACT or SAT score, it may be taken again during the first semester of their senior year. College-bound students usually score higher on the SAT and ACT when Algebra I and Geometry are completed back-to-back within two years, and immediately prior to taking the college entrance exams. Students who do not complete Algebra I, Geometry, Algebra II, Biology, Physical Science, and Physics or Chemistry usually do poorly on college entrance exams. For more information about the SAT or ACT tests visit www.collegeboard.com or www.act.org.

RIDING A SCHOOL BUS

Riding a school bus is a choice for all students of kindergarten to twelfth grade. Student conduct, which distracts the driver, endangers the health and safety of other students, or demonstrates a willful disregard for transportation rules shall be reported to the Principal or teacher. Any student, who does not abide by the rules will be disciplined and may be suspended from the bus. Riding a school bus is a privilege. Not a right. All rules are taken from the Osceola County Code of Conduct on the Osceola County Schools website.

The following rules of conduct apply to all students when they are being transported on a school bus.

1. Students must be at the bus stop on time (ten minutes prior to scheduled pick-up). The bus driver cannot wait for those who are tardy.
2. Students are to stand at least five (5) feet off the roadway at all times while waiting for the bus.
3. A student's parents have the responsibility for the control and direction of the student at the bus stop.
4. Students must ride their assigned buses and cannot board or depart the bus at any stop other than their regular stop, unless authorized by the Principal.
5. Students are to enter the bus in an orderly manner and sit in assigned seat, and buckle seat belt (if applicable).
6. Students must obey the driver, monitors, and chaperones at all times and follow the standards of conduct while riding the school bus.
7. Students are to remain seated, facing forward at all times when the bus is moving. All portions of the student's body are to remain inside the bus.
8. No eating, drinking, or chewing gum is allowed on the bus.
9. No glass or breakable containers are allowed on the bus.
10. No reptiles, insects, animals, or marine life (dead or alive) are allowed to be transported on the bus.
11. Absolute silence is required of students at railroad crossings and/or anytime the dome lights are on.
12. A bulky or objectionable object, including musical instruments that cannot be held in the student's lap is not permitted on the bus. No objects may block the aisles or emergency exits.
13. No items are to be thrown or propelled out of the bus windows. (Behavior that violates this rule/expectation may be classified as a felony. The student and the parent/guardian shall be held responsible for any damages that result from such an act.)
14. No littering, throwing, or propelling objects inside the bus are allowed.
15. Defacing or vandalizing a school bus is forbidden. Restitution will be required for any damages sustained to the bus.
16. No profanity, obscene language, offensive gestures, or offensive materials of any nature are permitted on the bus.

17. Smoking and/or use of any tobacco products or other mood altering substances is strictly prohibited.
18. No posters or signs are to be displayed from the bus.
19. After disembarking those students who must cross the road shall cross approximately ten (10) feet in front of the stopped bus or as directed by the bus driver.

STANDARD OF CONDUCT

Pleasant Hill Academy is a biblically-based school that serves children, parents, and the community. It is expected of us, therefore, to conduct our school and ourselves according to Biblical principles. Many of those to whom we serve consider our Christian school as a haven of separation from the world for their children, and therefore, practice abstinence from smoking, gambling, profanity, inappropriate dancing, alcohol and substance abuse, meetings of secret societies, and refrain from lying, gossiping, unrighteous anger, overindulgence, sensuality, and other inappropriate behaviors. It is imperative that all our staff exhibit good Christian character before students, vendors, and friends as a testimony of our dedication towards meeting the goals of our school. We require that our students adhere to our Standard of Conduct following these principles:

- **Courtesy** - Christians are to treat everyone with proper respect, and are to show proper deference to those in authority. Such conduct as talking back, sarcasm addressed to those in authority, complaining, gossiping, etc. is not acceptable.
- **Compliance** - Student's behavior must comply with all school rules.
- **Cleanliness** - Clothing and personal appearance must reflect cleanliness.
- **Honesty** - Cheating, lying, or deceit is not tolerated.
- **Respect** - Students will respect themselves, others and school property at all times. Vandalism to school property and/or personal property is prohibited. Stealing or borrowing without permission is not acceptable.
- **Language** - For Christians, it is required that students not only refrain from cursing and using the Lord's name in vain, but also from vulgar and slang expressions which are offensive.
- **Self- Restraint** - Pleasant Hill Academy recommends that students not intentionally engage in physical contact with other students except when appropriate as determined by the school. Physical contact includes but is not limited to touching members of the opposite sex, pushing, shoving, hitting, kicking, scratching, etc. Students must maintain a distance of six inches away from one another at all times, otherwise known as the six-inch rule.

- **Separation from worldly pursuits** - The school believes there are certain activities in which students should not engage, including but not limited to: attending inappropriate movies, drinking alcohol, use of tobacco products, use of illegal drugs and misuse of legal drugs, reading and/or watching pornography, sexual immorality, fornication, wearing immodest clothing, etc. The school will not tolerate worldly attitudes, such as greed, envy, etc., or any other activities considered worldly.
- **Off-campus attitudes.** It should be clear to both parents and students that conduct which is prohibited at school is equally prohibited away from school. Christian life is not a game, with one set of rules for church and school and another for everyday life. Regardless of whether the prescribed activity takes place at or away from school, the student is equally subject to discipline for those actions, up to and including expulsion.

DISCIPLINARY POLICIES

Discipline is what is done for a student, not what is done to him. Training a student for leadership is a prevention technique that requires consistency in love and discipline. By nature, a child rebels against control that suppresses his carnal desires, which can lead to a life of heartache and negative consequences. With appropriate discipline and control, any student can experience productive achievement.

Correcting with Kindness

Students mature best when supervised and trained by consistent tough-minded people who realize that mentoring students on how to respond to their base natures demonstrates love. Allowing students freedom to experiment with social behavior, is not loving them. Love is being aware of the consequences of wrongdoing and providing proper guidance to prevent harm.

When a student neglects his responsibilities, staff members will correct him. Correction helps the student mature and assume responsibility while preserving his dignity. The desired response of restoration is more easily accomplished when correction is conveyed with love; the student feels concern rather than frustration. He sees disappointment but also the staff's belief that he will improve. Helping him conform in his behavior to Biblical standards should be the ultimate objective of correction. Teachers will enforce correction, if a child does not conform to school rules after teacher correction, a parent conference will be requested. If a student

continues with the behavior, detention will be given. If behavior persists, the student will be referred to the principal for immediate action.

Home and School Cooperation

Biblically, discipline is the responsibility of the parent. Parents may delegate this responsibility to the school during school hours, but ultimately the responsibility lies with them. This is why it is vitally important for parents and the school to cooperate when it comes to disciplining a child. Parents should understand exactly what disciplinary options are available to school personnel in a given situation, and should support the school in the use of that discipline. Likewise, the school should include the parents in the disciplinary process to the extent possible.

Parents shall respect, promote and participate in all school activities as well as academic and corrective actions. Pleasant Hill Academy may request a student be withdrawn from the school due to lack of parental cooperation. Any parent's noncompliance with Pleasant Hill Academy rules and regulations as stated in the student and parent handbook will be referred to Pleasant Hill Academy's lawyer. All attorney fees will be billed to the parent. If a parent does not abide by the rules stated in this parent-student handbook, their child may be asked to be withdrawn from the school at the discretion of the principal.

BINDING ARBITRATION

Section 1 – Submission to Arbitration

All employees, students, parents of students, and guardians of students of Pleasant Hill Academy agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Section 2 – Notice of Arbitration

In the event of any dispute, claim, question, or disagreement arising out of or relating to this handbook or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution

within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 1 above, and such procedures for arbitration as are adopted pursuant to section 3 below.

Section 3 – Arbitration Procedures

All disputes shall be presented before the Pleasant Hill Academy School Board in writing for an arbitration meeting to be scheduled.

DISCIPLINE ACCORDING TO BIBLICAL STANDARDS

Because Pleasant Hill Academy is rooted on Biblical principles, the following verses shall serve as a guide for discipline procedures. "Train up a child in the way he should go: and when he is old, he will not depart from it." Proverbs 22:6. "Correct thy son, and he shall give thee rest; yea, he shall give delight unto thy soul." Proverbs 29:17. "Chasten thy son while there is hope, and let not thy soul spare for his crying." Proverbs 19:18. "The rod and reproof give wisdom: but a child left to himself bringeth his mother to shame." Proverbs 29:15.

DEMERITS

Training children to take responsibility for their actions means teaching them accountability for committing misdeeds or for omitting required actions. Students who violate school procedures will be corrected and given an appropriate penalty as soon as possible. Demerits, otherwise known as pink slips, will be given according to violations of the offenses listed in this handbook. Demerits will be accompanied by time off of recess in the elementary level. The teacher will send a written notice of the demerit home. If the behavior continues, the teacher will then contact parents to let them know of the ongoing behavior. If the behavior persists after parents have been notified, the student will be referred to the office where the principal will determine the next course of action. Demerits are cumulative, every ten (10) demerits will result in an afternoon detention, and every fifteen (15) demerits will result in a Saturday detention.

DETENTION

Students that have displayed undesirable behavior in or out of the classroom will be issued a detention by the staff member reporting the incident. Parents will be notified of this behavior,

and a referral to detention will go on the student's permanent record. The student will have to sign the detention form given by the teacher with the approval of the director, indicating they have received notice of detention. If a student refuses to sign a detention slip, the teacher will make a notation and give the student a copy. Parents and students can refer to the "List of Offenses" in this handbook for behavior meriting detention. There are two types of detention:

1. **Afternoon detention** - If a student has received three demerits in one day or accumulated ten demerits overall, that student will have to serve an afternoon detention. Afternoon detention will consist of one-hour afterschool in which the student will complete a series of tasks under the supervision of a staff member. Parents will be notified of afternoon detention with time so they can make arrangements for the child's transportation on the day of detention.
2. **Saturday detention**- If a student accumulates a total of fifteen demerits because of unruly behavior, or has served three afternoon detentions and all other disciplinary procedures have been exhausted, the student will be required to serve a Saturday detention. Saturday detention will be from 8:00am to 11:00am and has an additional cost to the parent. If Saturday detention is not paid by the parent or the student fails to show up for the Saturday detention, the student will automatically be suspended for three days.

SUSPENSION

If a student's record indicates continuous detentions and/ or referrals but the behavior persists, the student will then be considered for suspension. If a student exhibits behavior that cannot be corrected with detention, the student will be considered for suspension. Suspension is at the sole discretion of the principal. No other school personnel are authorized to suspend a student. After a Saturday detention is served any other reprimand will merit in-school-suspension.

DISCIPLINARY PROBATION

After a student's third Saturday detention or suspension, the student will be placed on disciplinary probation. If a student violates any Pleasant Hill Academy rule during this period the student will be immediately expelled.

EXPULSION

Expulsion is the most serious discipline measure available to the school and goes on the student's permanent record. Expulsion will only be determined by the principal. The school will follow a sequence of preliminary events leading up to expulsion:

1. Demerits are issued for violation of school policy. The school has provided and parents have read and signed a policy statement regarding student behavior, detention, suspension, and withdrawal from school. All staff members have consistently adhered to school policy without prejudice or discrimination.
2. Detentions are assigned. The school will keep backup notes and incident reports to substantiate each time parents are notified that the school has disciplined their child.
3. A conference with the student takes place in which a teacher and administrator talks with the student, listing specific steps he must take to remain in school. The student has been counseled with another adult present, and has agreed on certain steps the student is expected to take to correct his behavior.
4. A conference with parents takes place about specific behavior. The school has counseled with parents regularly and in spite of parental involvement, the student's disruptive behavior has continued.
5. The student is suspended.
6. It is suggested to parents that they withdraw the student and transfer him to another school.
7. In the case parents have refused to withdraw, the student is placed on disciplinary probation.
8. The student is expelled. Fees not covered by the scholarship will be the responsibility of the parent this includes but is not limited to unpaid tuition, book fees, withdrawal fees, etc.

LIST OF OFFENSES

The following is a list of actions or behaviors that are strictly prohibited at Pleasant Hill Academy. Depending on the severity of the offense appropriate action will be taken. This can include demerits, detention, suspension or expulsion.

| Demerits, or in some cases a detention will be issued for the following offenses: | | |
|--|--|---|
| Creating a disturbance or noise in the classroom or lunchroom | Inappropriate casual day attire (after two infractions) | Excessive talking in class |
| Asking permission from one staff member after a refusal from another staff member | Having an inappropriate haircut | Turning around in the classroom during a test - Suspension |
| Chewing gum in the classroom | Not participating in assembly or morning prayer | Writing or passing notes in class |
| Eating or drinking in the classroom | Lack of school supplies | Disrupting the class |
| Getting out of one's seat without permission | Leaning back in a chair | Using non-school related materials during class |
| Having a messy work space | Having smart watches and cell phones on their person, backpack without turning in to teachers in the morning - detention | Being rude or discourteous to classmates or teachers |
| Having incomplete homework or failing to do homework | Not returning a signed disciplinary referral | Looking at another student's paper during a test (An automatic 0% will be given on the test) - suspension |
| Having an incomplete uniform (after three infractions) | Talking during a test (An automatic 0% will be given on the test) - suspension | |

| The following offenses may cause immediate suspension or immediate expulsion: | | |
|--|---|---|
| Altering any object to resemble a weapon | Fighting | Stealing |
| Assault | Filthy language or sexually explicit or innuendoes to such - suspension | Talking back to a teacher or other adult |
| Bullying | Harassment | Talking or laughing during prayer and pledges |
| Cheating | Having unsuitable possessions | Teasing or name-calling |
| Cursing-suspension | Inappropriate comments to students or staff members | Threatening another student or staff member |
| Damaging school property | Inappropriate physical contact with students or staff | Throwing dangerous objects |
| Defiance | Leaving school grounds without permission | Trespassing |
| Disrespect | Lying | Vandalism |
| Drug, smoking, vaping or alcohol use or allegations to such | Not complying with a staff member's request or rule | Violence against any student or staff member |
| Exhibiting confrontational behavior | Not returning teacher notes signed by a parent | Violating the six-inch rule |
| Extortion | Possession of a weapon or an item used as a weapon | Writing on desks or other school property or sports equipment |

VIOLENCE AND DRUG PREVENTION POLICIES

Each instance of school violence poses a serious threat to the safety of students and creates the potential for liability of school officials or the school itself. Christian schools are not immune from the wave of school violence in America. The policies in this section are designed to complete the steps that are reasonably indicated by current trends in education and represent the school's due diligence to prevent the occurrence of violent acts within the school.

As the Scriptures indicate, God has given us all a free will to make choices in life, some of which have drastic consequences. Therefore, no policy or rule can completely eliminate or prevent the possibility of an individual's choice to act out in a violent and destructive manner. However, students must understand that violence is not to be tolerated and that those who choose to resolve differences by resorting to intimidating threats or violence will be dealt with firmly and with demonstrated consequences. Preventive strategies must continue to be widely incorporated into the curriculum through a strong foundation in Biblical values and a respect for the dignity and rights of others. The school will continue to develop strategies and methods in order to ensure the safety and protection of its students in years to come.

STATEMENT OF PRINCIPLE

With the cooperation of family, church and school, Pleasant Hill Academy endeavors to fulfill its mandate to serve all the students entrusted to its care. To this end, Pleasant Hill Academy is committed to establishing a strong circle of support, consisting of students, school staff, parents or guardians, support staff, pastors and administrators who are united in faith and dedicated to carrying out the spirit of these policies. Discipline in a Christian school must transcend the conventional code of human ethics and behavior.

Discipline is not just rules and regulations that must be followed, but is to be the development of self-discipline in which all participants are "to be conformed to the image of his Son" (Romans 8:29). Within this context, Pleasant Hill Academy acknowledges the following rights for its students and staff:

1. To be respected by all members of the school community.
2. To work and learn in a safe and orderly environment.

3. To access facilities and to participate in programs offered by the school without fear of violence.

Pleasant Hill Academy also acknowledges the following responsibilities for its students and staff:

1. To respect all members of the school community.
2. To contribute positively to the Christian climate of the school.
3. To respect the property of the school and of all members of the school community.
4. To respond positively to the educational environment provided by the school community.
5. To comply with all school expectations, procedures and codes of behavior.
6. To give respect and cooperation to all persons in positions of authority in the school.

GENERAL POLICY GUIDELINES

Pleasant Hill Academy does not tolerate violence in any form. Pleasant Hill Academy, including staff, students, parents, and trustees is committed to the school's mission of providing a safe and friendly environment that fosters appropriate expression and facilitates the dynamic educational process. Every member of this school family—student, school staff, parent or guardian, support staff, board member, pastor or others while on school property and at school sponsored events—is governed by these policies and shares in the responsibility for creating an environment that is safe, harmonious and respectful.

The School Board is committed to implementing effective measures that deal with violence in schools. These measures include the establishment of preventive procedures, the incorporation of violence prevention into the curriculum, the establishment of codes of behavior for the school (both elementary and secondary divisions), provisions for dealing with violent incidents and their aftermath, and provisions for the reporting of violent incidents.

In recognition of the ethnic and racial diversity of its students, Pleasant Hill Academy shall treat each person equally and fairly and without regard to gender, race, or ethnicity. Pleasant Hill Academy is committed to the administration of disciplinary action in accordance with school board policy and all applicable legislation, both state and federal.

Regulations

1. The School Board will administer violence prevention policies in conjunction with the principal, and other administrators.
2. The principal will implement the violence prevention policies and ensure awareness of these policies and their procedures by staff, students and parents on an annual basis. This will include the enforcement of all handbook provisions and the reporting of violent incidents.
3. Staff from all work sites shall be in-serviced annually regarding Pleasant Hill Academy's violence prevention policies.
4. Policies and regulations to assist in maintaining a safe and harmonious school climate have been established under the following policy headings.
5. In recognition of exceptional circumstances and exceptional students, and subject to the severity of the incident and a student's ability to understand and comply with the Violence Prevention policies, the regulations may be applied at the discretion of the principal.

DISCIPLINE**Policy**

When reasonably indicated, necessary discipline measures shall be instituted by the administration with appropriate respect for the dignity and rights of all students. Pleasant Hill Academy, while recognizing that the primary authority and responsibility for discipline resides with the parents of each student, approves the establishment of a discipline policy which shall:

- Establish and maintain a climate within student activities which will allow students to learn without unnecessary distraction or disruption;
- Assist students in the recognition of, and respect for, the rights of other persons by educating them on appropriate behavior and treatment of others;
- Assist students in the development and practice of academic honesty and integrity;
- Assist students in the development of a respect for property; and
- Assist students in the achievement of the self-control and self-discipline evident in the life of an individual exhibiting Godly character.

Pleasant Hill Academy supports its staff in its dealing with any student who is involved in acts which are seen to threaten the safe and harmonious environment of the school community.

Regulations

Discipline is defined as the ability to cooperate with others. In the school context, discipline educates children that obedience is reasonable and necessary for productive and peaceful interaction with others. At the same time, discipline teaches children to develop the character they will need to be a positive Christian impact on their community and to accept responsibility for the consequences of their actions. Through time, students will develop a self-discipline rooted in the recognition of Biblical principles and a respect for others rather than a fear of punishment. School discipline thus serves to teach students how to distinguish between socially acceptable and unacceptable behavior.

The school's Discipline policy focuses on encouraging positive student behavior. It is expected that a firm, fair, and consistent application of this policy shall prevail in all disciplinary actions. Students and parents should be made aware of the school's policy and expectations, as well as the consequences of one's not being able to abide by the rules and regulations established by the Parent and Student Handbook.

Discipline is learned and should be taught in the home, as well as the school. This learning process should assist each student in developing self-discipline and a sense of responsibility. To assist in achieving these results, administration and staff shall:

- Establish a Godly example for students by encouraging and modeling appropriate language, dress and attitude
- Establish discipline in the school, through planning and implementing activities and practices that enhance students' self-concept
- Refrain from discipline practices that include sarcasm, humiliation, and ridicule
- Clearly communicate to students and parents the duties of a student, the rules and procedures of the school, supervisors' and teachers' expectations and standards for student behavior, and the practices that relate to disciplinary action and how these will be enforced consistently.

- Emphasize preventive measures that include the continued use of early identification and prevention programs, individualization of programs for students with learning needs, and parent volunteers

When disciplinary action is required, staff members are obliged to work in close liaison with the students' parents and the administration. Every effort shall be made, through clear communication with the student and parents, to pray with and counsel the student in order to effect positive change. In the event that serious disciplinary action is required, the principal shall undertake the procedures outlined in Pleasant Hill Academy's Parent and Student Handbook. In disciplining a student, staff members shall refrain from the use of force or physical restraint except to protect oneself and/or other persons. Pleasant Hill Academy has established a Parent and Student Handbook which provides clear guidelines for acceptable and non-acceptable behavior for students.

NO RIGHT TO A HEARING/BURDEN OF PROOF

Nothing in these policies shall be construed as granting a student the legal right to any hearing with the administration, the school board, or any other school body or official. The school board may decide, in its sole discretion, to request a hearing or to grant a student or staff member's request for a hearing on a case-by-case basis. The school board and administrators shall not be required to meet or demonstrate any legal standard of proof in carrying out any school disciplinary policy. All findings of fact made by the administration or school board for the purpose of disciplining students of Pleasant Hill Academy shall be made at the sole discretion of the school officials and are not subject to further review by anybody or by the court. All discretionary decisions made by the administration or the school board for the purpose of disciplining Pleasant Hill Academy students shall not be subject to further review by anybody or by the court.

POLICE INVESTIGATIONS

Policy

Pleasant Hill Academy is committed to providing its students with a quality education within a safe and lawful school environment. While respecting the rights and responsibilities of all parties concerned, staff will cooperate fully with the police and others carrying out their responsibilities as part of a law enforcement investigation or proceeding.

Regulations

In instances of a police investigation, school authorities shall respect the rights of all individuals involved. It is an accepted position that parents and guardians place their children in the school's care during the hours that they are in school. School staff stands "in loco parentis" and may protect students from any irregular influence on their rights.

A criminal investigation can be initiated by the police, the appropriate children and family services department, the principal or designate, a victim or a victim's parent or guardian. The victim may be a student or a staff member. Any children and family services department personnel present at the facility in their official capacity should be considered "police officers" for the purposes of this policy.

When investigating an incident, police officers shall be admitted to a school when access to the building is required. When a police officer arrives at a school, the officer, as with other visitors, shall be required to contact the principal or designate regarding the purpose of the visit. The principal or designate shall create an incident report of such visits, including the name and badge number of the police officer(s) and a complete description of all activities.

Even if a person has a right to be present in the school and may be given access to interview a student, such right does not necessarily carry with it the right to have access to information in the possession of the school. Should a police officer request information pertaining to a student or staff member, the principal shall ensure that the request is in writing, that it identifies the information requested and that it indicates the information is being collected for purposes of a law enforcement investigation. Consultation with the school's attorney is advised if the information requested is of a personal nature or is information that is not normally disclosed under the circumstances.

Request to Interview a Student

The following provisions should be followed when police seek to interview/arrest a student. Police officers or other officials, when requesting to interview a student at school, should have permission from the principal or designate. Cooperation is urged especially if the police officer convinces the principal that the need is urgent. Examples of an urgent need would be when it is necessary to protect the safety of a victim, to protect the public, to preserve evidence, and if the

matter involves the school in some way. Police officers are urged to interview student witnesses before and after school hours when such investigation is not relevant to the school. The police officers should be requested to attend the school in plain clothes, not in uniform.

Informing the Parent

When a police officer is present with legal authority, the principal or designate shall request that parents be called before the student is interviewed by the police officer. However, the principal or designate shall take direction from the police officer with respect to the procedures for police investigations. The custodial parent(s) should be advised, specifically on that occasion, that it is the preference of the school that: The interview take place only with the prior knowledge and consent of the custodial parent(s) unless directed by the investigating officer that notification of the parents will jeopardize the integrity of an investigation; the interview take place in the presence of the custodial parent(s); and that the custodial parent is requested to be present.

Whenever the principal cannot speak to the custodial parent(s) in advance, the principal should use his/her own judgment as to permitting access, depending upon the particular circumstances of the case. However, full cooperation with official investigations is preferred.

Parent's Right to be Present

If the parents cannot be present, the principal or designate "in loco parentis" will remain as an observer unless the pupil refuses or the police officer convinces the principal that such attendance will not be in the best interest of the student. If directed by the student or the police officer, after consultation with the student, to leave the interview, the school principal or designate must comply. A principal or designate who does act as an observer in a student interview, can be called as a witness. If the student asks for advice about talking to the police officer, the principal or designates shall not attempt to give legal advice to the student. The police may and should advise the student that he/she has the right to contact a lawyer.

Bringing the Student to the Office

On occasions when students are to be interviewed or arrested by police officers, they should not be called over a Public Address System to report to the office. The principal or designates must go to the classrooms to get such students.

Interviewing the Student

No part of the interview will take place, and no questions will be put to a pupil, in the presence of other pupils. Unless it is not possible to do so in the circumstances, the interview and all questioning shall take place in the privacy of the office of the principal or in another room designated by him/her. Every effort reasonable in the circumstances shall be made to cause as little embarrassment as possible to the pupil who is being interviewed or questioned.

Post Interview

Whether or not the student is released after being interviewed, if the parents or guardians have not already been notified, the principal or designate and the police officer shall decide who will phone the parents or guardians. The parents or guardians of all students interviewed at school by the police during an investigation must be contacted with the least possible delay.

Apprehension or Arrest/Authority to Arrest

The principal or designate shall cooperate when a police officer arrives to make an arrest. When a student is involved, the parents should be notified immediately. It is a criminal offense to obstruct a police officer who has legal authority to demand entry. Should the police be unable or unwilling to adhere to the provisions of this policy, staff shall defer to the authority of the police officer. Police officers have the legal authority to demand entry for the following:

- pursuant to a valid search or arrest warrant so ordering
- weapons searches
- drug searches
- to save lives
- activities legislated under various statutes
- the "hot pursuit" of a suspect

Every attempt should be made by the principal or designate to notify the parent or guardian of a student less than 18 years of age prior to the arrest taking place. If this is not possible, the principal should ascertain from the arresting officer the location of the division to which the student is being taken and the nature of the charge(s) against the student. This information will likely be supplied by the arresting officer. The principal or designate should provide this information to the parent or guardian as soon as possible. Upon arrest and detention while in custody pending appearance in court, a police officer must notify the parent (of a student under 18 years of age).

Adult Students

Students that are eighteen or over, have additional rights of confidentiality prohibiting contact or provision of information to parents or guardians without the written permission of the adult student.

Educators or Staff Members

When an educator or other staff member is a victim of an alleged criminal offense, committed in the workplace or otherwise work-related, that employee shall:

- Have access to the police to file a complaint.
- Have the support of the school in this decision.
- Have access to all support services available to such employees.

When an educator or other staff member is to be interviewed as part of a police investigation, the principal or designate shall request that such interview be conducted with minimal disruption to the school community and respecting the individual rights and confidentiality of all persons involved.

REPORTING AND RECORDING INCIDENTS OF VIOLENCE**Policy**

Pleasant Hill Academy is committed to maintaining a safe and harmonious learning and employment environment. The school supports the principal and all staff in the maintenance of law, order and discipline in its school and elsewhere during school related activities.

Regulations

Any member of the school staff shall immediately report any serious violent incidents or threats to use violence by means of an official incident report. Violent Incidents include but are not limited to: possession of a weapon (as defined below), threats of serious physical injury, physical assault causing serious bodily harm, sexual assault, robbery and extortion, or vandalism causing extensive damage to school property or property located on school premises.

Duties of Principal

Upon receiving a report of a violent incident, it is the duty of the principal to immediately report the incident to the police. It is important for the principal to promote and maintain close

cooperation with the police. If the principal in the course of his or her duties is made aware of a potentially dangerous or violent situation developing either on school property or in the neighborhood, then the principal is obligated to contact the police.

The principal shall maintain a detailed record of occasions on which he or she has contacted the police. The principal shall maintain a record of the number and type of violent incidents that lead to a suspension or expulsion and of those that are reported to the police. An incident report shall be completed for each such incident. The principal shall promptly report any neglect of duty or infraction of the school rules by a student to the parent or guardian of the student. When a violent incident is being reported to the police, the parent or guardian must be contacted as soon as possible. Violent Behavior shall not be tolerated and must be dealt with accordingly.

When children in the primary and junior division are behaving in a violent manner, the principal shall take the appropriate disciplinary action. The parents of child under the age of twelve must be involved in any action plan for remediation. The decision to report to the police should be made locally. Police may take reports of incidents of violent behavior committed by persons of this age group. The principal is to report to police incidents involving sexual assault, serious injury and serious damage.

For those pupils aged 12-17 years, any violent incident that may be considered criminal shall be reported to the police at the discretion of the administration. Pupils who are 18 years or older are considered adults, and the procedures of the state criminal code will be followed if these pupils are charged and/or tried for criminal activities.

Incident Reporting

Any violent behavior, whether or not it results in a suspension, recommendation for expulsion or is reported to the police, is to be recorded by the principal on an incident report form containing a description of the serious violent incident, a reference to the police call and, if applicable, reference to the disciplinary response. This information, together with any letters to the student and/or parent or guardian regarding suspension or expulsion, is to be filed in the student's permanent file.

WEAPONS POLICY

Policy

Pleasant Hill Academy strictly prohibits and shall not tolerate the possession of weapons by any unauthorized person on its property or in its buildings or at school-sponsored activities. The school shall not tolerate the presence of weapons in lockers or in any other place on its property. The school condemns the use of weapons or the threat of the use of weapons or replicas thereof by any person on its property, in its buildings or at school-sponsored activities.

Regulations

The school adopts the following definitions modeled in part after the Gun-Free schools Act of 1994 (20 USC §8921; 18 USC §921(a)(4-5):

- **Weapon** - Anything used or intended for use in causing death or injury to persons whether designed for that purpose or not. Anything used or intended for use for the purpose of threatening or intimidating any person. Any "firearm" or "destructive device" as defined below. Any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm including, but not limited to, any gun (whether loaded or unloaded), all knives, blades, clubs, metal knuckles, num-chuks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.
- **Firearm** - Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. The frame or receiver of any such weapon. Any firearm muffler or firearm silencer. Any destructive device.
- **Destructive Device** - Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, device similar to any of the devices described in the preceding clauses. Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter. Any combinations of parts either designed or intended for use in converting any device into a destructive device. The term

'destructive device' shall not include any device which is neither designed nor redesigned for use as a weapon.

- Possession - Having a weapon on one's person or in an area subject to one's control in a school location. A student who possesses an object with a primarily innocent function that could in some circumstances be used or classified as a weapon but was not so used or threatened shall not be considered to have possessed a weapon for purposes of this section (i.e., discovery of a steak knife in a student's car, standing alone, is not 'possession of a weapon' under this section). A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

The school takes a position of "Zero Tolerance" in regard to possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

- Immediate out-of-school suspension pending an investigation.
- Confiscation of the weapon.
- Immediate notification of the police.
- Notification of the parent or guardian.
- Recommendation to the School Board of suspension for up to one year or expulsion.

Threat of Use of Weapons or Replicas

When a student acts in violation of the policy and threatens to use a weapon or replica thereof whether or not such weapon or replica is in the student's possession, the principal shall:

- Inform the student that such behavior is in violation of school policy, and record the violation for future reference.
- Inform the parent or guardian of the student.
- Inform the police of the violation.
- Suspend the student. The recommended length of suspension is for a minimum of three days to a maximum of twenty days with a consideration for expulsion depending on circumstances and the severity of the violation.
- Consider removal of the student from the class of any teacher(s) that the student has threatened.

- Inform the student of the further disciplinary action which will be taken for a subsequent violation, and request the student to acknowledge, in writing, that the student understands.

When a student for the second or subsequent time, acts in violation of the policy, the principal shall:

- Inform the student that the behavior is in violation of school policy, and record the violation for future reference.
- Inform the parent or guardian of the student of the repeated violation.
- Inform the police of the repeated violation.
- Suspend the student. Depending on the circumstances and the severity of the violation and consistent with the disciplinary action set out following the first violation, the administration may consider suspension for up to one year or expulsion.
- Remove the student from the class of any teacher(s) that the student has threatened a second or subsequent time.

Use of Weapons or a Replica Thereof

If a student in any way uses a weapon, the principal shall:

- Inform the student that the behavior is in violation of school policy, and record the violation for future reference.
- Confiscate the weapon (if confiscation can be carried out safely) and turn the weapon or replica thereof over to the police. Records of seizure and disposal will be maintained in the school office.
- Inform the parent/guardian of the student.
- Inform the police of the violation.
- Recommend expulsion of the student to the school board.

ASSAULT, THREATS OR HARASSMENT

Policy

Pleasant Hill Academy does not tolerate assault, threats, harassment or abuse against school personnel or students. Verbal or written threats, racial or ethno-cultural harassment, physical and/or sexual harassment, or abuse perpetrated by anyone in the school, whether

intentional or unintentional, are deemed as unacceptable. Pleasant Hill Academy supports efforts designed to protect the welfare of staff and students. In dealing with matters of alleged assault, threats, harassment or abuse, the dignity and rights of all are to be preserved and respected. Pleasant Hill Academy must be characterized by a safe and harmonious working environment in which the needs and well-being of every individual are paramount.

Regulations

The school adopts the following definitions:

- **Definition of Assault** - Any intentional use of force against another person without their consent. Any attempted or threatened use of force. Accosting or impeding another person while openly wearing or carrying a weapon or replica thereof.
- **Definition of Harassment** - A course of public comment or conduct, that is known, or ought reasonably to be known, to be objectionable, or create an environment that is hostile, intimidating or offensive, and which is directed at another person; is made on the basis of race, creed, color, sex, sexual orientation, marital status, family status, disability, physical size or weight or other attribute, age, nationality, ancestry, or place of origin; or jeopardizes the health and safety of that person.

All incidents of a serious violent nature are to be reported to the police and recorded on an "Incident Report Form". The regulations herein may be superseded depending upon the seriousness of the violation and, where warranted, could ultimately lead to expulsion.

Verbal Assault/Threat/Harassment

Where an alleged verbal assault, threat or harassment upon a staff member or student occurs, the following actions shall take place:

- Where the victim or perpetrator is a student, the parent/guardian of the student(s) involved must be contacted.
- Depending upon the severity of the circumstances, the police may be called.
- Where the perpetrator is a student, suspension may occur depending upon the severity of the circumstances of the incident.
- Counseling services may be provided as deemed appropriate.

Assault upon Staff

Where an alleged assault upon a staff member occurs, the following actions shall take place:

- The staff member and the alleged assailant shall be separated as quickly and safely as possible.
- The principal shall advise the staff member to seek medical attention if appropriate and provide emotional and moral support to the staff member.
- The principal or designate will conduct an immediate investigation into the alleged assault and if warranted, contact the police.
- The principal shall inform the school board that an alleged assault has taken place.
- If the alleged offender is a student, the parent or guardian must be contacted and the police may be called and the police may file charges.
- Consider removal of the student from the class of any teacher(s) that the student is alleged to have assaulted.
- In the event that an alleged assault has been committed by a person not enrolled in the school or employed by Pleasant Hill Academy, the principal shall attempt to determine the alleged offender's identity and report this to the police who may file criminal charges.
- In the case of an unaided assault (no weapon involved), the recommended minimum length of out-of-school suspension of a student offender is seven days unless there are mitigating circumstances.
- In the case of an aided assault (weapon involved), the recommended minimum disciplinary action for a student offender is expulsion unless there are mitigating circumstances.

Assault upon a Student

Where an alleged assault upon a student occurs, the following actions shall take place:

- The student and the alleged assailant shall be separated as quickly and safely as possible.
- The principal shall arrange for medical assistance if appropriate, provide emotional and moral support to the student and contact the parent or guardian.
- The student who is a victim of an assault will be made aware of resources available for follow-up assistance.

- The principal or designate will conduct an immediate investigation into the alleged assault and if warranted contact the police.
- If the alleged offender is a Pleasant Hill Academy student, the parent or guardian must be contacted and the police may be called and the police may file criminal charges.
- The principal shall inform the School Board that an alleged assault has taken place.
- If the alleged offender is a staff member and there are reasonable grounds to suspect that an assault has taken place, the principal shall report to the police any reasonable suspicion of child abuse in accordance with appropriate mandatory reporting rules.
- The principal shall advise the staff member who is alleged to have committed the assault of the allegation and of the action taken by the principal.
- The principal shall advise the staff member to contact an attorney for advice and assistance.
- In the event that an alleged assault has been committed by a person not enrolled in the school, or employed by Pleasant Hill Academy, the principal shall attempt to determine the alleged offender's identity and report this to the police and the police may file criminal charges.
- In the case of an unaided assault (no weapon involved), the recommended minimum length of suspension for a student offender is three days unless there are mitigating circumstances.
- In the case of an aided assault (weapon involved), the recommended minimum disciplinary action is expulsion unless there are mitigating circumstances for a student offender and termination for a staff offender.

THEFT, EXTORTION OR VANDALISM

Policy

Pleasant Hill Academy does not tolerate theft, extortion, or vandalism on or of its property, in its buildings, or at school sponsored activities. The school will cooperate with the police investigation and prosecutions of individuals apprehended in connection with theft, extortion, or vandalism on or of its property, in its buildings, or at school sponsored activities.

Regulations

The school adapt the following definitions:

- **Theft** - taking for one's own purpose, the possessions, goods or chattels belonging to another person or the school without their expressed consent.
- **Extortion** - the use of threats or intimidation, mild or otherwise, to demand money or something of value from another person.
- **Vandalism** - the deliberate damage or defacement of school buildings, grounds, equipment or books or the personal property of individuals while on school property.

All incidents of a serious violent nature are to be reported to the police and recorded on an "Incident Report Form". The regulations herein may be superseded depending upon the seriousness of the violation and, where warranted, could ultimately lead to expulsion. The principal will take the following steps to ensure a safe school environment:

- Valuables will be stored in a safe place and money collected for school activities will be deposited in the bank as soon as possible.
- Where feasible, all valuable equipment will be coded for identification.
- There will be judicious supervision of all areas prone to vandalism or theft. It is the duty of all staff to ensure correct student behavior in school, on school property, and at school-sponsored events.

When a student, for the first time, acts in violation of the policy, the principal will:

- Inform the parent or guardian of the student.
- Inform police of the violation with respect to theft, extortion, and vandalism, causing extensive damage.
- Attempt to ensure that, in case of theft, the student or parent/guardian returns the item to its owner or pays full compensation for it; in the case of vandalism, the student or parent/guardian pays all costs to restore or replace the vandalized property to its condition prior to being vandalized.
- Suspend the student where warranted.

When a student, for the second or subsequent time, acts in violation of the policy, the principal will:

- Inform the parent or guardian of the student.
- Inform police of the violation with respect to theft, extortion or vandalism causing extensive damage.
- Attempt to ensure that the student or parent or guardian makes restitution as set forth above.

- Suspend or expel the student upon the discretion of the principal. The recommended length of suspension is a minimum of seven days.
- Refer the student for appropriate counseling.

SEARCH AND SEIZURE

Policy

Pleasant Hill Academy supports all staff in the maintenance of law, order, discipline and decorum in its school and during authorized school functions which take place off school property. Pleasant Hill Academy therefore prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum and public safety. Such materials or objects may include, but are not restricted to: alcoholic beverages, illicit drugs, stolen property, weapons either restricted or prohibited by law, any object which may be used as a weapon and which may cause serious injury, hate literature, racist material, pornography, etc.

It is possible that students and visitors to the school might have in their possession materials or objects such as alcohol, illicit drugs, stolen goods and weapons. The school therefore authorizes the principal or his designates, on the basis of reasonable grounds to believe that a student or visitor is in possession of a prohibited substance or object, and in accordance with these procedures, to conduct searches and, where necessary, to seize prohibited substances or objects.

Regulations

Only the principal or those expressly authorized to do so by the principal are allowed to institute searches and to seize prohibited objects or substances, unless there is an immediate threat to the safety or security of a person or persons or the school building. Searches can and will be conducted within the discretion and judgment of the principal. The principal and those expressly authorized by the principal are to exercise reason and judgment in determining the scope of any search. Such factors as the age and sex of the person to be searched, the nature of the suspected infraction, and the urgency of the situation are to be taken into account.

A search of the person by force is to be undertaken only where it is apparent that delay will result in the risk of serious injury and/or damage to persons or facilities, or destruction of evidence necessary to sustain the filing of a criminal charge. Ordinarily, where the need for a search of the person by force is indicated, the police will be called.

All personal searches will be conducted in the privacy of the principal's office or another suitable room designated by the principal, and no cross-gender personal searches will be conducted. When a search is conducted, a record of all pertinent information, including action taken, discussions held and the date, time and place of the investigation, will be documented as soon as possible. The principal shall keep a copy of this documentation on file. Access to this information will be controlled. When the police are called in to an investigation involving a student, staff shall follow the provisions of this policy regarding Police Investigations.

Any prohibited substance or object discovered as the result of a search shall be confiscated and dealt with in accordance with other sections of this policy and consistent with other school policies. In all cases, a record shall be kept of all seized substances or objects. If the possibility exists that seized substances or objects may be required as evidence in a criminal action, they shall be retained in a secure location until they can be handed over to the police.

Students shall have no reasonable expectation of privacy in any areas designated to them for storage of personal belongings on school property (i.e., lockers, offices, cubby holes, etc.), nor shall students have a reasonable expectation of privacy in any belongings they may transport onto school property in a bag or on their person (i.e., backpacks, purses, book bags, wallets, pockets, etc.).

Search of a Person

Where the need for a personal search is indicated, the individual involved may be given the opportunity to produce the substance or object which he or she is suspected of possessing. Unless circumstances dictate that it take place immediately, a personal search shall be conducted in a private location designated by the principal. An adult witness shall always be present when a personal search is conducted. No cross-gender personal search will be conducted. Where the need for a personal search is indicated, a principal or designate shall have the discretion to refer the matter to the police for assistance or advice.

Search of Property

Property belonging to the school, including lockers and student desks, is subject to inspection by the principal or designate in the normal course of the school's operation. Property belonging to students or visitors, such as book-bags, knapsacks, lunch boxes, bicycles, motorcycles and automobiles shall be subject to search according to the general regulations. Should such a search be likely to result in damage to a student's or visitor's property (e.g. where the individual refuses to comply with the request or cannot be located), the police shall be called for assistance and advice.

Statements

The principal may question a student or visitor in furtherance of an investigation conducted for the purposes of maintaining order and discipline within the school or at an authorized off-property school function. When it is evident that a situation under investigation may result in the filing of criminal charges against a person, the principal or designate shall refer the matter to the police and shall refrain from any further action or discussion of the situation until the police arrive.

Sanctions

Where a properly conducted search results in the location and seizure of substances or objects prohibited under this policy, disciplinary action against a student shall be taken in accordance with other sections of the "Violence Prevention" policies and other policies that may apply. Disciplinary action against visitors shall be taken in accordance with these policies, specifically "Trespass to Property" and other consistent policies. In all cases, consideration is to be given to referring offenders to appropriate counseling or similar intervention, even if this is not expressly mandated by the relevant policy.

TRESPASSING ON PROPERTY

Policy

All Pleasant Hill Academy personnel are authorized by the school board to exercise the rights and responsibilities of the board as occupiers of school property.

Regulations

The principal, teachers and support personnel shall safeguard the students in regard to trespassers on school property. Unknown visitors may be requested to produce proper

identification. A person identified as a trespasser, shall be warned by an "authorized occupier". Where there is an element of danger with respect to a trespass situation, the police shall be called immediately by the administration.

A trespasser is a person who has no legal right to do so and enters on a school site when entry is prohibited by signs or other notice. A person who engages in an activity onto school property where the activity is prohibited by signs, markings or other notice. A person who has no legal right to remain, and has been directed by an authorized person to leave the school property and does not do so.

ARSON OR BOMB THREATS

Policy

A fire safety plan has been established for Pleasant Hill Academy. In the event of a fire, accidental or deliberately created (arson), the plan shall be activated. In the case of possible arson, the police shall be involved in the investigation.

A bomb threat procedure has been established for Pleasant Hill Academy. All personnel involved in responding to such incidents will be thoroughly familiar with the appropriate regulations and procedures. In school facilities, the principal is designated to carry out these responsibilities.

Regulations Pertaining to Arson

In the event of arson, the following regulations shall pertain:

- Pleasant Hill Academy's evacuation plan and fire safety plan shall be activated upon notification of a fire.
- The building shall be evacuated immediately and completely. The personal safety of all occupants shall be considered paramount.
- The situation shall be evaluated. There shall be an attempt to determine the location of the fire while awaiting the arrival of the fire department.
- When possible, the fire shall be extinguished, giving due regard for personal safety and health. If there is any question about personal safety, this shall not be attempted.
- Procedures for identifying when the school may be safely reoccupied (the approval and clearance of the ranking fire department personnel responding to the scene) shall be followed.

- If any damage was sustained damage report shall be completed.
- An attempt to discover the arsonist should be made. The Fire Marshall's office and/or police shall be involved in this investigation.

Regulations Pertaining to Bomb Threats

The general requirements for bomb threats are as follow:

The school has prepared a "bomb threat response plan" which is based on this policy, but reflects the unique needs of our building (i.e. size, location, number of floors, staff available, etc.). This is similar to the variations that schools have developed for fire emergency procedures.

A pre-arranged signal or code should be established to convey the fact that there has been a bomb threat so that search procedures can be initiated. Staff should have a code by which they can signal the completion of the search of their designated area. All staff shall be informed of the procedures to be followed in the event of a bomb threat and procedures will be rehearsed and reviewed at least annually thereafter.

Each person involved in implementing bomb threat procedures should have a copy of the response plan for that building (i.e. principal, secretary, clerical staff, head caretaker, etc.). The decision to evacuate the school or workplace location will be the responsibility of the principal and must only be taken after consideration of the circumstances surrounding the threat.

In the event that evacuation is required, the procedures used in fire emergency drills should be employed to vacate the building in an orderly and efficient manner. In the event of a bomb threat during permit use and outside the regular school hours or office hours, the caretaker on duty in the building shall: follow the procedures as detailed in this policy, immediately report to the school administrator, after consulting with the police and/or school administrator, clear the building of all people, if required.

Initial response to a bomb threat

When the bomb threat is by telephone call, the recipient should obtain as much information as possible. If possible, a second person should call the police on another line (telephone 911) while the first keeps the caller engaged. This may enable the call to be traced. In any event, responsibility for informing the police rests with the principal during working hours, the caretaker when on duty after school hours.

The principal will initiate a search immediately according to the bomb threat response plan, soliciting the cooperation of teaching, clerical and custodial staff in searching classrooms or other instructional areas, offices, lobbies, stairwells, washrooms, etc. The following guidelines should be adhered to in conducting the search:

- The principal alerts the staff required to participate in the search. A pre-arranged signal or code is recommended, such as a P.A. announcement.
- Do not alarm students. In order to prevent panic, the staff must not inform them of the bomb threat.
- Teachers and other key personnel familiar with an area (i.e. classroom) should immediately, but unobtrusively, carry out the search and should focus upon locating an unexplained object in an unusual place.
- Special attention should be given to areas to which the general public has easy access such as lobbies, washrooms, stairways, halls, etc.
- The outside of the building and the parking lot must be included in the search plans.
- Search areas should be small enough so that the search can be conducted in 15 to 20 minutes or less.
- Do not stop the search if a suspected object is found, but continue to ascertain that the other areas are clear.
- All findings, including negative reports, should be relayed to the principal as soon as possible.
- If an unidentified package or object is found, do not touch it.
- The decision to evacuate may only be made by the principal after consideration of the circumstances surrounding the threat. It is recommended by the police that no evacuation occur unless something of an unidentified nature is found.

Found Unidentified Object or Package

If a suspected object or package is found, the finder must not move or handle it. The principal must immediately be notified of the location of the object, reasons for being suspected, description of the object, and any other useful information. If the police have not yet arrived, the principal will call 911 again to inform them that an unidentified object has been found. While awaiting the arrival of the Explosives Unit, the principal should:

- Establish perimeter control of the area to ensure that no one approaches or attempts to move the object
- Endeavor to establish ownership of the object as there have been instances where property has been left behind by innocent people prior to the bomb threat being received
- Determine the most direct route to the object
- Detail someone familiar with the building and area where the object is located to meet Explosive Unit personnel on their arrival and direct them to the suspected object.

Evacuation Procedures

Should an unidentified object be found, then a quiet and systematic evacuation from the area should be conducted. All staff should avoid panic and never tell anyone that there is a bomb in the building. The following procedures should be followed to successfully evacuate the building.

- Ensure that access or exit routes have been searched prior to any evacuation and that people are instructed to direct students along these safe access/exit routes.
- Use fire emergency procedures to effect a safe and orderly evacuation.
- Ensure that the evacuation provides a separation of at least 100 yards in all directions from the unidentified object.
- Under no circumstances should elevators be used. Special provision will have to be made for the evacuation of handicapped individuals.
- Once evacuation is completed, the principal must be so notified.
- Students and/or employees shall return to the building only on the direction of the principal.
- An Incident Report must be completed.
- Communications with parents with respect to bomb threats will not normally be required except in response to a direct question or where, in the opinion of the principal, communication is needed to clarify erroneous rumor.

STUDENT DRUG TESTING

This policy defines factors to consider in determining whether a reasonable suspicion of drug or alcohol use exists and what the options are if a student is suspected of being under the influence of an illicit drug or in possession of alcohol, illicit drugs or drug paraphernalia. This policy

applies to all students, not just athletes. This “Reasonable Suspicion Policy” firmly states to the student body that the use of alcohol or other mood altering substances will not be tolerated.

Philosophy

Pleasant Hill Academy recognizes and affirms the individual value and potential of each student. This policy, including its rules, regulations and guidelines is a coordinated effort by the school to openly and effectively respond to the potential and actual use and abuse of drugs, alcohol, and mood-altering substances by members of its student population. This policy is further implemented to protect students and staff who do not use drugs, alcohol, or mood-altering substances from the potential threat of violence posed by those who do. This policy does not grant to students any right to be tested for drugs prior to disciplinary action, nor does it require the administration to obtain the results of a drug test before taking disciplinary action against a student for suspected drug use.

Policy Statement

Pleasant Hill Academy will work to educate, prevent, assist, and intervene in the use or abuse of all drug, alcohol and mood-altering substances by the entire student population and to implement a program of deterrence as a proactive approach toward a truly drug free school. Further, Pleasant Hill Academy recognizes that students using illegal drugs pose a threat to their own health and safety, as well as to that of other students and have a detrimental effect on the learning environment of their classes. The purpose of this policy is to provide for the health and safety of all students; to improve the school learning environment by eliminating the disruptive behaviors of students under the influence of drugs, mood altering substances or alcohol; and to encourage students who use drugs to participate in drug treatment programs.

This policy is designed to create a safe, drug free environment in which students can optimally learn and assist them in getting help when needed. All school personnel shall use the following rules, regulations, and guidelines as an extension of this policy when responding to drug, mood altering substance, and alcohol related situations.

Definition of Terms

- **Banned Substance** - A substance defined by Pleasant Hill Academy policy as being banned from use by students.

- **Chain-of-custody Form** - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor and then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.
- **Chemical Abuse Specialist** - A certified program specialist with expertise in the area of chemical dependence and assessment.
- **Chemical Dependency** - The use of any chemical substance to a degree where the individual begins to depend on the substance physically or psychologically in order to function.
- **Confidentiality** - Between students, staff members and parents, confidentiality shall be respected and no confidential communication may be disclosed to a third party without the consent of the student or his parent or guardian unless the best interest of the student can be served only by doing so. Nevertheless, school officials may discuss a student's confidential communications with his own parents. School officials discussing confidential communications with other school officials for official purposes shall not be considered disclosure to a third party.
- **Cooperative Behavior** - The willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with the requests and recommendations of the administration.
- **Distribution** - Delivering, selling, passing, sharing, or giving any alcohol, drug, or mood-altering substance, as defined by this policy, from one person to another or to aid therein
- **Drug, Mood-Altering Substance, or Alcohol** - Shall include any alcohol, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include but are not limited to beer, wine, liquor, any controlled substance, marijuana, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the school administration, annotated within the student's health record and given in accordance with the school policy for the administration of medication to students in school.
- **Drug Paraphernalia** - Includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances, examples include but are not limited to roach clips, pipes, and bowls.

- **GC/MS (Gas Chromatography/Mass Spectroscopy)** - A scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.
- **High-Risk Student** - Any student exhibiting behaviors indicating a potential for, or an established pattern of endangering his own life or well-being. This group may also include those students whose environments contain elements that typically lead to self-destructive or neglecting behaviors, such as children of parents who abuse drugs or alcohol, abused children, neglected children, or other poorly nurtured youth.
- **Illicit substance** - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.
- **Intervention** - The effort to provide assistance to students and their families when the student's behavior is not conducive to learning. In certain specified situations, it is action taken to resolve behavior problems which take place on school property or at activities sponsored by the school.
- **Medical Review Officer (MRO)** - A licensed physician trained and certified in the process and interpretation of drug testing results.
- **Medical Vendor** - The medical office or company selected by the Board to carry out this policy of drug testing.
- **Possession** - To possess or hold, without any attempt to distribute, any alcohol, drug or mood-altering substance determined to be illegal or as defined by this policy.
- **Prevention** - Activities designated to motivate students to avoid chemical use.
- **Quantitative Levels** - The measurement levels of specific chemicals in the urine reported usually in nanograms per milliliter (NG/ml.).
- **SAMHSA (The Substance Abuse and Mental Health Services Administration)** - A governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.
- **School Property** - Includes not only actual buildings, facilities, and grounds on the school campus but also includes school buses, school bus stops (if any), school parking areas, and any facility being used for a school function.
- **School Sponsored Activity** - An activity that is funded (in whole or in part) and/or supervised by the school, or facilitated through a school project, this includes activities funded (in whole or in part) with student activity funds.

- **Support Groups** - Groups available to students in rehabilitation, high risk students, children of parents who abuse drugs or alcohol, or other students identified by the administration as being in need of support.
- **Treatment** - A structured, supervised experience designed to help a person change behaviors which are causing serious problems for the person.
- **Uncooperative Behavior** - Resistance on the part of the student to comply with the reasonable request or recommendations of school personnel, defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the administration. Refusal to submit to a urine test shall not be uncooperative behavior.
- **Zero Tolerance** – Pleasant Hill Academy, believing that a student who uses or distributes drugs, mood-altering substances, alcohol or drug paraphernalia presents a danger to the parents and students of Pleasant Hill Academy, will act to expel said student for no less than one semester and/or exclude him from extracurricular activities for a period of one hundred and eighty (180) consecutive calendar days during the normal school term.

Rules and Regulations

A student who on school property or anywhere at a school sponsored activity is under the influence of alcohol, drugs, or mood-altering substances, or who possesses, uses, distributes, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug, shall be subjected to discipline pursuant to the provisions and procedures outlined in Pleasant Hill Academy Discipline Policies and the policies outlined below.

GUIDELINES FOR VOLUNTARY URINE DRUG TESTING

Overview

This policy for voluntary drug testing of students is accomplished in conjunction with an independent drug testing laboratory and medical office (Medical Vendor) selected and approved by the Pleasant Hill Academy School Board. Students who are suspected of being under the influence of drugs, mood altering substances or alcohol may be asked to voluntarily

submit to collection of a urine specimen to be evaluated by the medical vendor for purposes of determining the presence of such illegal substances.

An initial suspicion that a student is under the influence shall be determined by the administration as outlined in this policy. The administration, at its sole discretion, may determine that a drug test is not necessary to substantiate its belief that a student has used or possessed drugs, alcohol, or other mood-altering substances. In such cases, appropriate discipline shall be administered, and nothing in these policies should be construed as requiring further drug testing of the student before making a final decision. However, should the administration determine, at its sole discretion that obtaining the results of a drug test would assist in its determination, the request for a urine specimen and the specimen collection shall occur as outlined below.

The medical vendor will train and certify school personnel annually as collectors who will oversee the collection of all specimens as outlined in this policy. The actual testing and verification of results are accomplished by an independent medical vendor and licensed physician, both of whom are trained and certified in the process and interpretation of drug testing results. The actual laboratory testing, certification and interpretation of the drug test is not done by any school personnel. The use of an outside medical vendor ensures both accuracy and confidentiality.

REASONABLE CAUSE FOR URINE DRUG TESTING

Reasonable cause for urine drug testing under this policy shall exist when the administration, at its sole discretion, determines that reasonable suspicion exists that a student has used or possessed drugs, mood-altering substances or alcohol and that the results of a urine drug test would assist in its final determination. The principal, at his sole discretion, shall make the final decision on behalf of the administration as to whether a reasonable suspicion exists.

Factors to consider when determining reasonable suspicion include, but are not limited to: observation by the administration or staff of odors, papillary changes, slurred speech, lack of normal coordination or other observable behavior that is an indication of being under the influence of drugs, mood-altering substances or alcohol; possession of such substances; reports (deemed by the administration to be credible) made to the administration or staff of use or possession of such substances; any other indicators which the administration, at its sole discretion,

deem sufficient to create a reasonable suspicion of use, possession, or distribution of such substances.

OPTIONS FOR STUDENTS

In cases where the administration has found reasonable cause to request urine drug testing, the student shall be provided with the following options:

Option A

As outlined in the Pleasant Hill Academy "Student Drug and Alcohol Use Policy", when a student meets the criteria for reasonable cause for urine drug testing and the administration determines that a drug test is necessary, the student and parent or guardian will be informed by a school official that the administration has requested a urine drug test. At its sole discretion, the administration may choose to suspend the student out of school while test results are pending. The school official shall request that the student and the parent or guardian review and sign the voluntary consent form to allow urine drug testing. The student and parent should be informed that testing can both confirm suspicion of drug use or verify non-use.

Option B

If the student and parent or guardian refuse the voluntary drug test, the school shall process the case in the manner it would process any other 'under the influence' situation pursuant to the Pleasant Hill Academy disciplinary policies, up to and including permanent expulsion from school. Refusal to voluntarily submit to drug testing will not result in the disciplinary matter automatically being discontinued.

POST-TEST RESULTS

Test Results Positive

Members of the administration of Pleasant Hill Academy shall have the sole discretion and authority to determine an appropriate remedy for positive drug test results. Available remedies shall include any appropriate discipline under school policy, up to and including permanent expulsion from school, suspension for a period of time, conditioned status enrollment or re-

enrollment, or any other discipline determined to be appropriate by the administration at its sole discretion.

For any discipline other than immediate expulsion, the student will agree as a condition of continued enrollment, with signed parental consent, to be randomly tested by urine drug screening four times in the next one hundred and eighty (180) consecutive calendar days during the normal school term or until graduation (for seniors). The student will be excluded from all extracurricular activities for one hundred and eighty (180) consecutive calendar days during the normal school term, beginning when the student is readmitted to school. A subsequent positive test on any of the four random screenings will result in immediate expulsion from school. Dates for all such random screenings shall be selected by and at the discretion of the administration.

Test Results Negative

If the student and parent or guardian agree to urine testing, the student will be suspended from school while test results are pending. If the test results are negative (usually known within three days) and the administration, at its discretion, believes all factors so warrant, the student may be returned to school and the student's record may be expunged of the suspension. The parent and student will be asked to meet with the administration to assess possible reasons for the student's extraordinary behavior or other circumstances which lead to the 'under the influence' accusation. A negative test result will not automatically warrant dropping all disciplinary consideration for using a banned substance.

SAMPLE COLLECTION

Samples will be collected as outlined under "Medical Vendor Requirements" below. Any student unable to produce an adequate specimen of urine during the collection period will be retained at the collection site and allowed to consume up to eight ounces of water during the subsequent two hours. Students not able to provide an adequate urine specimen in two hours will be viewed as refusing to test and subject to this policy's actions in that regard. The student will be immediately subject to continuation of all disciplinary proceedings, including expulsion.

CONFIDENTIALITY OF RESULTS

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this policy must sign a Confidentiality Statement.

MEDICAL VENDOR REQUIREMENTS

At a minimum, the Medical Vendor must be able to provide the service of collecting a urine specimen. The Medical Vendor will train and certify identified school personnel as collectors who will oversee the collection of urine specimens as outlined below. Chain of Custody forms will be provided by the Medical Vendor that meets the criteria of this policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

COLLECTION PROCESS

During the collection process students are escorted to the collection site. A specimen of urine is collected following this process:

1. The student is first asked to wash their hands with soap and water, while observed, and dry them with a paper towel.
2. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
3. The drug testing custody and control form is completed by the student and collector.
4. The collector opens a sealed split specimen transport box, prepares the urine bottles, and gives the collection cup to the student.
5. The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
6. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (60 ml.) in one attempt. The student is also told they are to hand the container of urine to the collector, to run no water while in the bathroom, and not to flush the toilet until the specimen is given to the collector.
7. The student steps up to the urinal or enters the stall to collect the specimen, then hands the container to the collector. The student may then re-wash their hands.
8. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering.

9. With the student watching, the collector will pour the specimen into the two bottles, and then recap the specimen bottles tightly. If tampering is suspected, the principal will be notified immediately and a second specimen will be requested. The suspected tampering or adulteration will be noted on the "Chain of Custody Form". Both specimens will be submitted to the laboratory for testing. A second suspected tampered specimen will be considered refusal to test and the principal will be notified.
10. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
11. The student is asked to initial the bottle seals and transport bag.
12. The sealed bottles are placed inside the transport bag and the top sealed as directed.
13. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the requisition pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
14. While the student watches, the sealed specimen bag is carried to a secured storage area.
15. The student is then released to his parents or guardian or sent back to class.
16. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
17. The principal will be notified immediately of any student who refuses to give a urine sample.

TESTING OF URINE SPECIMENS

The medical vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS). The testing laboratory should have more than ten years of experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD). The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens: alcohol, amphetamines, anabolic steroids, barbiturates, benzodiazepines, cocaine metabolites, LSD, marijuana metabolites, methadone, methaqualone, nicotine, opiates, phencyclidine, and propoxyphene.

MEDICAL REVIEW OFFICER (MRO) RESPONSIBILITIES

The medical vendor will provide MRO services by a licensed physician who is trained and certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally the MRO must demonstrate a willingness to abide by the Pleasant Hill Academy Student Drug and Alcohol Abuse Policy as to the evaluation of positive drug tests and reporting findings to the Principal and/or other appropriate school officials in a timely and confidential manner. All results will be kept on file for a period of seven years.

The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

1. The MRO determines if any discrepancies have occurred in the Chain of Custody.
2. Depending on the substances found in the urine, if necessary the MRO will contact the parent or guardian to determine if the student is on any prescribed medication from a physician.
3. If the student is on medication, the parent or guardian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
4. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
5. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative and report this to the principal and/or other appropriate school officials, initially reporting positive results by phone.

Under some circumstances, the MRO will also notify the designated school official that a drug test returned positive but was adequately explained giving only the dates of the collection and reporting. Example(s):

1. A drug screen positive for codeine may be ruled negative by the MRO when he receives a letter from the treating physician that the student has been prescribed Tylenol® with codeine as a pain medication following tooth extraction.
2. Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRO.
3. Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.
4. The MRO may use quantitative results to determine if positive results on repeat specimens indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
5. The MRO will complete the final review on the drug testing custody and control form and return the appropriate copy to the Building Principal in a confidential manner.

Statistical Reporting and Confidentiality of Urine Drug Test Results

The Medical Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Pleasant Hill Academy Board. However, the medical vendor will provide the principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

PICK-UP PROCESS

The collector is responsible for seeing that specimens are picked up by the testing laboratory's courier and the Chain of Custody form properly annotated.

POSITIVE RESULT DEFINED

The Pleasant Hill Academy School Board shall define the appropriate quantitative levels for positive results in consultation with the medical vendor.

NON-PUNITIVE NATURE OF POLICY

The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Pleasant Hill Academy Board will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Pleasant Hill Academy Board, to the extent permitted by such subpoena or legal process.

ILLICIT OR BANNED SUBSTANCES

For the purpose of this Policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Pleasant Hill Academy students: alcohol, amphetamines, anabolic steroids, barbiturates, benzodiazepines, cocaine metabolites, LSD, marijuana metabolites, methadone, methaqualone, nicotine, opiates, phencyclidine, propoxyphene.

School Guidelines

As an integral part of the Pleasant Hill Academy Drug and Alcohol Prevention Program, these guidelines represent only one component in a school-wide effort to respond effectively to drug, mood-altering substance and alcohol-related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood-altering substance and alcohol-related incidents. Pleasant Hill Academy will make every effort to provide a safe and healthy environment for students, with due consideration for their rights and responsibilities.

EMERGENCY PANDEMIC PROCEDURE

In the wake of the Covid-19 pandemic that made its way to the United States in March of 2020, Pleasant Hill Academy has implemented a series of procedures to ensure that all necessary social distancing and health guidelines are met. We have carefully reviewed the Osceola County reopening plan, and consulted with our scholarship programs in order to bring you a plan that

complies with state and local mandates. Our main goal is to provide a safe environment for each of our students and staff.

Visitors

Once classes begin, no outside visitors will be allowed on campus. If for any reason you need to come to the school, please park your car and call the front office. Someone from our staff will be more than glad to approach your vehicle, help you complete any transaction, or bring your child to you.

Transportation

Any student who uses our transportation services will have their temperature checked at their bus stop. All students will be required to use their face mask while in the bus, and will be given hand sanitizer as they board. Any student displaying a temperature of 100.4 or higher will not be allowed on the bus.

Classroom Sanitation

Our classrooms will undergo daily sanitation. Classrooms will be disinfected and thoroughly cleaned every day so that we can ensure a safe and clean environment for students and staff.

Quarantine and Distance Learning

If for any reason, your child is displaying symptoms or has been in contact with anyone who has tested positive for Covid-19, they must remain at home in quarantine. All material given in class will be at our online platform, Google Classroom, so students can remain current on their assignments. In order for your child to return to face to face instruction you must provide medical clearance. If a student receives clearance from a doctor, the student must report to school on the date indicated on the clearance. If a student reports to school one week after the date of clearance, that student will not be admitted to school until a new medical note can be produced.

PLEASE SIGN AND RETURN

Parent Name: _____

(Please print)

Date: _____

By signing below, I acknowledge that I have received and read Pleasant Hill Academy's Parent-Student Handbook, and agree to abide by all rules and guidelines stated in it. I understand that if my child or I fail to comply with this handbook, I may be asked to withdraw my child. I further acknowledge that I have read and understand the Articles of Faith and Standard of Conduct of Pleasant Hill Academy and I subscribe to them without reservation.

I agree that my child will abide by these doctrines in all aspects of our lives, both at and away from school functions.

Parent Signature

Date

| | |
|---------------------|--------------|
| Student Name: _____ | Grade: _____ |
| Student Name: _____ | Grade: _____ |
| Student Name: _____ | Grade: _____ |
| Student Name: _____ | Grade: _____ |
| Student Name: _____ | Grade: _____ |