

Pleasant Hill Learning Campus
Handbook Appendix
2023-2024

Mission Statement: “Learning for life while developing productive and positive Citizens.”

STATEMENT OF PURPOSE

The purpose of the PHLC Program is to provide an alternative education for students in Grades 7th-12th who are in need of a learning environment unique from what is provided by other schools in the Seaman District.

PHLC HOURS OF OPERATION:

- 8:10 am - 2:55 pm
 - Doors open at 8:00 am (students are not allowed in the building before 8:00 am).
 - Students are dismissed at 2:55 pm (buses start to run at 2:55).

PHLC BELIEFS AND COMMITMENTS:

We believe that PHLC is a safe and welcoming place.

We commit to:

- Nurturing a supportive and family-like environment.
- Being present and committed to growing our students' social and emotional well-being.

We believe that PHLC provides students with a relevant and rigorous educational program.

We commit to:

- Ensuring that every student understands their graduation requirements and has the resources needed to graduate.
- Providing relevant and engaging learning opportunities to help students meet their vocational and post-secondary goals.

We believe that students and staff are treated with dignity and respect.

We commit to:

- Holding ourselves and others responsible for our actions and words.
- Treating others the way we want to be treated.

We believe that all students can be successful, informed, and responsible citizens.

We commit to:

- Seeking out opportunities for students to gain skills that will be relevant for their futures.
- Providing students with opportunities to volunteer and be positive contributors to their community

We believe that all students can set and achieve meaningful goals for their life and work.

We commit to:

- Providing opportunities for students to explore different career paths.

- Facilitating goal-setting with students.
- Outlining and supporting skills and timelines for reaching goals.

We believe that all students and staff can work together to establish nurturing and positive relationships.

We commit to:

- Looking at situations from the lens of creating win-win outcomes for all stakeholders and teaching students to do the same.
- Recognizing the strengths in others and accepting them for who they are.

SCANNING AND SECURITY PROCEDURES

Upon arrival at school, each student will be asked to remove shoes, hoodies/ coats, and empty all pockets. They will give staff members all personal possessions brought to school. *Students will be scanned with a metal detector.* Students will be expected to comply with check-in procedures. **MULTIPLE LAYERS OF CLOTHING MUST ALL BE CHECKED.** Personal possessions will be inspected and kept for the student in a locked room and returned at the end of the school day. Students may have access to these checked items at appropriate times during the day. Student personal electronic devices (cellphones, non-USD345 iPods/computers, personal headphones, etc) will be checked into the student's basket. Possessions that are not allowable will be held until a parent or guardian retrieves the items from school. In some cases, property may not be returned.

Students can bring a sweater or light jacket into the classroom. No winter coats, blankets, or heavy jackets will be allowed in the classroom.

GRADUATION REQUIREMENTS

PHLC is an extension of Seaman High School, therefore PHLC follows the same graduation requirements and grading scale as Seaman High School.

MONITORING STUDENT PROGRESS

Parents are encouraged to call or email the staff about their students' academic and/or behavioral progress on a regular basis. PHLC will provide parents with access to Powerschool and Edgenuity to monitor student progress.

CURRICULUM INFORMATION

Edgenuity is the online computerized academic curriculum used for most classes at PHLC. Students will be expected to work on these classes using a school computer each day. PHLC also has several in-person classes offered each year.

LEAVING DURING THE SCHOOL DAY

A written request from the parent/guardian for a student to leave campus during the school day will be honored when the note is presented to staff **BEFORE** missing a class or leaving campus. **You must report to the office and sign out before leaving campus.** Failure to comply with established procedures will result in an unexcused absence and appropriate disciplinary action.

TARDIES

A student arriving at school after 8:10 am (without notice) will be considered tardy. 3rd tardy = lunch detention and parent contact, 4th tardy = 2 lunch detentions, 5th tardy and beyond = 2 lunch detentions, parent meeting for attendance contract review and support plan.

PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

Voluntarily Attending Students - Students attending PHLC by choice, who wish to attend any Seaman High School extracurricular activities, must meet the same expectations as students attending Seaman High School. Students who need evidence of being in good standing to participate must obtain written documentation from the PHLC Assistant Principal to show SHS staff/administration as proof.

SUSPENDED STUDENTS - Students attending PHLC due to long term suspension or expulsion ARE NOT eligible to participate in or attend athletics, activities, dances, prom, or any other similar kinds of activities at Seaman High School or Seaman Middle School.

TRANSPORTATION

All students of PHLC will be eligible to use district transportation. Times will be determined by the Transportation Director. Students and families will be notified before the student starts school. Students who ride the bus must adhere to the [USD 345 Transportation Department Handbook](#) policies.

Students who drive to PHLC are entered into the district random drug testing policy just as students at Seaman High School must do. Students who drive to school must be able to provide a valid driver's license and proof of insurance upon request. Students driving to school must park in the area designated for students. Students must have parental permission in order to ride to or from school together. Safe and careful driving must occur while arriving and leaving PHLC. *Failure to follow these guidelines will result in the student losing their driving privileges at PHLC and possibly being issued a ticket.*

Parking Lot Regulations and Search of Vehicles

By entering the parking lot area of PHLC the person in charge of any vehicle consents to search of the entire vehicle and its contents by school officials or police officers upon reasonable suspicion of violation of school policy or law.

Driving to school is a privilege extended to sophomores, juniors, and seniors. Freshmen are not allowed to drive on school property. Students can lose the privilege of driving to school due to failure to abide by the following regulations:

- Students must park only in the southwest parking lot away from staff and school vehicles.
- The speed limit is 10 mph.
- Students will observe safe driving practices.
- Students will exit the parking lot immediately and carefully after school via designated exits.
- Violations result in consequences up to fines and loss of parking privileges.

BREAKFAST/LUNCH

PHLC has a closed lunch policy. **Food **may not be brought in from local restaurants or delivered to students on school premises during the regular school day.*** Students are not allowed to leave the school grounds. Students may bring their lunch or buy a school lunch through Seaman Food Service for the current cost of a secondary meal in the Seaman District. It is recommended that money be put in a student's account for the week on Monday mornings. Students are responsible for their own clean up, and are to remain in designated areas during breakfast and lunch times.

**Visitors and parents are not allowed on campus or allowed to bring in outside food during lunchtime without administrative approval. Breakfast will not be served to any student who arrives past 8:30 am unless previously arranged. All food brought into PHLC must be sealed and screened by building security.*

TRANSITIONS TO AND FROM PHLC

Students who are transitioning between Pleasant Hill Learning Campus and Seaman Middle School or Seaman High School will work with the administrators at Pleasant Hill Learning Campus and their transitioning school to determine what supports will be needed for their successful transition. Students must be in good standing at Pleasant Hill Learning Campus to be considered for transition to Seaman Middle School or Seaman High School.

STUDENT CONDUCT

The essential ingredient in the operation of a school is self-discipline. Students who attend PHLC are expected to conduct themselves in a manner, which will not interfere with the rights of others and are expected to be responsible for their own behavior. The [Building Behavior Matrix](#) will serve as a guide for student conduct. **Students at PHLC are governed by the Seaman Board of Education Policies and the policies and expectations set forth in the Seaman High School and Seaman Middle School Handbooks. Consequences at PHLC will be administered by administrative discretion to not exceed the consequences that a student would receive at their home school, but to reflect the best interest of the student and their educational needs.**

At Pleasant Hill, it is our goal to provide a continuum to respond to behavior that will allow restorative practices to take place and will allow students to stay in school and learning as much as possible. Responses to behavior are below:

1. Wellness Opportunities:

If a student is escalating, staff will give students the opportunity to take a break. Every effort will be given to make this break a positive opportunity for the student.

The wellness room is an example of a wellness opportunity. It is an area where a student may go to gain composure or work in isolation. Use of the wellness room may be student or teacher selected. The wellness room must be monitored by a staff member when in use. Other break opportunities may be developed based on the individual needs and preferences of the students.

2. Office In-School Suspension Rooms

If students are demonstrating office-managed behavior or behavior that is disruptive in the classroom and redirections are not deterring the behavior, students will be referred to the office. The administrator may determine that ISS is an appropriate placement for that student at that time. In ISS students will be asked to complete a restorative practices think sheet and make/execute a plan for returning to class.

3. Restorative Room

The Restorative Room provides an environment where a student may work for a short or long-term period when it is determined that this environment will offer a supportive environment that will improve learning, improve school safety by preventing future harm, and/or offer an alternative to suspension/ expulsion.

When a student is assigned to the restorative room for an extended time, their team which includes teachers/ staff, administration, the student, and parents meet to determine the plan for the student while in the restorative room and their criteria that must be met for return to the classroom setting.

Restorative Practices will be used to support students and problem solve behavior situations whenever possible. Restorative practices are a social science that studies how to build social capital and achieve social discipline through participatory learning and decision making. Wachtel, T. (2016). *Defining restorative*. International Institute for Restorative Practices. <https://www.iirp.edu/restorative-practices/defining-restorative/>

The use of restorative practices helps to:

- reduce crime, violence and bullying
- improve human behavior
- strengthen civil society
- provide effective leadership
- restore relationships
- repair harm

More information about restorative practices:

[Topeka Center for Peace and Justice](#)

[International Institute for Restorative Practices](#)