

Statesville Christian School

2018 - 2019



Elementary Parent - Student

HANDBOOK

STATESVILLE CHRISTIAN SCHOOL

2018-2019 ELEMENTARY PARENT – STUDENT HANDBOOK

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SCS ELEMENTARY 2018-19 HANDBOOK

INTRODUCTION

Welcome to Statesville Christian School (SCS)! We're honored that you have joined our school community. The following policies guide the organization and operations of our school. As we improve our existing policies or make changes during the year, we will make you aware. If you have any questions, suggestions, or concerns, please contact the administrative office at 704-873-9511.

The administration of Statesville Christian School reserves the right to adjust or amend the Handbook at any time. In the event of a change, both students and parents will be notified. Following notification, the change will be considered in effect.

MISSION STATEMENT

The mission of Statesville Christian School is to train students, in partnership with families, to think, live, love and lead as Christians through programs of academic excellence based upon a Biblical worldview.

With a focus on equipping each student and challenging them to step up in leadership for this generation, Statesville Christian will add "Preparing tomorrow's leaders today" as a tagline and summation of the vision

ACCREDITATION

Statesville Christian School is accredited in grades Kindergarten-12 by the Association of Christian Schools International (ACSI), AdvancEd, and the Southern Association of Colleges and Schools.

STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:16, II Peter 1:21).

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the Deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5: 28-29).

We believe in the spiritual unity of the believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).

All employees of Statesville Christian School must subscribe to this Statement of Faith.

"DESIRED RESULTS" IN OUR STUDENTS

The mission of Statesville Christian School is to train students in partnership with families to think, live, love, and lead as Christians through programs of academic excellence based upon a Biblical worldview. As stewards of God's ministry, we the Board of Statesville Christian School, acknowledging the sovereignty of God, recognizing the responsibility that students bear, and aware that apart from God we can do nothing, hold forth that our graduates are well prepared academically, are well prepared biblically, and that our graduates live and espouse the Biblical worldview as they engage the world for Christ.

Well prepared academically:

- Exceptional in language studies, reading, writing, communications, listening, humanities and critical thinking.
- Exceptional in mathematics and the sciences.
- Exceptional in their understanding and knowledge of history, peoples, events and cultures in the context of God's sovereignty.
- Appreciative of literature and the arts, both classical and Christian as well as understanding how they express and shape beliefs and values.
- Possessing a Godly understanding of languages and cultures of other peoples.
- Possessing a Godly joy in learning.
- Skilled in asking questions, solving problems and making Godly decisions.

Well prepared Biblically to:

- Commit to a personal relationship to God through acceptance of His Son Jesus Christ as personal Lord and Savior.
- Understand the worth of every human being as created in the image of God.
- Articulate and defend their faith and Christian Worldview while understanding opposing worldviews.
- Know, understand, and apply God's Word in their daily life.
- Be confronted with and respond to competent Bible teachers and Biblical integration in each taught discipline.
- Be challenged to be a Christian role model to those they live, work and worship with and to those they serve.
- Treat their bodies as the Temple of the Holy Spirit.

Well prepared to live and espouse the Biblical Worldview by:

- Possessing apologetic skills with the purpose to defend and promote their faith.
- Being empowered by the Holy Spirit to pursue and be a witness in the world by a life of faith, goodness, knowledge, self-control, perseverance, Godliness, brotherly kindness, and love as stated in II Peter 1:5-8, as we serve our earthly leaders and pursue our God given missions.
- Understanding, valuing and engaging in appropriate social and civic activities from a Christian perspective, (Worldview).
- Understanding the value of being actively involved through a church community in serving God, others and society at large.
- Embracing and practicing justice, mercy, and peacemaking in family, community and all of society.
- Valuing intellectual inquiry and actually engaging in the marketplace of open and honest inquiry.

Well prepared to engage the world socially by:

- Respecting and relating appropriately with integrity to those with whom they work, play, and live.
- Acquiring an appreciation for the natural environment and practicing responsible stewardship of God's creation.
- Applying the principles of healthy, moral family living, promoting God's design in society for marriage and the family dynamic.
- Being good stewards of finances, time, including discretionary time, and other God-given resources.
- Understanding that work has dignity and is an expression of the nature of God.
- Desiring to promote and support, tangibly and intangibly, Christian Education as a social calling in God's Providence. (Proverbs 22:5 – Train up a child in the way he should go; even when he is old he will not depart from it.)

POLICIES**RE-ENROLLMENT**

The re-enrollment application for the next school year will be available to current students on line through RenWeb, in late winter. Families will receive email notification when the re-enrollment period begins each year. This early re-enrollment period gives priority to current families before enrollment is opened to the public. Re-enrollment is not offered to students whose financial obligations for the current school year are in arrears.

Statesville Christian School reserves the right to refuse re-enrollment to students, or students of families, who have demonstrated misconduct, on or off school campus, or disharmony, regarding the purpose, standards, policies, regulations, or rules of the school.

POLICY OF NON-DISCRIMINATION

Statesville Christian School makes no distinction concerning an individual's race or ethnic background because we acknowledge that there can be no preferential treatment with God (Romans 2:11). We happily serve families who practice a biblical lifestyle within their family and who desire an education that integrates biblical principles.

MARKETING/MEDIA COMMUNICATIONS

In an effort to follow appropriate media protocol and confirm accuracy and consistency of all information, all media contacts (newspaper, radio, magazine, television, etc.) must originate with the Head of School or Director of Advancement. Requests for media coverage of events must be submitted in writing to the main office a minimum of two weeks prior to the event for which media coverage is being requested.

SOCIAL MEDIA

There is no question that the social environment on and off our campus shapes the spiritual, social and academic atmosphere within our classrooms. A great deal of social interaction between individuals takes place on social networking sites, Twitter, through texts and many other avenues. These online conversations do not stop at the doors of our school. While much of this online interaction helps with timely and positive communication, online interactions also have the potential of having a negative impact on our children and our school community. Our school relies heavily on the partnership with families. Ours is a partnership between the home, the church and the school. With rare exceptions, such as serious reports concerning the safety and well-being of our students, SCS does not monitor online activities. However, if reports of negative online conduct, conduct which has the potential to negatively affect the spiritual, social and academic atmosphere of our school are brought to us from our students, teachers or parents, we reserve the right to address these issues in the spirit of Matthew 18 and in partnership with our families. Families should know that they may be held responsible for their actions and words posted on social networking sites. Our actions as a school may include, but are not limited to, bringing students and families together in the spirit of biblical peacemaking, accountability, redemptive discipline and any administrative or policy actions which are deemed necessary to preserve the positive spiritual, social and academic atmosphere of our school.

FINANCES

TUITION POLICY

Tuition is collected through FACTS and is normally drafted on the 10th of each month. A late fee of \$25 will be added to the account if payments are not received within 30 days of the due date. In the event a student account is in arrears more than sixty (60) days, the student may not be permitted to attend class.

PAYMENTS

Families create an agreement through FACTS each school year. Tuition payments are scheduled and drafted by FACTS. On rare occasions, tuition payments can be made at the school and the business office will post the payment to the FACTS agreement. Parents can order lunches through Orgs Online. An account will need to be created for each family and payments for lunches ordered are made directly through Orgs Online.

TUITION ASSISTANCE

For information about the tuition assistance philosophy and process, including steps to apply, please refer to our website's admissions tab or contact our business office for a copy.

RESPONSIBILITY FOR DEBTS

All families are expected to meet financial responsibilities promptly. This includes tuition and all other incidental expenses. Students' transcripts and records will not be released until all debts are paid. Students whose tuition payments are more than sixty (60) days in arrears may not be allowed to attend classes until their account is made current or mutually agreeable arrangements are made in writing with the Head of School.

FUND RAISING

The costs involved in operating SCS significantly exceed the amount that is charged in tuition and fees. Therefore, we ask that families support the ministry of SCS as they are financially able to do so. Each year, SCS will hold an Annual Fund Drive to provide families the opportunity to give a tax-deductible donation. All staff, PTF, Boosters, or students who have a need to raise money for the school or for a mission project must first submit a request in writing to the main school office. Once a request has been submitted, the Head of School and Director of Advancement will review the type of fundraiser and dates. Preplanning is always best, therefore, to give appropriate time for an evaluation; *not less than a two week notice will be accepted*. Once reviewed, the administrator will respond with a decision as quickly as possible.

EMERGENCY - SECURITY – TRAFFIC - PROCEDURES

EMERGENCY CONTACT INFORMATION

Each student is to have emergency contact information on file at SCS to make it possible for SCS to contact someone in the family at all times. **This information is to be provided on RenWeb. As information changes, parents are responsible to update changes in RenWeb, as well as alert classroom teacher and office personnel that such changes have occurred.**

BUILDING ACCESS

In order to provide the utmost safety for our students, the only access to the elementary school (WABC building), during school hours, is through the office entrance facing the Miller campus (the Elementary office drive-through end of the building). To enter the building, press the appropriate speaker button on the wall beside the outside door. You will be answered by someone in the SCS office. Once you identify yourself and state your needs, the door will be unlocked and you may enter. All other doors are locked. Please do not knock for entrance at other doors. Also, due to security as well as saving on heating and air conditioning, doors are not to be propped open.

VISITORS

SCS encourages visitors, particularly parents, at non-instructional times, such as lunch. If there is a need to visit or observe during the educational portion of the day, this should be approved and scheduled through the principal and teacher involved.

Visitors entering the SCS Elementary building are required to sign-in and receive an identification sticker that is to be worn while on campus. Before leaving campus, visitors are to sign out.

TRAFFIC SAFETY PROCEDURES

It is imperative that all drivers travel in a slow and controlled manner while on campus, and be aware of all other vehicles and people in the parking lot. **For the safety of our students, drivers are asked to remain in their vehicles and go through the pick-up line rather than parking and walking with their child. PLEASE DO NOT DRIVE ACROSS GRASS.**

Also, after parents meet their children, they are asked to keep them in their custody rather than allowing them to run unsupervised around the building, parking lot, and grounds.

FIRE DRILLS

Fire drills will be held monthly at various times during the school day. Procedures are in place. Teachers will acquaint the students with the proper procedures to follow.

TORNADO/DISASTER/CATASTROPHE DRILLS

These drills occur at least once a year. Teachers will acquaint the students with the proper procedures to follow.

LOCKDOWN DRILLS

Lockdown drills will occur at least twice a year. Teachers will acquaint the students with the proper procedures to follow.

OPERATIONS

FACULTY WORKROOM

The Faculty workroom is for the use of SCS employees and volunteers. **NO Elementary students are allowed in this room. The only student exceptions are the Teacher Assistants (TA's) assigned from Upper School.**

Volunteers and TA's are to give priority use of the copier, or other equipment, to any teacher who enters the workroom since he/she only has one planning period scheduled each day. The telephone in the faculty workroom is for volunteers and employees of SCS.

INCLEMENT WEATHER

SCS closings, delays and early dismissals due to bad weather will not necessarily correspond to those of the Iredell County public schools. In times of emergency, parents will be notified of school closing or other emergency measures through the SCS website and the following radio and television stations:

WSOC TV WBTV WSIC Radio (1400AM)

Please log-on to the SCS website to check for this inclement weather information at **www.statesvillechristian.org**. The school will also send out an automated phone call, followed by an email to parents with specific instructions. *Please listen to these messages and refrain from calling the school* during inclement weather, emergencies, and most importantly, if during a lock-down. Excessive phone calls tie up phone line usage needed in an emergency situation.

WABC FACILITIES USE PROCEDURES

As stewards of the WABC building, SCS agrees to adhere to the following procedures:

- WABC room usage requires reservations through the Elementary Office Manager. Please note that room requests must be made with a minimum of a 10 business-day advance notice.
- Displaying posters, fliers, and other announcements require prior approval through the Elementary Office Manager. If permission is granted, they are to be displayed on bulletin boards or tack strips, rather than any wall, door, door frame, or glass surface inside the building.
- Anything to be placed outside the building, including the exterior door and brick columns, requires prior approval through the Elementary Office Manager. If exterior door signage permission is granted, only magnets may be used to secure items.
- If tape is necessary for classroom floors, walls, doors, etc. only specific types are permitted by WABC.
 - Floors: Only "Gaff Tape" or clear self-adhesive shelf liner
 - Walls/doors: Masking or "Command Strips"
 - Door frames: No tape allowed, only magnets are permitted
- The foyer cubicle/desk outside the school office is the property of WABC and is exclusively for the use of its staff and therefore should only be used by WABC staff. It is off limits to anyone else. WABC will allow work from teachers to sick children to be placed on the outside counter of this cubicle/desk for parents to retrieve at the time of afternoon car line.
- Microwaves in the building are owned by WABC. WABC permits SCS staff/volunteers to use them for "panic lunches", but cannot be used to warm students' packed lunches from home.

IMPORTANT NOTE: The Elementary Office Manager is the liaison between WABC and SCS. She does not have the ability to grant your requests immediately. These requests must be passed from her to the proper channels at WABC.

TELEPHONE USAGE – Elementary Office

The office telephone is used for official school business. Elementary students, parents, and visitors may not use the office telephone. Parents and visitors are asked to use the telephone on the wall across from the kitchen. Dial 9 for an outside line. Except in emergencies, classes will not be interrupted to deliver a message, or to have a student return a phone call to the parent. Parents are asked to avoid calling with transportation messages if at all possible.

FIELD TRIPS

Written parental permission must be received in order for students to participate.

Field trips are regarded as an extension of the classroom experience; therefore, student attendance is a requirement. Parents who desire that their student not attend should make plans for the care of the student for that day understanding this will be counted as "absence." Likewise, if a student leaves early, it will be counted as "early dismissal."

SCS considers field trips a privilege – not a right; therefore, students with any discipline issues may be withheld from attending.

PLEASE NOTE: Students not returning to school after a field trip (going home with parent or another family), **MUST** give notification, which must be provided to the teacher at least one (1) day in advance of the event. In addition to this, on the day of the trip, the parent is to sign a “sign-out” sheet, with the teacher, prior to leaving the group with their student/child.

OTHER OFF-CAMPUS EVENTS

SCS typically participates in the following events during the school year: ACSI Spelling Bee, ACSI Speech Meet, ACSI Math Olympics, and Iredell County Fire and Life Safety Quiz Bowl.

Written parental permission must be received in order for students to participate.

All off campus events planned during the school day are regarded as an extension of the classroom experience; making student attendance a requirement once the permission slip has been signed. Therefore, if a student leaves early, it will be counted as “early dismissal.”

SCS considers these events as a privilege – not a right; therefore, students with any discipline issues may be withheld from attending an event and be required to attend school that day instead

CHAPERONES FOR ALL TRIPS

All parents wishing to attend any school trips, whether field trips or other events, **MUST** be willing to be a chaperone and be responsible for all students placed in their care by the teacher. The teacher, alone, is the adult who will be making the student assignments for each chaperone. No parent will be asked to be responsible for more than 5 children.

Siblings (of any age) may not go on any trips. The only exception to this is in the case of any sibling who is actually an adult and is signing up to be a chaperone for a group of children as well. Chaperones must give their full attention to the care of the SCS students they were assigned.

All chaperones/drivers must remain with the children placed in their care until they have safely arrived back on SCS campus.

Please note the following guidelines for chaperone drivers that must be observed:

1. **All drivers must complete necessary forms and present a copy of driver’s license to SCS elementary office two (2) weeks prior to driving to an event.** SCS will perform a DMV check on all field trip drivers. Individuals with traffic violations will not be permitted to drive for field trips.
2. All students riding in private vehicles must wear a seat belt.
3. Drivers are expected to follow the route selected by the teacher unless prior approval for an alternate route has been secured.
4. The primary responsibility of the driver is to care for the students in the group assigned to that driver. Unless directed otherwise by the teacher in charge, drivers must keep their passengers with them at all times. Drivers should not leave any location without having accounted for all students for whom they have responsibility.
5. Upon returning to campus, drivers should remain with their students until the teacher in charge has arrived and taken responsibility for the class.
6. Drivers are not to make unscheduled stops. (For example, stopping by a fast-food restaurant for a drink before coming back to campus.) All stops must appear on the Field Trip Request form that was approved by the designated administrator.
7. Drivers are not to talk on cellular phones while driving, unless communicating with another vehicle on the field trip for emergency or directional purposes.
8. Drivers should correct any unsatisfactory behavior, including noise or rudeness, and provide the teacher in charge with information regarding any student who fails to respond promptly and politely to correction.
9. All field trip drivers are just that – drivers and chaperones. The teacher in charge sets the agenda for the field trip that is pre-approved by SCS administration. Respect for the intent of the field trip should be honored.

Please direct any questions to the Elementary office or other Administration. Thank you.

CONTACTING A TEACHER

To contact a teacher, please send a note with your student for the teacher to contact you by telephone, call the school and leave a message, or e-mail the teacher. Please do not stop by the classroom for an “impromptu” conversation at any time because this pulls the teacher away from his/her duties. Please do not call their cell phone in the evenings, as this is their family time. Please schedule a conference or appointment to speak with the teacher that does not interfere with classroom instruction time, or does not take the teacher’s attention away from the students.

To email a teacher or any SCS employee, please use the first initial of the first name plus the last name as the following example: mellenburg@statesvillechristian.org.

COMPUTER/TECHNOLOGY POLICIES

COMPUTERS AND LAB

The purpose of the computer lab is to provide the student an opportunity to learn vital computer skills, to have access to word processors and spreadsheets, and to give the student the opportunity to take advantage of the vast resources of on-line services and the internet.

The privilege of using the computer lab is accompanied by the responsibility to use it properly. Accordingly, policies have been developed to ensure that the computer equipment is well maintained so that students and faculty have uninterrupted access to the lab. These policies are not designed to restrict the student in the use of the lab – they are designed to give the student guidelines in the proper use of the lab so that it remains up and running.

Our enthusiasm for the opportunities electronic resources have created has not in any way lessened the commitment to make sure that these resources are used for purposes related to the educational mission of Statesville Christian School. Accordingly, the purpose of all Internet and other electronic resources is to support the school’s mission. Consequently, student use of these resources must be for matters directly related to one’s academic or approved extra-curricular obligations at SCS. While it is impossible to prevent the truly determined from accessing some questionable material, short of not providing these resources at all, we have established the following policies to make sure these resources are used appropriately:

1. Conduct on the computers is to reflect and be consistent with Christian ethical and moral principles and precepts and is to be consistent with the high standards of character and conduct expected of all students and faculty and is to be in compliance with all school policies.
2. The faculty will monitor student use as per Acceptable Use Policies which are to be clearly posted in the lab.
3. Access and/or transmission of material that is profane, abusive, or otherwise questionable is prohibited.
4. Downloading material and incorporating it into the student’s own work without properly identifying the source is prohibited.
5. Use of chat rooms is not appropriate and is prohibited.

Sending material in violation of local, state, or federal laws is prohibited. This includes, but is not limited to anything that is copyrighted, threatening, obscene, or covered by trade secrets.

ADDITIONAL GUIDELINES to Computers and Lab Policies

1. Use of computer lab resources for any commercial activities or any political lobbying is prohibited.
2. Use of computers, network, printers, etc. with tasks that are unrelated to the student’s academic and/or extra-curricular obligations is prohibited without permission of an administrator.
3. When students are in communication with somebody or some organization on a ‘net’ site, they are not to reveal personal information about themselves without permission from a teacher. Students are never to reveal information about themselves or other people when they communicate on the Internet to sites outside SCS. Within the SCS network, however, anonymity is not allowed.
4. Students are not to answer inappropriate messages from strangers or arrange meetings with strangers who may attempt to contact them over the net.
5. Students are to be polite and respectful to people with whom they are communicating.

Students are permitted:

- To ask for help in using the computers
- To ask for help in conducting on-line research

- To treat the equipment with care
- To enjoy the lab

Students are not permitted:

- In the computer lab without adult supervision
- To bring food or drink into the computer lab at any time
- To install computer programs, including games
- To delete programs
- To change the computer color schemes or the desktop arrangement
- To exit to the DOS prompt to list or manipulate file directories or to run programs
- To change any system configurations
- To remove CD's, books, or computer disks from the lab
- To rename any computer files
- To move program or document files
- To change, move, or otherwise tamper with computer hardware or network connections
- To use outside discs

Any damage to computers or vandalism will result in the loss of computer lab privileges and charges for any materials and labor costs incurred to make repairs. This policy includes, but is not limited to, pranks such as unplugging network cables, removing the “roller balls” from the mice, etc. – no exceptions to this policy will be made. Parents and students must both agree in writing to all the Acceptable Use and Computer Lab Policies prior to computer use.

TEXTBOOKS

SCS provides the required textbooks for students. Students using school-owned books are responsible for returning books in the same condition in which they were issued. Parents are asked to pay for lost or damaged books with more than normal wear or tear.

LABELING

All student belongings should be **clearly labeled with the full name of the student.** *This includes book bags, lunch bags/boxes, clothing, and school items.*

LOST & FOUND

“Lost & Found” is located in the Elementary Office. All found items are to be taken directly to the to the school office. Please check the lost and found basket regularly for lost belongings as it will be periodically cleaned out, and all items will be donated to a local charity.

PLAYGROUND

SCS uses the playgrounds on the WABC campus. Since students use the playground on most days, parents are reminded to dress students appropriately.

FRIDAY FOLDERS

Each Friday, children will bring a “Friday Folder” home which contains important information. We request that you review these folders over the weekend, to ensure that any paper, test, etc., which must be signed and returned, is done so expeditiously. The Friday Folder allows weekly contact with teachers, administration, and the opportunity to share student progress, and contains class assignments, special announcements, and much more.

SCHOOL PICTURES

Individual pictures are taken in the fall and group pictures will be taken in the spring. The dates for school pictures and desired dress are announced closer to the appropriate times.

PARTIES

Class parties held at school are limited in number and carefully controlled in terms of expense. The elementary classes may have four parties during the year as they relate to seasonal holidays and events. These are:

Thanksgiving Christmas Valentine’s Day Easter

The teacher determines dates and times for these celebrations. Refreshments and decorations should be kept simple.

Elaborate birthday parties are not permitted, but with prior approval, parents may bring items such as cookies or cupcakes. Birthday foods brought during the lunch period should be provided for the entire grade. **Party favors, including birthday presents, flowers, and balloons for the honoree, are a distraction in the classroom and should not be brought to school.**

Party invitations for out-of-school parties may be distributed in school as long as each classmate is invited. Parents are also asked to consider the impact of picking up some children for an after school gathering and not others. Children can be terribly hurt when it is so obvious a party is occurring and they were not invited.

ACADEMICS

REPORT CARDS

Report cards will be available on RenWeb, after each quarter for elementary grades Kindergarten – 5th. Report cards will be withheld when financial obligations have not been met.

NOTE: Teachers will outline their grading process in their orientation packets.

CONDUCT GRADING SCALE & SPECIALS GRADING SCALE

Christian conduct, attitude, and effort are the basis for grading in Special classes. Grading scale is the same as that of Kindergarten.

ACADEMIC GRADING SCALE

<u>Kindergarten:</u>	(E) = Exemplary	(N) = Needs Improvement
	(S+) = Very Good	(U) = Unsatisfactory
	(S) = Satisfactory	(I) = Incomplete
	(S-) = Improving	

<u>3rd through 5th Grades:</u>	(A) = 93 – 100
	(B) = 85 – 92
	(C) = 77 – 84
	(D) = 70 – 76
	(F) = below 70

1st through 2nd Grades:

Statesville Christian School recognizes 1st and 2nd grades as being early childhood education years in transition for upper elementary school. In these two grades, some subjects (such as Math) will include actual tests, while others (such as History/Social Studies) will rely more upon group hands-on learning activities. Because of this, the grading scale for these grades will be a combination of the two listed above.

PARENT-TEACHER CONFERENCES

During the third quarter teachers conduct parent/teacher conferences to discuss each individual student's progress. Teachers are also available throughout the entire year to conduct conferences as needed. Conferences can be requested by teacher or parent. These conferences should be scheduled in advance with the teacher.

HOMEWORK

SCS students should expect regular homework assignments. Homework is assigned for the following reasons:

1. To increase self-reliance and self-discipline.
2. To stimulate voluntary effort, initiative, independence, and responsibility.
3. To reinforce and extend classroom learning.
4. To provide practice in skills and problem solving.
5. To enrich the school experience through related home activities.
6. To provide opportunities for special projects such as book reports, compositions, and special research papers.

The amount of time a student needs to do homework varies from day to day and from student to student. The faculty attempts to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students. Homework assignments should primarily target knowledge and skills in Math, Language Arts, and Bible.

PLEASE NOTE: Teachers do not assign homework on Wednesday nights. Tests will not be given on Thursday without prior sufficient notice from teachers. We encourage our students and families to attend Wednesday night

church services whenever possible. SCS encourages wise planning of extra-curricular activities so that adequate time is provided for homework assignments as well as for the development of personal responsibility.

Assignments are to be complete, on time, and written properly.

LATE WORK POLICY

Class work is expected to be completed in school. Work not completed on time will be sent home for completion. Work is expected to be turned in the following day. Students who have work that is consistently late will find this reflected on their Report Cards.

MAKE-UP WORK

For each day absent, students will be given a day to make up the work missed. Failure to comply with this will result in grade reduction on those assignments. **Teachers will not delay tests or allow extra time simply because students missed a day of school just before a test.** Consideration will be given to students missing several days in a row or those obviously too ill to prepare for school.

It is the responsibility of parents and students to determine what work has been missed and see that it is made up. Teachers may, at their discretion, modify assignments for students who have been absent for extended periods. Students are not permitted to miss regularly scheduled classes in order to make up work.

*Parents should call the school NO LATER THAN 9:00 am to request make-up work.
Work will be available for pick-up after 2:45pm.*

STANDARDIZED TESTING (Terra-Nova)

The Terra-Nova Achievement test will be administered in the spring to grades one through five. Only students absent due to illness will be allowed to take a make-up test.

RETENTION

Promotion of students to the next grade is determined by satisfactory progress and developmental readiness. On rare occasions, a student may need to repeat a grade, in order to master the material, or he/she may not be developmentally ready for the next grade. A student may be required to complete summer tutoring and assessment by SCS prior to school starting in August. The elementary teacher determines whether a student is to be promoted or retained, after consultation with the parents and Elementary Administrator. With good parent/teacher communication, there should be no instance of a parent being unaware of the student's lack of progress.

CONFIDENTIALITY

SCS holds student records in a confidential manner in the administrative offices. Parents are encouraged to consider grades as a private matter between the student, parent, and teacher.

STUDENT RECORDS RELEASE

SCS will release student records upon the request of the parent or guardian. Written notification should be sent at least one week prior to when the records are needed to allow appropriate time to complete the request. Records will not be released until all financial obligations have been met.

TUTORING

For students with serious academic problems, an outside tutor may be needed. Any outside tutor should confer with the teacher of the class in order to coordinate objectives and methods. It is imperative that the teacher be aware of all students receiving outside tutorial help. Expense for outside tutors is the responsibility of the parents.

ATTENDANCE

EXPECTATIONS

SCS expects all students to attend school regularly. Regular and punctual attendance is essential for success as a student. Absences impede the learning process. We urge students to be present every day. Students must remain in class until 11:30 am, to be counted present for the day. Students with early morning appointments must be in class by 11:30 am, to be counted present for the day.

Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction and structured study. Since the classroom experience is composed of participation in class activities and direct instruction conducted by the classroom teacher, this experience is generally impossible to be "made up". For this reason, failure of a student to attend class will be seen as a serious problem and may result in probation or

retention, if absences are deemed excessive. The administrator will monitor attendance records for students accumulating excessive absences. In order for a student to be counted present, he/she must be at school for at least ½ day according to the following:

½ day = 8:00 – 11:30 am, or 11:30am – 2:45 pm.

SCHOOL HOURS

Elementary School begins each day at 8:00 am and ends at 2:45pm.

DROP-OFF/MORNING ARRIVAL

Students may enter the Elementary school between 7:30-8:00am, using the Elementary office drive-through end of the building. . **Please come through car line and refrain from parking to walk your child to the entrance.**

Breakfast should be complete before entering building.

Assigned teachers will be on duty to oversee students from 7:30-7:45 a.m. There is no charge for this service. Students may bring appropriate books to read during this time – no electronic games or any other items listed in the “Banned Items” section. Students may begin walking to their classrooms at 7:45 am.

Beginning of school year exception: Kindergarten parents may proceed with their students to the classroom at 7:45 a.m., **the first three (3) days of school only.** Afterwards, students are to be dropped off at the elementary drive-through. Parents of students in the 1st - 5th grades may walk students to classrooms on the first day of school only.

Teachers are not available to parents in the mornings due to required attendance at prayer, devotions, and morning duties. We request parents to respect each teacher’s limited time in the mornings by not visiting the classroom. If you need to speak with a teacher, please schedule an appointment by sending a note with your student, calling the school office and leaving a voice mail message, or sending the teacher an e-mail.

TARDY - LATE ARRIVAL TO SCHOOL

Please plan to be at school by 7:45 a.m. This plan provides a cushion of several minutes to deal with any unavoidable delays encountered en route. Any student arriving after 8:00 am must report to the elementary office to sign in, and receive a Tardy Slip which the student is to give to the Teacher. ***Three tardies are considered one absence.***

EARLY DISMISSAL

Please plan to remain at school until dismissal. However, if a student must leave early, the parent must come into the Elementary office and sign the student out. Students should not be picked up at the classroom. SCS considers field trips and ACSI events as a privilege - not a right; therefore, a student leaving these events early with their parent is counted as having an “early dismissal” for the day. ***Three early dismissals are considered one absence.***

PICK-UP/AFTERNOON DISMISSAL

Students may be picked-up between 2:45 pm – 3:00 pm, from the Elementary office drive-through end of the building. **Please come through the car line and refrain from parking and coming inside to pick up your child.**

AFTER CARE

Students remaining on campus after 3:00pm will be sent to After Care.

DAYS PRESENT TO RECEIVE CREDIT FOR THE YEAR

A student must not miss more than eighteen (18) days of school each year for promotion. Excused and unexcused absences are counted equally when assessing total days absent. An “excused absence” does not grant additional days to the eighteen (18) day total.

PRE-SCHEDULED FAMILY VACATION

If it is necessary for a family to keep a student from attending school for a family trip or vacation, the following procedure is to be followed:

1. Obtain an Absence Request Form from the Elementary office, complete the form and return it to the office at least **two (2) weeks** prior to vacation dates.
2. The teacher will identify the impact of the student missing those specific dates of class. As much work as possible will be given to students the day prior to leaving for vacation. **This work is expected to be completed and turned in upon return to class.**

EXTENDED ILLNESS

When a student is absent due to illness or hospitalization for more than five consecutive days, the following guidelines should be followed:

1. The parents should contact the school as soon as they become aware that the student will be absent for several days.
2. Make-up work should be picked up and dropped off in the office.
3. If the student is to be absent more than 5 consecutive school days, the student may need tutoring to catch up with the class.
4. Parents should notify the teacher prior to the student's return to class so that the school can make efforts to ease the student's return to school.
5. Upon return to school, the following information should be presented to the teacher:
 - A signed release from the parent and doctor
 - A written description of permissible and non-permissible activities

ILLNESS DURING THE DAY

Students who become too ill to remain in class will be sent to the office by the teacher. Contact will be made with the parent, if the illness requires that the student should leave school. Any student leaving school due to illness must be signed out through the office by the person assuming responsibility.

If home contact cannot be made, the student will remain at school unless contact can be made with an approved third party, or the illness or injury is serious enough to call an EMS unit.

It is the policy of SCS to call for a student to be picked up when the student's fever reaches 100° or above, 2 episodes of vomiting, or 1 episode of diarrhea. Students should be symptom free AND medication free for 24 hours before returning to school.

ACCIDENTS DURING THE SCHOOL DAY

Students who become injured during the school day will be assessed by the teacher, and school personnel will take steps to arrange for necessary emergency medical services. If the injury is serious, every effort will be made to contact the parent first, but if we are unable to locate the parent we will take necessary actions to provide for the immediate safety of the child deemed reasonable and prudent.

AWARDS

Statesville Christian School celebrates the whole child: academics, athletics, fine arts, as well as Christian and moral character.

SPIRITUAL FORMATION

BIBLE CLASS-NIV version is used

We believe the Bible is God's direct revelation to man and contains the divine answers to man's problems and needs. We teach the Bible both as a textbook and as a guide to enable each student to develop a personal relationship with God and to critically evaluate all life's situations by the standards set forth in the Bible so that they can make proper decisions based upon Biblical mandates and live according to its examples. Therefore, the Bible is the center of our curriculum and the foundation for Christian Education in all grades. A Bible lesson is taught each day in accordance with our curriculum. Scripture is committed to memory each week.

CHAPEL

All elementary students are expected to attend all scheduled Chapel programs. Chapel is a time of corporate worship and is typically scheduled for Tuesdays, 8:15AM – 9:00AM, in the WABC Fellowship Hall. Family members always welcomed!

STUDENT MINISTRY & MISSIONS

Using Acts 1:8 as our ministry framework, SCS provides students with the opportunity to live out their faith by conducting face-to-face ministry from Kindergarten through fifth grade. These students will minister to the local community.

CONDUCT, RESPONSIBILITIES, AND DISCIPLINE

CLASSROOM STANDARDS

Students are expected to be on time and properly prepared for each day. Each teacher will establish rules for classroom behavior and students will be expected to heed these expectations.

DISCIPLINE POLICIES

The administration of SCS believes that the full potential of academic excellence can be accomplished only where faculty leadership is strong, discipline is firm but fair, and moral/spiritual values are emphasized within a loving, caring Christian atmosphere. It is our belief that students learn self-discipline through four aspects that reflect God's principles of human behavior.

1. Order is the organization that provides a good environment for learning.
2. Training is the process of practicing what is right.
3. Correction is the discouragement of wrong behavior.
4. Praise or affirmation is used to encourage students to continue in obedience.

The Greatest Commandments

Hear, O Israel, the Lord our God, the Lord is one.

Love the Lord your God with all your heart and with all your soul and with all your strength.

The second is this: Love your neighbor as yourself. There is no greater commandment than these.

Mark 12: 29-31 (These verses will be used as we examine the choices we make.)

HARASSMENT/BULLYING

The definition of bullying is a repeated, unwanted, aggressive behavior among school aged children that involves a real or perceived unevenness of power.

The school is committed to providing a learning environment that is free of discrimination. In keeping with this commitment, the school maintains a strict policy prohibiting harassment/bullying, including sexual harassment. Harassment of students by other students in any form is prohibited.

Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when: the harassment has the purpose or effect of unreasonably interfering with a student's work performance or creates an intimidating, hostile, or offensive learning environment. Examples of sexual harassment include: unwelcomed sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; inappropriate touching of an individual; graphic comments about an individual's body; the display of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

If a student believes that he or she is being, or has been, harassed/bullied in any way, he/she should report the facts of the incident or incidents to a Teacher, the Principal, or an Administrator immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment/bullying, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

Serious accusations of harassment/bullying will be communicated to the Head of School who will ensure that appropriate action is taken as required by the individual circumstances

BEHAVIOR GUIDELINES

When students are admitted to the school, they become identified with the school, and the school may be judged by the kind of persons they are and by the way they conduct themselves. It is expected that their conduct will reflect favorably on them and on the school at all times. All students must understand clearly that in order to maintain its high standards, the school reserves the right to discipline, suspend, or expel a student who is guilty of excessive misconduct whether occurring on or off the school campus.

Discipline is a process by which students are guided to develop Christ-like characteristics. Each teacher administers discipline in a manner consistent with Christian principles as set forth in Scripture. Measures such as the thinking chair, quiet time, loss of privileges, extra assignments, silent lunch, or note home are some of the options teachers use for classroom discipline. After exhausting all efforts within the classroom, a teacher may find it necessary to refer a student to the administrator for one or more of the following actions:

1. Teacher conference with parents to develop a plan which requires the signature of parents.
2. 1/2-hour detention or appropriate work and parents informed. Detention time frame will be at the discretion of the Elementary Administrator.
3. Conference with teacher, parents, and Elementary Administrator.
4. In-school suspension (ISS) – parents informed.
5. Out-of-school suspension (OSS) – parents informed.
6. Expulsion

Parents and teachers need to cooperate with one another. Anything said or done that destroys mutual respect and confidence will harm the student. When parents have a question, they should contact the teacher immediately. Often a conference or note can eliminate the difficulty. If the problem continues, a school administrator will be consulted. The administrator, after consulting with all parties involved, has the right to evaluate any unacceptable behavior and to determine and administer the appropriate disciplinary action. Persistent unacceptable behavior could result in the student being placed on disciplinary probation with the ultimate possibility of expulsion from school.

UNACCEPTABLE BEHAVIORS – MISCONDUCT

SCS considers the following as examples of misconduct: destruction of school property, theft, abusive language, lying, backbiting, causing discord, disrespect, and displays of inappropriate affection. Students who chronically exhibit unacceptable behavior may be expelled with the invitation to reapply at such time as the student has remediated his/her behavior.

DISCIPLINE PROCEDURE FOR FIGHTING

Fighting is defined as an abrupt or violent physical confrontation between two or more students. In most cases both students will receive similar punishment unless there is clearly a need to distinguish levels of involvement and individual efforts to avoid the fight. Our goal is to send the message that there are other options other than fighting in dealing with problems. Discipline for fighting is as follows:

- 1st offense within the same school year: The student is sent home immediately following the incident and suspended from school the next school day.
- 2nd offense in the same school year: Students involved are sent home immediately after the incident and suspended from school the next one to three school days.
- 3rd offense in the same school year: Students committing a third offense face potential expulsion from school.

DISCIPLINE FOR CHEATING

As a Christian school, we cannot tolerate the stealing of other students' work, whether in or out of class. This includes homework as well as quizzes or tests. Plagiarism is a form of cheating and will be handled accordingly.

Parental guidance is encouraged, but assignments must be the student's work. All cheating incidents will be handled by the teacher and the appropriate discipline administered:

- 1st offense – Teacher will call parents; make Administrator aware, and student must retake/redo test or assignment which may not be in original form.
- 2nd offense – Conference with Administrator and parents to determine underlying cause and review possible solutions to prevent future occurrences.
- 3rd offense – Head of School and Administrator to determine student's future at SCS.

SEARCH

SCS reserves the right to search a student's person and possessions if, in the opinion of the administration, there is reason to believe it is to be in the best interest and safety of the school. Examination of lockers, bookbags and asking students to empty their pockets is not considered invasive.

BANNED ITEMS

If inappropriate items are brought to school, the items will be confiscated and kept until a parent conference is arranged.

- All items that administration deems unsafe are banned. These items include but are not limited to matches, lighters, knives, firearms, etc.

- All electronic devices, excluding cell phones are banned. Cell phones should be turned off and in backpacks on premises at all times. They are permitted only due to sport practices/games that sometimes require communication with parent due to scheduling changes.
- Pets are also banned from school premises.

MEDICATIONS

Medications (non-prescription and prescription) are highly discouraged on school campus. Please make every effort to administer medications at home to avoid disruptions to your child's educational day.

If medications must be administered at school, a parent is required to bring this medication to the school in its original container and in a gallon sized zip-lock bag. The parent must meet with office staff (Elementary Principal or Office Manager) to ensure that proper procedures are followed and written permission is given, using the SCS Medication Form. The form can be found within the Parents tab on the SCS website: www.statesvillechristian.org.

Medications for life-threatening illnesses (such as Epi-Pens and asthma inhalers) will be kept by the teacher in charge of the student. All other medications will be stored in the school office. No medications may be kept by the student or in the student's belongings.

EXCEPTION: We do not require parents to follow the strict medication rules for cough drops. Students may transport them, keep them, & self-dispense as needed. However, we do ask that the parent write a note to the teacher to inform her of the parental knowledge and permission of such.

REQUIRED HEALTH INFORMATION

PHYSICAL EXAM

North Carolina law dictates that a Kindergarten physical must be completed by a physician. The North Carolina Health Assessment Report must be completed and signed by the physician as the proof of such exam being completed. At the earliest, it must be completed less than one year before the start date of school. At the latest, it must be completed before the 30th day after the start date of school. North Carolina law dictates that students out of compliance may not return to school until the form is received by the school office.

IMMUNIZATIONS

Each student must have certain immunizations according to the list below. North Carolina law dictates that the school should have these records prior to the first day of school or before the 30th day after the start date of school. If a child enrolls mid-year, the records should be in the school's possession within 30 days of enrollment. If records are incomplete, proof must be shown that immunizations are underway.

Children under 12 years of age should have received:

1. Polio
2. Tetanus, Diphtheria, and Pertussis (DPT/DtaP)
3. Rubella (German measles, Three-day measles)
4. Mumps (NOTE: Rubella, Rubeola, and Mumps are usually listed together as MMR and given together.)
5. Measles (NOTE: Rubella, Rubeola, and Mumps are usually listed together as MMR and given together.)
6. HIB
7. Hepatitis B
8. Varicella (or documentation of varicella disease from doctor)
9. Pneumococcal Conjugate (PCV)

Copies from city or county health facilities are acceptable.

IMMUNIZATION EXCEPTION

North Carolina State law allows one exception for students not being immunized. The one exception is due to the family religious beliefs which are opposed to immunization. Parents should request a North Carolina State form from the Elementary office which should be completed, signed, and returned to the office. The form is placed in the student file.

ELEMENTARY DRESS CODE

OUR HEART

We, at SCS, desire to reflect our commitment to Biblical standards of “living a life worthy of the calling we have received” (Eph. 4:1) in all aspects of our lives; therefore, we want to honor God with our modesty of dress. We also recognize that modesty and neatness affect the learning environment.

SCS Elementary School is a uniformed school, although we have quite a few “non-uniform days” for the enjoyment of the students and staff. We recognize that a school uniform is not a sign of holiness, and that many opinions can be held about clothing within the Christian body and in some instances the articles of clothing do not hold a clear “black or white” judgment call. Therefore, families may disagree with the dress code from time to time. In such an instance, we ask you to use this as a teaching moment with your children in how to honor authority with a Christ-like attitude and support the decisions made by the school administration.

When dress code has come into question by a staff member, the Elementary Principal will determine if a violation has occurred. In the absences of the principal, an upper school administrator will make the determination or appoint a fellow staff member to do so.

DEALING WITH VIOLATIONS

1st Offense: Student will be loaned clothing from the PTF Resale Store, if such article is available. Phone call and/or written notice will be sent home. *Clothing should be returned to school. Items not returned within 2 weeks will be billed to your account.*

2nd - 4th Offense: Parent will be contacted to bring appropriate clothing to school.

If clothing being worn is deemed “out of compliance, but not immodest,” the child can return to class until the parent arrives. If clothing is deemed “immodest,” the child will remain in the office until a parent can arrive with appropriate clothing.

DEALING WITH EXCESSIVE VIOLATIONS

Five or more offenses within the same school year are considered excessive. If this should occur, a parent will be contacted to bring appropriate clothing to school and a conference appointment will be made with the Elementary Principal to discuss appropriate punishment.

Possible punishment options: loss of “non-uniform” days, out-of-school suspension, expulsion.

UNIFORM PURCHASES

Clothing may be purchased at the store of your choice, as long as the clothing meets all the stated uniform, Modesty, and General Rules (refer to the following paragraphs). If you are interested in “SCS Plaid” patterned or SCS logo apparel, they can be purchased through Land’s End from their website. To access this, you must use the SCS Preferred School Number 900039637.

MODESTY AND GENERAL RULES

1. ALL CLOTHING

- Should be in good repair.
- Undergarments should not be visible whether due to lack of coverage from outer garment or due to thin/tight fitting nature of the outer garment being worn. The outline of undergarments should not even be seen due to this. **Exception:** Turtlenecks, thermal underwear, leggings, tights, etc., (any form-fitting wear) **may be** visible (collars, sleeves, legs, etc.), but may still **ONLY** be worn under the outer garments.
- GIRLS: SCS acknowledges the styles of today, including leggings worn as pants. If this is done, the shirt worn with it **MUST** pass the “fingertip test” (see #5).

2. HOODS

- Hoods on sweaters, hoodies, jackets, etc., should not be used inside

3. HATS

- Hats should not be worn inside unless a specially indicated day

4. HAIR
 - Boys' hair should be no longer than the bottom of eyebrows, no longer than the bottom of the ears, and not extend past the shirt collar.
5. LOWER BODY
 - All outer garments must pass the "fingertip test" (while standing in a normal position, with arms at sides, both hands in their entirety must still be touching the outer garment fabric and show some outer garment fabric extending beyond the fingertips).
 - GIRLS: Shorts **MUST** be worn under dresses, jumpers, and skirts.
6. UPPER BODY
 - No sheer backs, bare backs, or lace backs on shirts should be visible. No shoulders or midriffs should be visible.
 - GIRLS: Undergarments must be worn when they become developmentally necessary
 - GIRLS: SCS acknowledges the styles of today, including leggings worn as pants. If this is done, the shirt worn with it **MUST** pass the "fingertip test" (see #5).
7. SHOES
 - Kinder – 2nd grade: Tennis shoes
 - 3rd – 5th grade: must be "flat" (not wedges or heels), rubber soles, closed toes, closed heels must be well-fitted so that they easily remain on feet at all times, even at recess.
 - Non-uniform days for special events: sandals are allowed (NO flip-flops)

STANDARD FOR "UNIFORM DAYS"

Please adhere to all "Modesty & General Rules" noted in noted #1 – 7 above.

DRESSES/JUMPERS

It is permissible for girls to wear a dress or jumper in the "SCS Plaid" pattern or in solid red, white, navy, light blue, or gray.

UPPER BODY: Collared shirts, non-collared, t-shirts, pull-over sweaters, sweatshirts, hoodies

- Any shirt that is in any way affiliated with SCS (regardless of color) is permitted.
- Any shirt not affiliated with SCS should be solid red, white, navy, light blue, and gray.
- *Any under shirts worn must maintain the solid colors chosen for upper or lower body.*

If a child is cool inside school, the child may wear a zippered or button up sweater or light jacket which does not have to maintain the uniform color. A child may NOT wear a heavy coat indoors as it is cumbersome in scholastic endeavors.

LOWER BODY

- Girls: skirts, skorts, shorts, capris, and pants are permitted in solid navy, khaki, and SCS plaid"
- Boys: shorts, and pants are permitted in solid navy and khaki
- *NOTE: Any form-fitted garments worn under the outer garments (leggings, etc.) must maintain the solid colors chosen for upper and lower body.*

PE UNIFORM

- **All students, K – 5th grade, participate in PE weekly.**
- **K – 5th GRADE:** *A pair of tennis shoes is required to remain at school at all times for the sole use of PE*
- **5th GRADE:** 5th grade students are required to wear a PE uniform in PE class. Students will change clothes before and after PE class. PE uniforms are to be purchased through the school.

STANDARD FOR “NON-UNIFORM DAYS”

Please adhere to all “Modesty and General Rules noted in #1 – 7 above.

FIELD TRIPS

Teachers will determine and communicate their preference, according to nature of trip.

INDIVIDUAL PICTURE DAYS/SPECIAL EVENTS

Dress up – “Sunday best” clothes. Shoes to match an outfit may be worn, even if they do not adhere to our normal Dress Code; however, students must bring shoes that adhere to the Dress Code in case they are needed for recess, etc.

GROUP PICTURE DAYS

Class t-shirt and jeans (this is when the entire class is in the picture together).

DRESS DOWN DAYS

Every Friday, as well as some other days throughout the year, is deemed “dress down” but if you prefer to wear the uniform or to dress up, that is also OK.

THEME DAYS (“Spirit” Days, etc.)

If choosing not to participate in the chosen theme, a student must wear the uniform. Students cannot ignore the theme and use this day as a “dress down day.” Shoes may not adhere to shoes rules, but students must bring shoes that do adhere to the rules in case they are needed that day (recess, etc.).

BACKPACKS/BOOKBAGS

No “wheeled” book bags allowed for safety purposes.

AFTER-CARE PROGRAM

SCS provides the After-Care Program until 5:30pm each day. After-Care is not provided on the days immediately preceding Christmas, Spring Break, and last day of school.

Any student not picked up during dismissal time, will automatically be taken to After-Care. A snack is provided daily, by SCS for those attending After-Care at 3:30pm. Students entering After-Care after this time should have packed a snack from home, if the parent/guardian wishes for the student to eat during After-Care. Examples of such occasions are: attending an ACSI event or field trip that plans to return after that time or participating in on-campus activities such as elementary sports, clubs, and/or student government meetings.

After-Care is billed monthly through the SCS Business Office. The cost for this service is \$9.00 daily. A fee of \$15.00 per 10 minute increments will be applied for any student remaining beyond the 5:30pm closing. Please be advised that the expectation is for every student to be picked up before or by 5:30pm sharp. If a student remains after 5:30pm twice, in any given 9 week period (report card quarter), a letter will be sent to parent/guardian to remind of this. If a student remains after 5:30pm for a third time during that same 9 week period, the child will not be permitted to use this service until the parent/guardian has met with the Elementary Principal to prove sufficient evidence that the problem can be / has been remedied.

We do understand emergency changes in your ability to pick up in a timely manner can occur. In these instances, since the Elementary Office is closed by 3:30pm, please contact Sarah Williamson, After-Care Director at 704-929-5388.

FOOD, FOOD PRODUCTS, AND BEVERAGES

LUNCH AND PANIC LUNCH

SCS provides a hot lunch each day, which includes a bottle of water. Several local vendors have been selected to serve us for this current school year. Parents are notified monthly by email when on-line menu is available. Parents are asked to follow the instructions on each menu for selecting and paying for lunches.

Students may also bring their lunch from home and may bring a beverage (soft drinks are not allowed) or may use their water/ice cream card to purchase water any day and/or ice cream on Wednesdays only. Students who do not bring a lunch to school will be issued a panic lunch. Students may not call a parent “at lunch time” to bring a lunch. If you plan to bring your child a lunch, please be on time as panic lunches are issued right away. Parents will be billed monthly for panic lunches. *Please do not send a payment the next day.*

Proper eating habits and acceptable behavior are expected in the lunchroom. All students are expected to clean up after themselves. **The microwave is not available for students; it is church property.**

SNACKS

Students should bring healthy snacks and water to school daily to enjoy at a snack time specified by the teacher.

WATER/ICE CREAM CARDS

Water/ice cream cards should be purchased through the classroom teacher at the cost of \$20.00. Please send a check for \$20.00, or the "EXACT" cash to your classroom teacher (the offices do not keep Petty Cash). The teacher will issue the student a card. Teachers are responsible for notifying parents when an additional card needs to be purchased.

The card contains a total of twenty (20) punches which provides students with the ability to purchase water any day at lunch time, and ice cream on Wednesdays only.

Water/ice cream card money is non-refundable. Cards with punches left on them at the end of the year for students in grades K - 4 will be passed on to the teacher of the next grade for the student to use. Cards of 5th grade students with left over punches will be assigned to the students' elementary school sibling, and passed on to the teacher of the sibling. In the event there is not a sibling, the cards will be available for use in emergency situations at the teachers' discretion.

Juice, milk and water are the acceptable beverages for elementary students. Students may not bring soft drinks to school.

EXTRA CURRICULAR STUDENT ACTIVITIES

STUDENT ACTIVITIES FUNDRAISING

Any class, club, or other school related group involved in fundraising must clear its project through Administration. Such activities are potential sources of conflict and must be coordinated according to an over-all master plan. All club monies and accounts must be maintained in an activity account through the Business Office at the Miller campus. No separate bank accounts may be maintained by any student organization.

ELEMENTARY SPORTS

Area recreation departments provide a venue for youth sports; therefore, SCS staff/administration does not organize or supervise this. Often a parent is willing to be a volunteer liaison between SCS families and sports options. Registrations and team events will be announced through flyers sent home via Friday folders, and/or emails to parents.

SCHOOL EVENTS

All school events/programs are organized and supervised by the school and administration. SCS reserves the right to create an atmosphere that supports the mission and vision of SCS.

STUDENT COUNCIL

SCS elementary Student Council plays an important role in the coordination of student activities at the school. The members of this organization represent the views of the students, and they may share those views with the faculty. Through this organization, the plans of the school can be better coordinated with a mutual understanding and with mutual needs being met.

The purposes of the Student Council are as follows:

1. To represent SCS on behalf of the Lord Jesus Christ to the community through service ministry projects.
2. To promote school spirit and enthusiasm by providing festivities and projects for the student body.
3. To help develop and demonstrate good citizenship and proper respect for government and democratic procedures.
4. To begin to develop the leadership abilities God has given to our young people under the guidance of proper channels of authority.

ACSI COMPETITION

SCS will typically participate in the following ACSI events during the school year: ACSI Spelling Bee, ACSI Speech Meet, and ACSI Math Olympics.

SPIRIT WEEK

Student Council sponsors Spirit Week in conjunction with Homecoming. Spirit Week affords students the opportunity to financially support a local ministry, and show their spirit as SCS Lions, by dressing according to the chosen theme for each day. Daily dress themes are determined by the Elementary Student Council. Details will go home in Friday folders.

GRANDPARENTS DAY

SCS Ambassadors sponsor Grandparents Day. This is a special opportunity for grandparents to visit with their grandchild(ren) in their classroom and view some of the students' handiwork. The students will honor their grandparents by performing a music program to show appreciation for the support grandparents give to SCS. This is a very special time for SCS students and has become a popular annual event. We want to ensure every SCS student is represented on Grandparents Day, so if a grandparent in your family is not available to attend, please invite a relative or close friend as a special guest to your child(ren).

PARENT PARTNERS

PTF/AMBASSADORS/ROOM MOMS

The purpose of the Parent Teacher Fellowship is to assist in raising funds that will directly benefit and enhance the learning experience for students by providing additional resources and encouragement to the teachers and staff. PTF also provides a spiritual covering, through prayer, for the students and staff and promotes Christian education and creates a greater fellowship among all parents, teachers, staff, and student body. All parents are encouraged to take part in the PTF events. Ambassadors are class representatives who dedicate one school year to ministering to class families. Ambassadors care and develop relationships with class families, minister to families in times of need, pray for family concerns, maintain contact with the administration and teachers, and sponsor several events. Each K-5 class has one – two Room Moms which are volunteers. Room Moms and each teacher decide on classroom events for the year such as a Thanksgiving Feast, Christmas party, Valentine event, Easter celebration, and an end-of-year party.

VOLUNTEERS

Our mission statement emphasizes the requirement for a vital partnership with parents and significant volunteerism helps keep tuition at the most affordable level possible. Our desire to keep SCS affordable requires that we have the active assistance of parents at every level. Each year SCS families display an incredible spirit of servanthood as they volunteer thousands of hours to the school. Each teacher needs parent volunteers for special functions in the classroom, to help plan class parties/socials, and assist as field trip chaperones. In addition to classroom volunteers, there are many opportunities to volunteer through the PTF, and in administrative support. Volunteers enable classroom teachers and administrative personnel to function more effectively in the classroom and offices. All volunteers in direct contact with students are asked to sign the SCS Statement of Faith and the Peacemaker Pledge and submit to the appropriate background check.

VOLUNTEER PROCEDURES

All volunteers are to sign in at the elementary office and receive an identification sticker to wear while in the building. Upon leaving, all volunteers should sign out. Our accrediting agency and insurance carrier requires that a background check be performed on all volunteers. All parents or grandparents who wish to volunteer are to provide the Elementary Office Manager a copy of their driver's license and social security number. All SCS Volunteers must be willing to complete necessary forms so that SCS can complete a background check. Normally, the business office will be able to conduct the background check within 48 hours. The Elementary Office Manager will be notified as soon as the individual is approved to volunteer at SCS.

The Peacemaker's Pledge – A Commitment to Biblical Conflict Resolution

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict.¹ We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ.² Therefore, in response to God's love and in reliance on His grace, we commit ourselves to respond to conflict according to the following principles:

Glorify God

Instead of focusing on our own desires or dwelling on what others may do, we will rejoice in the Lord and bring Him praise by depending on His forgiveness, wisdom, power and love, as we seek to faithfully obey His commands and maintain a loving, merciful, and forgiving attitude.³

Get the Log Out of Your Eye

Instead of blaming others for a conflict or resisting correction, we will trust in God's mercy and take responsibility for our own contribution to conflicts – confessing our sins to those we have wronged, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused.⁴

Gently Restore

Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will overlook minor offenses or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner.⁵

Go and Be Reconciled

Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation – forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences.⁶

By God's grace, we will apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an accident. We will remember that success, in God's eyes, is not a matter of specific results but of faithful, dependent obedience. And we will pray that our service as peacemakers brings praise to our Lord and leads others to know His infinite love.⁷

¹Luke 6:27-36; Gal. 5:19-25; Matt. 5:9. ²1Cor. 10:31-11:1; Rom. 8:28-29; James 1:2-4. ³Ps. 37:1-6; Mark 11:25; John 14:15; Rom. 12:17-21; 1 Cor. 10:31; Phil. 4:2-9; Col. 3:1-4; James 3:17-18; 4:1-3; 1 Peter 2:12. ⁴Prov. 28:13; Matt. 7:3-5; Col. 3:5-14; Luke 19:8; 1 John 1:8-9. ⁵Prov. 19:11; Matt 18:15-20; 1 Cor. 6:1-8; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; James 5:9. ⁶Matt. 5:23-24; Matt. 6:12; Eph. 4:103, 32; Matt. 7:12; Phil. 2:3-4. ⁷Matt. 25:14-21; 1 Peter 2:19, 4:19; Rom. 12:18; John 13:34-35.

Source: Peacemaker Ministries, PO Box 81130, Billings, Montana 49108; 406-256-1583

PARENT COMMUNICATIONS

PARENT COMMUNICATION VEHICLES

- Report Cards – available on RenWeb
- Parent/Teacher Conferences
- Planners –sent home daily
- Friday Folders – sent home each Friday with the student, and is a critical communication factor between the parent and the teacher
- Classroom newsletters – each grade publishes a weekly newsletter
- SCS Newsletter – sent weekly from the Administrative office
- PTF Meetings
- Periodic SCS Mailings and E-mails
- Web Page: www.statesvillechristian.org
- Telephone Communication
- E-mail: “(Teacher’s first initial and last name)@statesvillechristian.org”, i.e. mellenburg@statesvillechristian.org

PARENT CONCERNS AND CONFLICT RESOLUTION

Inevitably concerns or conflicts will arise that will require dialogue between parents, teachers, coaches, and/or administrators. In every instance, we should seek to adhere to the Biblical principles for conflict resolution found in Matthew 18:15. From both a Biblical and practical perspective, the person closest to the issue is in the best position to resolve the matter in a timely fashion. If it is an issue involving a teacher or coach, the parent should schedule a conference with that individual and seek an agreeable resolution. If the parent is not satisfied, he/she should schedule a meeting with the individual and their immediate supervisor (usually the division administrator or athletic director). If the matter is still unresolved, the parent should make an appointment to discuss their concern with the Head of School. If a parent is not satisfied with the resolution of the grievance and believes a policy of the Board of Trustees has been violated, the parent may present a written appeal to the Chairman of the Board. The Board will act on the appeal at its next regularly scheduled meeting, or earlier if deemed necessary by the Chairman. The Board will only consider a possible violation of Board policy. The Board has hired the Head of School to handle all other school related matters. A copy of the Board Policy Manual is available in both school offices. Parents are partners in the educational process and

are welcome at SCS. We understand that the parent knows the child better than the teacher and teachers many times need information to facilitate the learning process.

Complaint Procedures

The best schools will at times have to deal with misunderstandings. It is important that these be handled politely and promptly. The following steps are based upon the biblical principle set forth in Matthew 18. This procedure will govern all school personnel, parents and students.

In Matthew 18, the Lord Jesus gives a model for resolving conflict. He outlines for us the process by which we should seek peace and resolution with one another. Parents, staff members, and the students are enjoined to submit to this procedure. We encourage the one or ones that received an offense to address the offending party in order to give that person the opportunity to clarify the problem and, if necessary, seek forgiveness.

In situations where there may be a difference of opinion between two people, the attitude should be one of submitting to one another in love. In cases that are not resolved on a one-to-one basis, a member of the administrative team may seek a resolution as the third party, or if necessary, on behalf of the offended party. In all cases, we strongly encourage the handling of problems in a professional, charitable manner only with the one that has caused the offense. The temptation to talk with others about the problem is great, but it is not God's way.

This is a sample of how a grievance should be handled when a parent has a concern:

1. The parent meets privately with the teacher specifically to seek a resolution to the problem with a spirit of reconciliation and understanding.
2. If the problem persists, the parent may request that the Elementary Principal be included in discussion of the matter, again in the spirit of reconciliation.
3. If the problem continues, the case is presented to the Head of School who may call upon the parties involved to meet with him to discuss the situation, all with an effort to reconcile.
4. Should the above procedures not result in resolution of the issue, parents may request a meeting to include the Head of School and chairman of the Board of Trustees.

Unresolved Matters

If a family is unable to resolve a situation with the school through normal peacemaking procedures outlined in Matthew 18 and the Peacemaking Pledge (see pages 23-24) and mentions or threatens the possibility of legal redress to their grievances, the school will consider the partnership to have been irretrievably broken. Therefore, the administration reserves the right to administratively withdraw the student in accordance with Board of Trustees policies until such time as the issue can be resolved in writing.