

**Statesville Christian School**  
**2020 – 2021**



*Elementary Parent – Student*  
**HANDBOOK**

“Adoration in Action: Walking the Talk by Loving God and Serving  
Others”

2020-2021 Theme

# STATESVILLE CHRISTIAN SCHOOL

## 2020-2021 ELEMENTARY PARENT – STUDENT HANDBOOK

**This document is continually under review and is subject to change. Parents will be notified of all changes as they are made.**

### Contents

<b>1.0</b>	<b>Introduction.....</b>	<b>4-5</b>
1.1	Theme	
1.2	Mission Statement	
1.3	Accreditation	
1.4	Policy of Non-Discrimination	
1.5	Statement of Faith	
1.6	Desired Results	
<b>2.0</b>	<b>Admissions.....</b>	<b>5-6</b>
2.1	Re-Enrollment	
2.2	International Students	
<b>3.0</b>	<b>Finances/Marketing.....</b>	<b>6-7</b>
3.1	Marketing/Media Communications	
3.2	Tuition Policy	
3.3	Responsibility for Debts	
3.4	Where to Pay	
3.5	Tuition Assistance	
3.6	Fund Raising	
3.7	Textbooks	
<b>4.0</b>	<b>Operations.....</b>	<b>7-12</b>
4.1	Daily Schedules	
4.2	Emergency Procedures	
4.3	Inclement Weather	
4.4	Building Access	
4.5	Visitors	
4.6	Traffic Safety Procedures	
4.7	Care of Buildings, Furniture, and Equipment	
4.8	Faculty Workroom	
4.9	WABC Facilities Use Procedures	
4.10	Telephone Usage – Elementary Office	
4.11	Field Trips	
4.12	Chaperones for All Trips	
4.13	Contacting a Teacher	
4.14	Acceptable Computer Use and Lab Policies	
4.15	Textbooks	
4.16	Labeling	
4.17	Lost & Found	
4.18	Playground	
4.19	Friday Folders	
4.20	School Pictures	
4.21	Parties	

<b>5.0</b>	<b>Academics .....</b>	<b>12-13</b>
5.1	Report Cards	
5.2	Conduct Grading Scale and Specials Grading Scale	
5.3	Academic Grading Scale	
5.4	Parent-Teacher Conferences	
5.5	Homework	
5.6	Late Work Policy	
5.7	Make-Up Work	
5.8	Standardized Testing (Iowa)	
5.9	Retention	
5.10	Confidentiality	
5.11	Student Records Release	
5.12	Tutoring	
<b>6.0</b>	<b>Attendance .....</b>	<b>13-15</b>
6.1	Expectations	
6.2	School Hours	
6.3	Tardy – Late Arrival to School	
6.4	Early Dismissal	
6.5	Drop-Off/Morning Arrival	
6.6	Pick-Up/Afternoon Dismissal	
6.7	After Care	
6.8	Days Present to Receive Credit for the Year	
6.9	Pre-Scheduled Family Vacation	
6.10	Extended Illness	
6.11	Illness During the Day	
6.12	Accidents During the School Day	
6.13	Awards	
<b>7.0</b>	<b>Spiritual Formation .....</b>	<b>15</b>
7.1	Bible Class - NIV	
7.2	Chapel	
7.3	Student Ministry & Missions	
<b>8.0</b>	<b>Conduct, Responsibilities, and Discipline .....</b>	<b>16-18</b>
8.1	Classroom Standards	
8.2	Discipline Policies	
8.3	The Greatest Commandments	
8.4	Harassment/Bullying	
8.5	Behavior Guidelines	
8.6	Unacceptable Behaviors - Misconduct	
8.7	Discipline Procedure for Fighting	
8.8	Discipline for Cheating	
8.9	Search	
8.10	Prohibited Items	
8.11	Medications	
<b>9.0</b>	<b>Required Health Information .....</b>	<b>18</b>
9.1	Physical Exam	
9.2	Immunizations	
9.3	Immunization Exception	

<b>10.0</b>	<b>Elementary Dress Code .....</b>	<b>18-20</b>
10.1	Dealing with Violations	
10.2	Dealing with Excessive Violations	
10.3	Uniform Purchases	
10.4	Modesty and General Rules	
10.5	Standard for Uniform Days	
10.6	Standard for Non-Uniform Days	
<b>11.0</b>	<b>After-Care Program .....</b>	<b>21</b>
<b>12.0</b>	<b>Food and Beverages .....</b>	<b>21</b>
12.1	Lunch and Panic Lunch	
12.2	Snacks	
12.3	Water/Ice Cream Cards	
<b>13.0</b>	<b>Extra-Curricular Student Activities .....</b>	<b>21-22</b>
13.1	Student Activities Fundraising	
13.2	Elementary Sports	
13.3	School Events	
13.4	Student Government	
13.5	ACSI Competition	
13.6	Spirit Week	
13.7	Grandparents Day	
<b>14.0</b>	<b>Parent Partnerships .....</b>	<b>22-24</b>
14.1	PTF/Ambassadors/Room Moms	
14.2	Volunteers	
14.3	Volunteer Procedures	
14.4	Parent Communication	
14.5	Parent Concerns and Conflict Resolution	
14.6	Complaint Procedures	
14.7	Unresolved Matters	
	<b>Appendix A: Peacemaker Pledge .....</b>	<b>24</b>

## 1.0 Introduction

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Welcome to Statesville Christian School (SCS)! We are 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.*

### 1.1 2020-2021 Theme

“Adoration in Action: Walking the Talk by Loving God and Serving Others” Based on I Thessalonians 2:12, this year’s theme is a natural progression from last year’s focus on “Behold Our God, Come Let Us Adore Him”. If we truly behold and adore God, our actions will demonstrate this. It is most fitting that during these uncertain times we equip and lead our students to tangible acts of service that demonstrates we are more than just talk. We look forward to demonstrating by our actions our commitment to adoring and serving our Great God. Meaningful service projects in our community will be one key measure of this effort.

### 1.2 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 has added “Preparing tomorrow’s leaders today” as a tagline and summation of the vision.

### 1.3 Accreditation

Statesville Christian School is accredited in grades Kindergarten-12 by the Association of Christian Schools International, Advanced Ed and Southern Association of Colleges and Schools.

### 1.4 Policy of Non-Discrimination

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

### 1.5 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 resurrections (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (March 16:19), 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 we are 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 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)

## 1.6 “Desired Results”

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 Trustees 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.)

## 2.0 Admissions

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Admission to SCS is a privilege and not a right. It is a privilege granted by our admissions committee, and according to our policies, to those students whose parents are Bible-believing Christians. SCS reserves the right to dismiss any student who, in the opinion of the administration, does not comply with the spirit of the school, whether or not that student has kept all the rules and regulations of the school.

SCS admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, financial assistance programs, and athletic and other school-administered programs.

## 2.1 Re-Enrollment

Re-enrollment for the next school year will be automatic for current families in the early spring. This early re-enrollment 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.**

If a student applicant is not accepted for enrollment or re-enrollment at Statesville Christian School, a reason for the decision by the admissions committee will normally be given. However, Statesville Christian School is a private school and is not obligated to state the reasons or rationale for any enrollment or re-enrollment decision.

## 2.2 International Students

SCS invites admission applications from international students who come to us through recognized student exchange organizations which are approved by SCS. SCS is a discipleship school and so its mission with international students must be consistent with the policies established by the Board of Trustees; therefore,

- International students who come from non-Christian families are essentially not in line with the mission of the school and therefore cannot be admitted. If a believing host family brings an “unbelieving” international student to SCS and the host family is in full support of the school’s mission, this situation will be evaluated on a case-by-case basis.
- SCS is committed to the Great Commission and outreach, but the mission of the school is discipleship and not evangelism.
- Once SCS is made aware of a potential international student, the admission process is a matter between the student, the parents, and SCS administration. If the family of the international student does not pursue admission, SCS is not obligated to make any further contact with them.
- International students who take the initiative to contact SCS will be evaluated in the same way that any local applicant would be following all admission procedures: admission application, required records and testing, parent/student interview by phone (with interpreter for parent if necessary), and submission of international tuition and fees.
- In order to participate fully in the academic program at SCS, all international students must speak fluent English as assessed by the administration. The administration may require a minimum score on the TOEFL test. It is the responsibility of the student to take the required test and submit the scores to SCS. The international student must maintain a passing GPA with no academic accommodations while enrolled at SCS.
- SCS and its employees and coaches do not recruit athletes locally, nationally, or internationally and therefore athletic criteria cannot be considered as the primary focus of attendance at SCS. If an international student wishes to participate in athletics, standard athletic eligibility requirements, such as academic and behavior, apply in the same manner as with traditional students.
- International students will not be admitted to the school unless the host family has submitted in writing their willingness to serve as legal guardian of that student in regard to school-related matters while he/she is in the United States. Approved host families will be current or former SCS families.
- SCS maintains a relationship with New Oasis International, who assumes responsibility for the placement of Exchange Students through the SCS family community. The international student’s family is responsible for all financial obligations (international tuition and fees, insurance, etc.). Should an account become delinquent, the international student is subject to dismissal from the school and I-20 invalidation. The international student must show proof of comprehensive health insurance coverage valid for the duration of the student’s enrollment and home stay.
- The needs of our SCS community and the local community will take priority over admission of international students, therefore no international students may be considered for admission prior to April 1<sup>st</sup> of each year.
- Internationals residing illegally in the United States are not eligible for admission to SCS. International students residing legally with their families in the United States are treated as transfer students and pay the tuition rate of domestic students. Hosted international students who have resided legally in the United States and attended elsewhere for at least one semester may transfer to Statesville Christian School if qualified under our admission policies; these students, however, will be required to pay the international tuition rate.

## 3.0 Finances/Marketing

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**3.1 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 Director of Advancement and be approved by the Head of School. 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. Communication regarding upper school athletic competitions will be handled by the Athletic Director.

**3.2 Tuition Policy**

Tuition payments may be scheduled as an annual payment, bi-annual payment, or monthly bank drafts through FACTS. If a payment is returned to FACTS, a fee of \$30 is charged by FACTS for the returned payment. Statesville Christian School will also charge a late fee of \$25 if payment is not received by the due date. Any accounts in arrears more than sixty (60) days may not be permitted to attend classes until the appropriate tuition payment is made.

**3.3 Responsibility for Debts**

All families are expected to meet all financial responsibilities promptly. This includes tuition and all other fees; such as, bus fees, aftercare fees, athletic fees, and other obligations. Records will not be released until all debts are paid. Students whose tuition payments are 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. Re-enrollment is not offered to students whose financial obligations for the current school year are in arrears.

**3.4 Where to Pay**

Payments will be scheduled through FACTS and paid through FACTS. Any other payment delivery method must be approved by the Finance Manager.

**3.5 Tuition Assistance**

Tuition assistance awards are based on each family’s demonstrated need as determined by FACTS and/or the final determination made by the SCS Tuition Assistance Committee. FACTS uses the information supplied by the applicant to assess need. Each award is made for one school year only but families may apply yearly since eligibility may alter year by year. Awards are based on the availability of tuition assistance funds. Failure to meet financial obligations to the school on a timely basis may result in the loss of the tuition assistance award. Applications for tuition assistance are available through an on-line link located under the Admissions heading, then Tuition Assistance link on the school’s website.

**3.6 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. This effort will always supersede any other group or organization in need of raising funds. All staff, PTF, Boosters, or student groups who have a need to raise money for the school must first submit a request in writing to the Director of Advancement in the upper school office.

Other fundraising efforts for the benefit of the school includes our corporate sponsorship program, athletic booster club activities, yearbook ads, our pennies war during homecoming week, athletic event admissions and concessions, alumni donations, and pursuit of donors who support Christian education. We are committed to using fundraising to fund major initiatives that benefit students and not for general operations. This requires effective budget planning based on efficiency and wise planning that includes a long-range sustainable view.

**3.7 Textbooks**

SCS provides the required textbooks for students. Students using school-owned books are responsible for returning the same books in the same condition in which they were issued, normal wear and tear excepted. Parents must pay for lost or damaged books. Consumable textbooks must remain in serviceable condition throughout the year. If damaged beyond usability, parents will be responsible for replacing the textbook in a timely manner.

**4.0 Operations**

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**4.1 Daily Schedules**

Educational Hours:	8:00 AM – 2:50 PM
Morning Drop Off:	7:30 AM – 8:00 AM
Afternoon Pick Up:	2:50 PM – 3:05 PM
Aftercare Hours:	3:05 PM – 5:30 PM



## 4.2 Emergency Procedures

### 4.2.1 Personal

Each student is to have emergency contact information on file so that SCS can contact someone in the family at all times. This information is to be completed in FACTS during the enrollment/re-enrollment process and it is the responsibility of the parent(s) to keep the emergency contact information updated.

### 4.2.2 Tornado/Disaster/Catastrophe Drills

Procedures to ensure the safety of all of our students are in place. Classroom teachers will ensure all students know and understand the procedures for tornado and catastrophe drills. Drills are conducted periodically.

### 4.2.3 Fire Drills

Fire drills will be held monthly at various times during the school day. Teachers will acquaint the students with the proper procedures to follow during a drill.

### 4.2.4 Lockdown Drills

Lockdown drills will be held the first month of school and quarterly thereafter.

## 4.3 Inclement Weather

SCS closings due to bad weather will not necessarily correspond to those of the Iredell-Statesville Schools. In times of emergency, parents will be notified of school closing or other emergency measures through the SCS website ([www.statesvillechristian.org](http://www.statesvillechristian.org)), message on the school's main phone number, FACTS text and email alerts, and the following radio and television stations: WSOC-TV, WBTV, WSIC Radio (1400AM).

The Head of School will evaluate road conditions by 5:00 AM during potential weather events and consult other area emergency personnel including other school districts to determine any need to modify school schedules for the day. Parents have the option of keeping students home if they consider the roads hazardous. In recent years, other weather-related occurrences including tornados, hurricanes, flooding, and power outages seem to be more frequent. Similar to ice and snow decisions, the Head of School will evaluate situations as quickly as possible and communicate any delays, closings, or early dismissals to families via text message, email, and our website.

## 4.4 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. *During this COVID -19 year, we ask visitors/parents to minimize on-site visits and to utilize the drop box out front.*

## 4.5 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.** *During this COVID -19 year, we ask visitors/parents to minimize on-site visits and to utilize the drop box out front.*

## 4.6 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. During this COVID year, temperature checks and pre-screening questions are required before entering the building.*

## 4.7 Care of Buildings, Furniture, and Equipment

Damage to building, furniture, fixtures, or equipment, whether willful or through negligence, shall be paid for in full by the person or persons responsible, or by the parents or guardians of the student(s) involved. Willful destruction will result in disciplinary action.

#### 4.8 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.

#### 4.10 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 Administrative Assistant. 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 Administrative Assistant. 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 Administrative Assistant. 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 Administrative Assistant 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.**

#### 4.11 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.

#### 4.12 Field Trips (During this COVID Year, it is unlikely we will do any 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 that it be counted as an absence. Likewise, if a student leaves before the end of the field trip activity, 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.

Students not returning to school after a field trip (going home with parent or another family), should notify the teacher 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.

#### 4.13 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 will make 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. However, adult siblings may attend as chaperones. 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. Chaperones should never be left alone with a single child.

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.

#### **4.14 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.

#### **4.15 Acceptable Computer Use and Lab Policies**

The purpose of the computer lab at any grade level is to provide students an opportunity to learn vital computer skills, to have access to hardware and software needed for academic success and to give students the opportunity to take advantage of the vast resources of 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, but 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 unless directed by faculty.

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**

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 a person or organization on the web, 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.
4. Students are not to answer inappropriate messages from strangers or arrange meetings with strangers who may attempt to contact them over the internet.
5. Students are to be polite and respectful to people with whom they are communicating.

#### **Students are permitted:**

- To use the lab whenever possible
- To ask for help in using the computers
- To ask for help in conducting on-line research
- To treat the equipment with care
- To use flash drives, but are requested to scan with Anti-Virus software when used on campus

#### **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 CDs, books or any hardware from the lab without permission of the Technology Director
- To rename any computer files
- To move program or document files
- To change, move, or otherwise tamper with computer hardware or network connections
- To attempt to gain access to FACTS
- To utilize school computers or copiers for personal, non-school use

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 mouse, etc. – no exceptions to this policy will be made.

Students and parents must agree to the Acceptable Computer Use & Lab Policies set forth in this document, which includes the supervised use of the "internet." This document must be received by SCS prior to the student using the internet.

#### **4.16 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.

#### **4.17 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.*

#### **4.18 Lost & Found**

"Lost & Found" is located in the Elementary Office. All found items are to be taken directly 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.

#### 4.19 **Playground**

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

#### 4.20 **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.

#### 4.21 **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.

#### 4.22 **Parties (During this COVID YEAR, class parties are likely not to be held... more information later)**

*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. They are:

*Thanksgiving      Christmas      Valentine’s Day      Easter      End of Year*

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.

### 5.0 **Academics**

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#### 5.1 **Report Cards**

Report cards will be available on FACTS, at the end of each semester for elementary grades Kindergarten – 5<sup>th</sup>. Progress reports will be distributed at least once per semester. Teachers will outline their grading process in their orientation packets.

#### 5.2 **Conduct Grading Scale and Specials Grading Scale**

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

#### 5.3 **Academic Grading Scale**

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

<u>3<sup>rd</sup> through 5<sup>th</sup> Grades:</u>	(A) = 90 – 100
	(B) = 80 – 89
	(C) = 70 – 79
	(F) = below 70

#### 1<sup>st</sup> through 2<sup>nd</sup> Grades:

Statesville Christian School recognizes 1<sup>st</sup> and 2<sup>nd</sup> 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 handwriting/penmanship) 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.

#### 5.4 Parent-Teacher Conferences

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

#### 5.5 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.

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 allotted for homework assignments as well as for the development of personal responsibility.

#### 5.6 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.

#### 5.7 Make-Up Work

For each day absent, students will be given one 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 to 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.**

#### 5.8 Standardized Testing (Iowa)

The Iowa Assessments 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.

#### 5.9 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. He/she may also 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 parents, elementary teacher, and administration work together to determine whether a student is to be promoted or retained. The Head of School reserves the right to make the final decision. With good parent/teacher communication, there should be no instance of a parent being unaware of a student's lack of progress.

#### 5.10 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.

#### 5.11 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.

## 5.12 Tutoring

For students with serious academic difficulty, 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.

## 6.0 Attendance

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### 6.1 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.

### 6.2 School Hours

Elementary School begins each day at 8:00 am and ends at 2:50 pm.

### 6.3 Tardy - Late Arrival to School

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.***

### 6.4 Early Dismissal

Any absence during the school day will be considered an early dismissal, even if the student returns to school. 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. ***Three early dismissals are considered one absence.***

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 3.5 hours.

### 6.5 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 the building.**

All teachers are on duty beginning at 7:30. During this COVID year, students will report directly to their classrooms upon arrival.

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 1<sup>st</sup> - 5<sup>th</sup> grades may walk students to classrooms on the first day of school only. Parents planning to park and walk children to the classroom should wait to enter until 7:45 am.

Teachers are not available to parents in the mornings due to required 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.

### 6.6 Pick-Up/Afternoon Dismissal

Students may be picked-up between 2:50 pm – 3:05 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.**

### 6.7 After Care

Students remaining on campus after 3:05 pm will go to After Care.

### 6.8 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. COVID related absences will **not** be considered as part of the 18 absences impacting credits.

## 6.9 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. **Our annual calendar provides many opportunities for vacations therefore parents should do their best to plan vacations that do not impact instructional days!**

## 6.10 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 returning 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

## 6.11 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. During COVID-19 all students coming to the office for illness will be sent home for the rest of the day as a precaution.

If home contact cannot be made, the student will remain at school unless contact can be made with an approved third party, or if 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 if the student's temperature exceeds 100° or exhibits symptoms of illness. Students should be symptom free AND medication free for 24 hours before returning to school.

## 6.12 Accidents During the School Day

Students who are injured during the school day will be assessed by the teacher, if necessary, school personnel will contact the parent and/or arrange for emergency medical services.

## 6.13 Awards

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

## 7.0 Spiritual Formation

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### 7.1 Bible Class-NIV

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. We encourage students to critically evaluate all of 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.

### 7.2 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 are always welcome! During COVID, live attendance is limited to two classes. Other classes will watch remotely in their classrooms via Facebook video efforts by our staff.



### **7.3 Student Ministry & Missions**

Using Acts 1:8 as our ministry framework, SCS provides students with the opportunity to live out their faith by participating in class ministry projects.

## **8.0 Conduct, Responsibilities, And Discipline**

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### **8.1 Classroom Standards**

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

### **8.2 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.

### **8.3 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.

### **8.4 Harassment/Bullying**

Bullying is defined as a repeated, unwanted, aggressive behavior among school aged children that involves a real or perceived unevenness of power.

SCS 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.

### **8.5 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 students 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. Half-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.

### **8.6 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.

### **8.7 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.

### **8.8 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:

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

### **8.9 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.

### **8.10 Prohibited 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 and smart watches 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.

### **8.11 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](http://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.

## **9.0 Required Health Information**

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### **9.1 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 30<sup>th</sup> 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.

### **9.2 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 30<sup>th</sup> 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.

### **9.3 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.

## **10.0 Elementary Dress Code**

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At SCS, we 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 absence of the principal, an upper school administrator will make the determination or appoint a fellow staff member to do so.

## 10.1 Dealing with Violations

1<sup>st</sup> Offense: Student will be *loaned* clothing from the PTF Resale Store, if 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.**

2<sup>nd</sup> - 4<sup>th</sup> 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.

## 10.2 Dealing with Excessive Violations

Five or more offenses within the same school year is 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 consequences.

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

## 10.3 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.

## 10.4 Modesty and General Rules

### 10.4.1 General Rules

- 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).

### 10.4.2 Hoods And Hats

- Hoods on sweaters, hoodies, jackets, etc., should not be used inside
- Hats should not be worn inside unless for a specially indicated day

### 10.4.3 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.

### 10.4.4 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.

#### 10.4.5 Upper Body

- No sheer backs, bare backs, or lace backs on shirts should be visible. No shoulders or midribs 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).

#### 10.4.5 Shoes

- Kinder – 2<sup>nd</sup> grade: Tennis shoes
- 3<sup>rd</sup> – 5<sup>th</sup> 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)

### 10.5 Standard for Uniform Days

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

#### 10.5.1 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.

#### 10.5.2 Upper Body

Collared shirts, 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.*

#### 10.5.3 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.*

#### 10.5.4 PE Uniform

- All students, K – 5<sup>th</sup> grade, participate in PE weekly.
- K – 5<sup>th</sup> grade: *A pair of tennis shoes is required to remain at school at all times for the sole use of PE*
- 5<sup>th</sup> 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.

### 10.6 Standard for Non-Uniform Days

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

#### 10.6.1 Field Trips

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

#### 10.6.2 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.

#### 10.6.3 Group Picture Days

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

#### 10.6.4 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.

#### **10.6.5 Theme Days (Spirit Days, Etc.)**

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

#### **10.6.6 Backpacks/Bookbags**

No “wheeled” book bags allowed for safety purposes.

### **11.0 After-Care Program**

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SCS provides the After-Care Program until 5:30pm each day, including most 1/2 days. After-Care is not provided on the day preceding Christmas break, spring break or on the 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 may bring a snack from home. Examples of such occasions are: attending an ACSI event or field trip that plans to return after 3:30 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 5:30 pm closing. Please be advised that the expectation is for every student to be picked up before or by 5:30 pm. If a student remains after 5:30 pm twice, in any given 9 week period, a letter will be sent to the parent/guardian. 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 Ian Roessler, After-Care Director at 904-322-3866.

### **12.0 Food, Food Products, And Beverages**

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#### **12.1 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 the on-line menu is available. Parents are asked to follow the instructions on each menu for selecting and paying for lunches. **During this COVID year, lunches will be eaten in the students classroom.**

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 have a lunch 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, as it is church property.**

#### **12.2 Snacks**

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

#### **12.3 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 5<sup>th</sup> grade students with left over punches will be assigned to the students' elementary school sibling, if one exists.

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

## **13.0 Extra-Curricular Student Activities**

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### **13.1 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.

### **13.2 Elementary Sports**

Area recreation departments provide a venue for youth sports. Therefore, SCS staff/administration does not organize or supervise this for grades K-4. 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. Fifth grade students are permitted to participate on middle school sports teams. If there are insufficient numbers for the 5<sup>th</sup>/6<sup>th</sup> grade teams, then 4<sup>th</sup> graders will be allowed to play on the SCS 5/6 teams.

### **13.3 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.

### **13.4 Student Government**

SCS Elementary Student Government 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. During the COVID year, we will modify the level of interaction and choice of projects to minimize exposure.

The purposes of the Student Government 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.

### **13.5 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. During this COVID year, the spelling bee and speech meet will be in-house competition only, and the Math Olympics will be on-line.

### **13.6 Spirit Week**

Elementary Student Government sponsors Spirit Week in conjunction with Homecoming. Spirit Week affords students the opportunity to show their spirit as SCS Lions, by dressing according to the chosen theme for the day. Daily dress themes are determined by the Elementary Student Government. Details will be communicated through Friday folders and/or emails.

### **13.7 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). During this COVID year, Grandparents Day may be modified and adjusted to maximize safety. More information will be provided in the weekly newsletter.

## 14.0 Parent Partnerships

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### 14.1 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.

### 14.2 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. **During this COVID year, the use of volunteers will be limited.**

### 14.3 Volunteer Procedures (COVID precautions have necessitated a current non-use of most volunteers)

All volunteers are to sign in at the elementary office and receive an identification badge to wear while in the building. Upon leaving, all volunteers should sign out and return the badge. 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.

### 14.4 Parent Communication

- Report Cards – available on FACTS
- 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](http://www.statesvillechristian.org)
- Telephone Communication
- E-mail: “(Teacher’s first initial and last name)@statesvillechristian.org”, i.e. bredmond@statesvillechristian.org

### 14.5 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.

#### **14.6 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.

#### **14.7 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 Appendix A below) 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.

### **Appendix A - The Peacemaker's Pledge – A Commitment to Biblical Conflict Resolution**

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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.<sup>1</sup> We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ.<sup>2</sup> 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.<sup>3</sup>

#### **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.<sup>4</sup>

#### **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.<sup>5</sup>

## **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.<sup>6</sup>

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.<sup>7</sup>

<sup>1</sup>Luke 6:27-36; Gal. 5:19-25; Matt. 5:9. <sup>2</sup>1Cor. 10:31-11:1; Rom. 8:28-29; James 1:2-4. <sup>3</sup>Ps. 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. <sup>4</sup>Prov. 28:13; Matt. 7:3-5; Col. 3:5-14; Luke 19:8; 1 John 1:8-9. <sup>5</sup>Prov. 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. <sup>6</sup>Matt. 5:23-24; Matt. 6:12; Eph. 4:10, 32; Matt. 7:12; Phil. 2:3-4. <sup>7</sup>Matt. 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*