

# Parent/Student Handbook



## Stillwater Christian School

Updated 08/24/2018



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## Introduction Section

### *Letter from Head of School*

Dear Parents and Students,

Welcome to our new families, and welcome back to our returning families! Together, we are part, but not the whole, of the Stillwater Christian School family. There are those who have gone on before us. This year will be our fifteenth year of operation. That means if a boy or girl came to us as a kindergarten student in 1999, today, he or she might be a sophomore in college. Through the years, students, teachers, staff, school board members, and our founding principal has come and gone, but all of us together form the SCS family. We truly are an extended family.

As with any family we have certain expectations of one another. We expect our family to be patient with us because we know we will make mistakes. We expect our brothers and sisters to be concerned about us, to rejoice with us when things go well, and to mourn with us when things do not. We expect to practice the one another commands of the New Testament in the context of our school family. That means we are to honor one another, greet one another, care for one another, encourage one another, pray for one another, serve one another, be kind to one another, forgive one another, teach one another, love one another, and the many other commands that Jesus and the apostles taught. The degree to which we are successful in doing those things will determine whether we are fulfilling our mission as a Christian school.

As with your family and most families, there are certain rules and procedures for doing things in our school family. I never remember seeing a formal list of rules when I was growing up in my family, but I remember three important ones: turn off the light when you leave a room, refill the water jug before you put it back in the refrigerator, and call if you are going to be late. Our school family has a few more rules than that, and we have written them down so we can all be agreed about our responsibilities and expectations.

Please remember that whether you are with us as a student for one year or ten years, you will always be a valued member of the SCS family, so stay in touch. We want to know where our family members are, what they are doing, and how they are doing.

Sincerely,

Mrs. Anita Hauf

## ***School Leadership Roster***

### **School Board**

Anita Hauf, Administrator  
Stacy Leming, Treasurer  
Micah Sexton  
Jennifer Wilborn  
Jill Prather  
John Thompson  
Tom Brown  
Amy Roberts

ahauf@stillwaterchristian.org  
s.leming@sbcglobal.net  
msexton@houston-osborn.com  
jenniferannwilborn@hotmail.com  
jprather@sunnybrookcc.org  
jt.leeco@gmail.com  
tom.brown.scc@gmail.com  
amy42k@hotmail.com

### **Administrator**

Anita Hauf

ahauf@stillwaterchristian.org

### **Faculty**

#### **Full-time**

Melinda Hane  
Shanna Jump  
Joy Butler  
Heather Willson  
Rita Henderson  
Stacie White  
Kent Ritchie  
Barbara Foulke

Kindergarten  
Kindergarten  
1<sup>st</sup> Grade  
2<sup>nd</sup> Grade  
3<sup>rd</sup> Grade  
4<sup>th</sup>/5<sup>th</sup> Grades  
6<sup>th</sup>/7<sup>th</sup> Grades  
6<sup>th</sup>/7<sup>th</sup> Grades

mhane@stillwaterchristian.org  
sjump@stillwaterchristian.org  
jbutler@stillwaterchristian.org  
hwilson@stillwaterchristian.org  
rhendersonstillwaterchristian.org  
swhite@stillwaterchristian.org  
kritchie@stillwaterchristian.org  
bfoulke@stillwaterchristian.org

#### **Part-time**

Gaye Anderson  
Matt Skar  
Lisa Cummings  
Carrie Hickerson  
Jalinda Steele  
Denise Kenna  
Heather Sitton

Librarian/Tutor  
Computer  
Vocal Music  
Art  
PE/Life Skills  
Band  
Teacher's Aide

gayeleslieanderson@gmail.com  
matthewskar@cobalt15.com  
lisa917@suddenlink.net  
carrie@uheights.org  
jalinda@live.com  
denisemkenna@gmail.com  
hsitton@me.com

#### **Support Staff**

Emily Christian

Secretary

office@stillwaterchristian.org

## Identification Section

### *Vision Statement*

The vision of the Stillwater Christian School is that our students, like our Lord, will grow in wisdom, in stature, and in favor with God and man thus becoming academically strong, physically fit, spiritually alive, and socially adept, and thereby be ready for the challenges they will face in high school and beyond.

### *Mission Statement*

Stillwater Christian School exists to offer a Christ-centered academic program of excellence and to support actively involved Christian parents in their God-given responsibility to train their children to glorify God and to be fully equipped as moral, intelligent, productive, and responsible citizens who will serve and witness to the world.

### *Philosophy of Education*

The SCS philosophy of education is based upon the authority, authenticity, and reliability of the Bible as the complete and final revelation of God. As stated in II Timothy 3:16-17, "All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; that the man of God may be adequate, equipped for every good work." SCS views Christian education as the process of learning truth through the Bible, and communicating this truth in all that is studied. To this end, the purpose of Christian education is education about Christ that results in character and conduct like Him.

SCS believes that the education and training of children is a parental responsibility, and Christian parents should select a school which will educate and train their children in a manner that reflects Christ. SCS's purpose is to assist parents in their responsibility of parenting Christian children. SCS serves as an extension of the home, existing to strengthen the parent-child relationship. We strive to work together in guiding, teaching, loving, and disciplining the children, teaching them to love God and providing them with the knowledge that all mankind is to serve God.

### *Expected Student Outcomes*

Each student of SCS, according to their God-given gifts, will demonstrate abilities from the following three criteria:

**Each student will develop a personal relationship with Jesus Christ, leading to discipleship, spiritual maturity, and ethical character. This can be accomplished by:**

- Formulating a personal testimony; participating in outreach through the sharing of personal testimony
- Participating in an evangelical Christian church
- Obeying school and societal rules

- Having self-control and respect for authority
- Demonstrating a servant's spirit
- Applying biblical standards in everyday life situations in academic and social life
- Holding a biblical worldview
- Knowing and understanding the plan of salvation and being able to effectively communicate it

**Each student will acquire a core of knowledge foundational to academic success. This can be achieved by:**

- Reading, writing, speaking, listening, and demonstrating appropriate language and communication skills in academic and social situations
- Demonstrating proficiency in required academic areas
- Using technology to meet their educational and vocational needs
- Initiating, pursuing, and completing given assignments
- Evaluating and prioritizing time and assignments
- Accessing, gathering, and documenting information
- Solving problems
- Making useful application of information

**Each student will demonstrate courtesy and respect toward all individuals by exhibiting the following skills:**

- Working cooperatively in teams
- Applying biblical standards to resolve differences
- Displaying age-appropriate social skills
- Respecting the needs, ideas, and opinions of others
- Treating others as they would like to be treated
- Accepting responsibility for the consequences of their actions
- Being dependable and self-motivated
- Asserting their position and standing for their convictions

### ***Doctrinal Statement***

We believe there is only one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit.

We believe that the Bible is the inspired Word of God, and is infallible, and our final authority in all matters of religion.

We believe that Jesus is the Christ, the Son of God, and the Savior of the world.

We believe in the miraculous birth, sinless life, death, bodily resurrection, ascension

and literal return of Jesus.

We believe that the Holy Spirit lives in the Christian and helps him to live a godly life.

We believe that salvation is a result of a personal faith in Christ.

We believe that obedience to Christ is essential for an effective Christian life.

We believe that baptism is immersion in water and has been commanded by Christ Jesus and His apostles.

We believe in an everlasting heaven for the saved and an everlasting hell for the lost.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture.

We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex.

### ***Core Values***

#### **STUDENTS**

- Students will learn how to process information and to think critically in the context of a biblical worldview.
- A commitment is made to maintain academic excellence and to maximize every student's potential.
- Every student will develop a servant's heart (God is 1<sup>st</sup>, Others 2<sup>nd</sup>, I am 3<sup>rd</sup>).
- An individually-focused educational program will reflect the uniqueness of each child as a creation of God.
- A concerted effort will be made to assure the discipleship of each student.
- Character development of all students, based on the Word of God, is essential.
- Every student will learn responsibility.
- The authority of God's Word for faith and practice is taught to, and recognized by, every student.
- Students are taught to love God with all their heart, soul, mind, and strength and to love their neighbor as themselves.
- The faculty and staff are committed to scholarship and intellectual growth for all students, with the goal that each student's mind will be renewed.
- Biblical character will be taught and reinforced in each student.

## STAFF

- The faculty and staff exhibit Christ-like character and serve as role models for the students.
- The faculty and staff model Biblically-principled living (lifestyles).
- The teachers are called by God and thus are dedicated to the ministry of Christian school education.
- The teachers have a spiritual and philosophical perspective that is compatible with that of the school.
- The school's operational practices are consistent with its vision and mission.
- The faculty and staff understand the nature of the student learner.
- The faculty and staff are committed to educating the child spiritually, mentally, socially, and physically.
- Discipline will be purposeful, directed toward the goal of self-discipline.

## PARENTS

- Parents have the primary responsibility for the child's education, and the school exists to assist them in this task.
- There will be a high level of parental involvement.
- Relationships between parents, students, and teachers will be Christ-centered.

## CURRICULUM

- The Bible will be taught as a core subject in the academic curriculum.
- Biblical integration is planned into the learning experience.
- Education is Christ-centered.

### *School Sponsorship and Affiliation*

SCS is under the authority and direction of Jesus Christ and the elders of Stillwater Christian Church. A school board oversees, directs, and establishes policies for the school. The school board reserves the right to change any policy or procedure at any time in its sole discretion after reasonable notice to constituents.

### *Admission Philosophy, Policies, and Procedures*

SCS is a Christ-centered school serving actively involved Christian parents who wish to partner with SCS in the education of their children from pre-kindergarten through eighth grade, whom the school finds qualified for admission, and who agrees that their children will abide by SCS rules. It must always be understood that attendance at SCS is a privilege and not a right. This privilege must be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

All students must be convinced they want to attend SCS and agree to honestly and wholeheartedly apply themselves to “study to show [themselves] approved unto God” (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

SCS admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, or disability in administration of its educational and admissions policies, scholarship and loan programs, and athletic and other school administered programs. SCS reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with SCS administration and to abide by its policies.

## Procedures Section

### *Admissions*

First, the family is to complete the Request for Enrollment form. This application will be reviewed by the School Board to determine preliminary acceptance into the school. The enrollment fee must accompany the application. This fee will be refunded if acceptance is denied.

Next, the family is to obtain a letter of reference from their pastor stating the family’s church involvement and areas of service. If at all possible, this letter of recommendation should be submitted with the Request for Enrollment form.

The final step for admission is for the child to take an academic assessment test to determine the proper grade level placement and whether the child is ready for SCS. Also, incoming students must submit a copy of their immunization records and birth certificate.

### *Tuition and Enrollment Payment*

Tuition and fees are due and payable according to the SCS calendar. Enrollment requires a commitment on the part of the parents to pay the agreed fees and tuition for their children.

All fees and tuition are non-refundable. If a student withdraws due to special circumstances, then the SCS board has the right to determine the status of fees and tuition. Parents should submit all requests in writing for board consideration.

Enrollment payment is due at the time of acceptance into SCS. All tuition is due on the first calendar day of the month, August through May (ten months), and becomes past due on the fifteenth of the month unless other arrangements have been made. All

payments are due in advance.

A \$20.00 late fee will be added each month to all delinquent tuition. If tuition is delinquent for more than thirty days, the student's parents will be asked to withdraw the student until all tuition and late fees are paid in full.

If any check given to SCS is returned because of insufficient funds, the student's account will be charged \$10.00 in addition to any charges incurred with SCS's bank.

NOTE: SCS does not send a monthly billing. It is expected that responsible parents will be conscientious about their child's tuition payments.

### ***Curriculum***

All classes will use BJU, ABeka, ACSI or CSI books. These are publishers of well-researched Christian school curriculums in the United States. They are designed to provide above-average results. The ABeka curriculum provides a phonics-based reading program and all three publishers incorporate the principles of God's Word throughout all academic subjects. Other approved curriculum may be implemented to give each child the best education possible. We will continually strive to update the school's curriculum to offer the best education for SCS students.

Students are expected to use all available school, community, and home resources and to perform at their highest level in order to take full advantage of the educational program. Students' originality and creativity are encouraged within the organized framework of the classroom.

### ***Chapel***

Chapel services will be conducted one day a week for 30-40 minutes on Wednesday. Chapel will include prayer, singing, and scriptures. This will be followed by either a lesson, biblical film, or a special guest speaker. (Note: All students will wear Chapel Day uniforms every Wednesday. See Dress Code).

### ***Attendance***

Students are expected to be in school and on time except in cases of legitimate emergencies. Parents are encouraged to schedule routine doctor and dentist appointments during non-school hours. All students in 6<sup>th</sup> through 8<sup>h</sup> grades are to arrive in their classroom by 8:30 AM. At 8:30 attendance will be taken. Any student not present when attendance is taken will be considered tardy. All elementary students are to be present at 8:30 for opening ceremonies and will be considered tardy after 8:30 AM.

### **Tardies**

**Tardies** are categorized as:

1. Excused: illness or medical appointment
  - Student must report to the office with a signed note before going to the classroom

2. Unexcused: all other

- Student must report to the office before going to the classroom

Five excused tardies equals one excused absence per nine weeks.

Five unexcused tardies equals one unexcused absence per nine weeks.

On days hot lunch is available at school, the school must be notified by 9:00 AM if you wish to order a lunch for your child(ren).

### Absences

If a child is absent, parents are asked to call the school to report the reason *on the day of the absence*. Messages may be left on the school answering machine before school, or early in the day.

Beginning a child's second day of absence, if you would like homework for your child(ren) please request the homework in the morning when you call in the absence. Homework should be ready to pick up in the afternoon in the school office unless you have requested it be sent home with a sibling. Parents of junior high students please note that staff is not allowed to retrieve books from your child's locker so you will need to be prepared to get your child's books if needed.

**Absences** are defined in two categories:

1. Excused absences: illness, death in family, or an absence that is determined important by the parent.
  - It will be the responsibility of the student to secure missed assignments and complete makeup work promptly. Time allowed to turn in excused absence work will be two days for each day missed to receive 100% credit on completed work, not to extend beyond a progress report or 9 week grading deadline.
  - All assignments must be completed in advance of the absence to receive credit on work unless other arrangements have been made with the teacher.
  - School Board approval must be given to any family wishing to receive an excused absence for more than 5 consecutive days, or 10 days in a school year.
  - If the teacher wishes, he/she may negotiate a later time for missed assignments to be completed.
2. Unexcused absences.
  - A student must secure missed assignments and complete make up work allowing two days for each day missed not to extend beyond a progress

report or 9 week grading deadline.

- Completed work within the allotted days will receive 75% credit. Beyond this time a 0% will be received.

Morning arrivals for all SCS students should be no earlier than 7:30 AM. Students arriving between 7:30 AM and 8:10 AM must pay for before school care. Students arriving after 8:30 must be checked in through the office. If a student needs to leave before 3:25 PM, parents must check him or her out through the office. Persons other than parents must be listed on the emergency procedure card, and must show identification before the student will be allowed to leave.

### ***Academics***

SCS successfully combines high academic standards and education expectations in a godly, moral environment. SCS exists to instruct and guide the children of actively involved Christian parents who want an education for their children that is unapologetically Christian and academically challenging.

#### **Grading Scale**

90-100	=	A	Excellent
80-89	=	B	Above Average
70-79	=	C	Average
64-69	=	D	Below Average
63 and below	=	F	Failure

E	=	Excellent
S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory

#### **Progress Reports and Report Cards**

Teachers will issue a progress report on each student at the mid-point of every nine-week grading period. See the SCS calendar for progress report dates.

Report cards will be posted on RenWeb at the end of every nine-week grading period and will be picked up by the parent at conferences. Report card dates are listed on the school calendar.

#### **Parent/Teacher Conferences**

Two formal parent-teacher conferences are scheduled during the school year. These are valuable and all parents are encouraged to participate. Conference dates appear on the school calendar. Teachers will contact parents to set up a conference at any point if they feel such a meeting is warranted, and parents are encouraged to do the same if they have serious concerns.

### **Daily and/or Homework Assignments**

The homework load may range from 15-30 minutes a night for students in grades K-1, and up to 30-60 minutes for students in grades 2 and up. A daily assignment is like a daily job, and routine is important, therefore all students will be required to do all of their assignments. Student assignments are to be turned in on time. This will give the students an opportunity to display a teachable spirit and a desire to learn. All assignments that are not turned in at the designated time are considered late work and will be graded at the teacher's discretion but will not be penalized more than one letter grade per day.

### **Remedial Work and/or Special Tutoring**

Remedial work and/or special tutoring may be recommended as a basis for admission to SCS or may become necessary during the school year if specific deficiencies are detected by the teacher or through special testing.

### **Probation**

A student enrolling at SCS with an academic history of poor grades and/or discipline problems may be placed on temporary probation. A student may be placed on probation during the school year because of poor grades and/or discipline problems at Stillwater Christian School. The duration and terms of the probation are to be established by the administrator, and approved by the board.

If a parent or student has a complaint in regard to any school activity or decision, it is the responsibility of that parent or student to go directly to the person involved. One-to-one discussion and prayer should be thoroughly explored to effect resolution of the situation. If no resolution can be reached, it may then be taken to the Principal. If resolution is not possible, then a written appeal may be made to the board. All decisions of the board are final.

### **Appeal Procedures**

All parent questions concerning teacher, student and/or student/teacher relationships should follow these steps:

1. Parent should schedule a meeting with the child's teacher.
2. If the question or concern is not resolved, the parent will then set up a meeting with the Principal.
3. If there is further concern, the parent may request, in writing, to be placed on the next school board meeting agenda or the Principal may bring the concern to the attention of the school board.

## ***Lifestyle Expectations***

### **Student Conduct**

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school.

### **Student Discipline**

The Bible says in Romans 3:23, *“All have sinned . . .”* and Proverbs 22:15 tells us that *“foolishness is bound in the heart of a child.”* SCS desires that all students learn to base their lives on faith in God, to integrate Christian values into all areas of life, to respect and cooperate with teachers and fellow students, and to develop self-discipline. Administrators and faculty seek to foster and maintain an environment conducive to Christian conduct and academic excellence. SCS students have the responsibility to observe the school’s standards of conduct and respect the rights of others. General standards of conduct for students at SCS include the following:

The students will:

1. Show respect toward God and His Son, Jesus Christ, parents, fellow students, school personnel, and themselves.
2. Show respect toward school property, their own property, and the property of others.
3. Tell the truth and exhibit academic and personal honesty at all times.
4. Communicate Christian priorities and values displaying modesty and good taste in accordance with the school dress code.
5. Use appropriate language (no cursing, foul language, or put-downs).
6. Conduct themselves in a way that contributes to a peaceful and positive school experience, not disturbing the teaching/learning process or creating undue stress for others.
7. Be on time and prepared for class.
8. Walk, not run, at all times indoors.
9. Heed all safety rules.
10. Refrain from bringing food, drinks, and chewing gum in the classroom unless a teacher has given special permission.
11. Not bring real or toy guns, swords, or knives of any kind to school. No electronic devices (see page 6), games or toys may be at school without staff approval.
12. Learn and obey all school rules as stated by the teachers, principal, and student

handbook.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary actions, teachers and administrators will be mindful of the fact that students are individuals. They may consult with parents to determine the most effective disciplinary measure. Inappropriate behavior may be reported to the parents in a notice of misconduct. This notice must be signed and returned the following day. The following discipline policy will be followed in the elementary classes:

Honorable Character Discipline Policy  
Stillwater Christian School  
Pre-K through 5<sup>th</sup>

This classroom management system focuses on character traits supported by Bible verses. These traits are displayed on a poster in each classroom. Teachers will strive to model and emphasize these character traits as they teach, and carry out normal classroom procedures. Positive reinforcement will be given as teachers recognize students for exhibiting honorable character. Because the emphasis is on positive Godly character, the need to discipline negatively significantly decreases.

If a student behaves unwisely or needs guidance developing a character trait, the following guidelines have been selected.

First Offense (warning) - The student's name will be written on the board with the corresponding character trait number next to the name. The number will be circled to signify a warning. If the student chooses positive behavior the rest of the day, no further action is necessary.

Second Offense (first mark) - The corresponding trait number is written on the board next to the circled warning. This number will not be circled.

Third Offense (second mark) - The corresponding trait number is written on the board next to the circled warning and the first mark. This number will not be circled. At this point a CHARACTER REINFORCEMENT form for younger students, and a RULE WRITING form for the older students, will be sent home to be completed and signed by the parent. This form should be returned the following school day.

Fourth Offense (third mark) - The corresponding trait number is written on the board next to the circled warning and the second mark. Three marks in one day result in a visit to the principal's office.

Special teachers (music, art etc.) and volunteers will follow the same guidelines using the Out of Classroom form to communicate student behavior to the homeroom teacher.

At the end of each day all marks will be erased and each student will begin the next day with a clean slate.

Every effort will be made to communicate and keep parents informed. In addition to the Character Reinforcement/Rule Writing forms mentioned above, the following forms of communication may also be used.

- \*A copy of the student's personal Defining Character conduct chart may be sent home. This chart is a personal record that indicates the character trait or traits that your child is working on.
- \*A phone call, text, or email home.
- \*An informal meeting where the teacher "catches" you before or after school.
- \*A request for a Parent/Teacher conference.

### **Visits to the Principal's Office**

When discipline is necessary, every effort will be made to deal with the student while he/she remains in the classroom. If repeated efforts to correct the misbehavior are unsuccessful the student will be sent to the principal's office. When it is deemed necessary for a student to visit with the principal, the following protocol will be used, and the protocol will be reset with the beginning of each quarter (nine weeks):

1st Visit: A telephone call will be placed to a parent to apprise the parent as to what has taken place during the day. The student will have detention in the principal's office or the school office.

2nd Visit: A telephone call will be placed to a parent to apprise the parent as to what has taken place during the day. The student will receive a one day in-house suspension.

3rd Visit: A telephone call will be placed to a parent to apprise the parent as to what has taken place during the day. The parent will be asked to pick up his/her child, and the student will be suspended for one full day.

4th Visit: A telephone call will be placed to a parent to apprise the parent as to what has taken place during the day. The parent will be asked to pick up his/her child, and the student will be suspended for two full days.

5th Visit: A telephone call will be placed to a parent to apprise the parent as to what has taken place during the day. The parent will be asked to pick up his/her child, and the parents will be asked to meet with the school board regarding the student's expulsion from SCS.

The student will clearly understand that discipline is to instruct and remind us of God's line of authority as revealed in His Word. SCS staff will administer discipline with compassion, with forgiveness, and with restoration.

### **Detention in Elementary Grades:**

Detention may be used as a means of discipline during recess, PE, or after school. The student may be asked to take "time out" for all or part of the play period. Students must be under the supervision of the SCS staff at all times.

### **Detention in Junior High:**

Detention for grades 6 and up may be served after school hours. Parents will be given 24-hour notice.

### **Suspension**

In severe cases of misbehavior or refusal to do academic work, suspension may be necessary as a disciplinary measure. The purpose of suspension is to bring the child to repentance and to correct the behavior. The board encourages parents to work closely with the administration with these goals in mind. A policy of one to three days suspension will be followed. Excessive suspension may result in a recommendation for dismissal from the school.

### **Expulsion**

A student will be considered for expulsion from school if it becomes the opinion of the Principal and teacher that SCS can no longer affect positive conduct change or positive academic training. If a student is not making progress towards obedience or academic success, the Principal will recommend to the board that the child be expelled. The board will review the situation, in consultation with parents and staff, before making a final decision.

### **Care of Property**

Stillwater Christian School is blessed to use such a fine school facility. The grounds and buildings are costly to maintain; therefore, we insist upon our students showing proper care and safety with respect to the facility usage. If careless conduct by a student results in damage to school property, it will be charged to the family's account.

### **Student Dress and Grooming**

The Uniform Dress Code is implemented to remind children that a neat and modest appearance will greatly influence their ability to learn and to behave in a lady-like and gentlemanly way. As a school, SCS desires to portray a Christ-like attitude in our dress, which is what man sees, for *“man looks on the outward appearance, while God looks on the heart.” (1 Samuel 16:7)*

## **DRESS CODE**

**All** personal items *worn or brought* to school **MUST** be labeled with the child's name.

### **BOYS**

- **Chapel Day:** Navy dress pants, white polo shirt (short or long sleeve). Undershirts must also be white on Chapel Day. Solid navy or white sweater *only* may be worn to chapel – no second color trim, with dress code shirt underneath.

### All Other Days -

**Bottoms:** Navy or Khaki dress pants or dress shorts (plain, no logo or name-brand labels visible).

- All shorts must measure no more than 3 inches above the knee.
- No gym shorts, cargo pants, jeans, carpenter pants, or 5 pocket pants or shorts.
- Fabric must **not** be denim, knit, or corduroy.

### GIRLS

- **Chapel Day:** Solid navy jumper (no plaids), solid navy skirt (no tight, straight skirts or body-hugging skirts), or navy dress pants may be worn with a white polo shirt. Undershirts must also be white on Chapel Day. Solid navy or white sweater *only* may be worn to chapel – no second color trim, with dress code shirt underneath. **All Skirts must measure no more than 3 inches above the knee. Every girl must wear a pair of gym shorts under her skirt, and may also wear leggings.** The under shorts and leggings must be **navy blue**, lightweight and comfortable (these do not need to be dress code length).

### All Other Days -

**Bottoms:** Navy or Khaki dress pants, dress shorts or skirts or jumpers (plain, no logo or name-brand labels visible).

- All shorts must measure no more than 3 inches above the knee.
- No exercise or biker shorts, stirrups, jeans, or 5 pocket pants or shorts.
- Fabric must **not** be denim, knit, lace, or corduroy.
- All skirts and jumpers must adhere to chapel day code regulations and may be worn in either navy or khaki. (Navy or khaki gym shorts must be worn under skirts. Leggings worn under skirts must be one solid color.)
- Plain capris in tan or navy may be worn by girls. The same standard that applies to pants & shorts also apply to capris. (Example : no decoration, no second color and no extra pockets.)
- Pants and capris may not have tight-fitting legs or be cut low at the waist.

**Makeup:** Makeup is not allowed in grades PK-6<sup>th</sup>. Girls in 7<sup>th</sup> grade and above may wear light makeup, but it may not be reapplied at school.

### Boys and Girls

#### TOPS (all days *except* Chapel Days)

- Solid polo style shirt in any solid color. All clothing must be only one color with no second color added in any form – i.e., stripes, trim, etc.

- Tops must have no visible logo and/or no visible name-brand label.
- All shirts must have collars, and a shirt with a collar or a turtleneck must be worn under **all** sweaters or sweatshirts.
  - Sweaters, sweatshirts, and turtlenecks must be in solid colors.
  - One day a week will be specified as Christian T-shirt day for all students.
  - Current SCS School T-shirt **must** be worn on all school fieldtrips. Khaki pants may also be required for certain school performances and events.
  - Solid color sweatshirt or sweater (pullover, buttoned, or zippered) or an SCS sweatshirt may be worn over uniform shirt **all day** (except during chapel) **for warmth**. No *other* sweatshirt or sweater may be worn in the classroom for warmth. No jackets, windbreakers and/or coats of any type may be worn in the classroom at any time.

**PE Clothing:** Athletic shoes and socks are required for PE. **Grades 4 and up:** Shorts and shirts must be modest.

**Shoes:** All shoes must have a closed heel or a strap around the heel – no flip-flops or open backed shoes.

**Jewelry:** May be worn in moderation and in good taste.

Body piercing and tattoos are not acceptable.

**Hair:** Outlandish hairstyles are unacceptable. *Dyeing, bleaching, frosting, or streaking will not be allowed.*

If, in our opinion, there is an infraction of the dress code, the parents will be contacted and asked to bring the child appropriate clothing for that day. Meanwhile, the student will wait in the office area.

### ***Field Trips***

All school-sponsored field trips will relate to school studies that promote the philosophy of Stillwater Christian School and enhance understanding in one or more curricular areas. Some field trips may require additional cost. Parental permission will be required for all field trips. Parents are encouraged to participate in these activities, and may be called upon to volunteer transportation. If this is necessary a copy of your driver's license and auto insurance coverage must be on file in the office.

## **DRIVER AND CHAPERONE INSTRUCTIONS**

Our school greatly depends on the involvement of our school parents for transportation and chaperoning of field trips and other off-site events. We appreciate how they take the time to support their child's school and its activities. The following are guidelines that we ask our drivers and chaperones to follow:

## General Chaperone Instructions

- It is necessary for a copy of your driver's license and auto insurance coverage to be on file in the office.
- Chaperones are responsible for the behavior of those students assigned to them. In private vehicles, the driver is responsible for children's behavior. If you are experiencing difficulties, please report the problem immediately to the teacher or other supervising adult. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior on the trip.
- Know exactly how many students are in your small group. Keep a roll if necessary. Be sure that all are present before moving from one place to another (especially when heading home).
- Students are to return with the same person and vehicle that transported them for this event. Exceptions to this can be made only by an administrator or the sponsoring teacher. Usually, exceptions are reserved for emergency situations only.
- If you have questions about any aspect of the field trip, expectations of drivers/chaperones, or expectations for student behavior, please ask for assistance from the teacher or other person in charge.
- Copies of the Emergency Medical Release Forms for all students will be with the teacher.
- Seat belts must be worn at all times. It is for this reason that children may be transported only in the cabs of pickup or other types of trucks. Note that only one child is permitted per working seat belt. If your vehicle is equipped with passenger side air bags, only children age 13 and up (or adult size) may ride in the front seat.

### ***Illness***

A child who is running a fever, vomiting, contagious, or too ill to participate in classroom activities must not be brought to school. A student who becomes ill during the day will be allowed to rest comfortably until parents can be notified and the student can be picked up from school. If anyone other than parents is to pick up the student, ***this person must be listed by the parents on the student's emergency procedure card.***

A fever is defined as 99.5 or above without medication. A child needs to be fever and symptom free for at least 24 hours before returning to school.

## COMMUNICABLE DISEASES/LICE

Communicable diseases to be excluded from school:

<u>Disease</u>	<u>Incubation Period</u>	<u>Period of Exclusion</u>
<b>Chickenpox</b>	13-21 days	At least <i>7 days</i> after appearance of first crop of vesicles
<b>Conjunctivitis (Pink Eye)</b>	3-5 days	Following necessary treatment
<b>German Measles (Rubella)</b>	14-21 days	<i>Until recovery</i>
<b>Impetigo</b>	2-5 days	<i>Until recovery</i>
<b>Infectious Hepatitis</b>	10-40 days (approx. 25 days)	During acute symptoms or at least <i>7 days</i>
<b>Measles (Rubella)</b>	10 days to onset of illness, 13-15 days to onset of rash	At least <i>6 days</i> after rash appears
<b>Mumps (Parotitis)</b>	12-16 days	At least <i>10 days</i> and until the swelling of the glands has subsided
<b>Poliomyelitis</b>	7-14 days	<i>7 days</i> or for duration of fever if longer
<b>Strep Infections</b>	2-5 days	May return to school after being on antibiotic therapy for 48 hours – (or per doctor’s instructions.)
<b>Whooping Cough (Pertussis)</b>	Usually 7-10 days	During early catarrhal period or until 21 days after appearance of paroxysmal cough and until recovery
<b>Head Lice</b>		Treatment and nit removal

### Health and Safety Issues

#### **Distribution and Consumption of Medication**

A medication form must be on file in the office for students taking prescribed medications. These medications must be sent to school in the original pharmacy container listing the dosage and times. A copy of the medication form can be printed from the forms at the end of this handbook for your convenience. Parents should not ask teachers or the Principal to administer medications to their child without a signed medication form.

## **Safety Issues**

### Fire Procedures:

Fire exit procedures are posted in each classroom based on a study done by the area Fire Marshal.

Each teacher at the first sound of the fire alarm is to take all of his/her students in an orderly manner and the class roster to the designated area in the parking lot where the teacher will check roll to account for each student. A student not with the class will be reported to school authority immediately. Each teacher will remain with the class until the "all clear" is given and the teacher and students return to the classroom.

Regular fire drills will be held beginning immediately after a new school year starts.

### Storm Shelter Procedures:

At the recommendation of Stillwater's Civil Engineer a storm warning radio in the office is set to warn of any severe weather in Payne County. When storms are located near the vicinity of Stillwater, teachers will be notified to go with their students to shelter.

There is a large basement under the "White House" in the east parking lot. The students and school personnel will take our tornado precautions in that underground facility.

Practice drills will be held.

### Inclement Weather:

The administrator will determine as early as possible if the school will be closed due to weather or other conditions. Whenever the Stillwater Public Schools are closed because of inclement weather, SCS will be closed. Student safety will be the top priority in determining whether to close the school for inclement weather. Announcements of school closing will be sent to your e-mail address and will also be made on Oklahoma City channels 4, 5, and 9.

## ***Important State Regulations/Information***

### **POLICY ON POSSESSION OF WEAPONS ON SCHOOL PROPERTY**

Stillwater Christian School's policy was established in response to Oklahoma Statute, Section 1280.1, "*Possession of Weapons on School Property or in School Bus or Vehicle*" which states the following:

#### Section 1280.1

- A. It shall be unlawful for any person, except a peace officer or other person authorized by the board of education of that district or governing body for any public or private school, to have in his possession on any public or private school property or while in any school bus or vehicle used by any school for

transportation of students or teachers any weapon designated in Section 1272\* of this title.

- B. "School property" means any publicly or privately owned property held for purposes of elementary, secondary, or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational.
- C. A gun or knife designed for hunting or fishing purposes kept in a privately-owned vehicle and properly displayed or stored as required by law shall not be in violation of this act, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property.
- D. Any person violating the provisions of this section shall, upon conviction, be guilty of felony punishable by a fine not to exceed Five Thousand Dollars (\$5,000.00) and imprisonment for not more than one (1) year.

\*Section 1272

It shall be unlawful for any person to carry upon or about his person, or in his portfolio or purse, any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, except as in this article provided.

The school's policy is that **students are not permitted to have possession of any dangerous weapon as outlined in Oklahoma Statutes, Section 1280.1 and Section 1272.** Because such possession constitutes a felony, parents of the student(s) involved and the local police will be notified. The **procedure** for this notification is the following:

1. In a threatening situation, the school administration will notify the police immediately and then the parents of the student(s) involved.
2. In a non-threatening situation, the school administration will notify the parents and assist the parents in notifying the local authorities of the presence of a dangerous weapon on school grounds.

## General and Miscellaneous Information

### *Campus Hours*

The school office is open from 8:30 to 4:00 Monday through Friday.

### *Visiting Classrooms*

Parental visitation in the classroom is encouraged and appreciated after the first month and prior to the last three weeks of the school year. Classroom visits should be scheduled with the teacher in advance. Younger siblings should never be brought in to

the classroom when visiting. **Parents are required to always check in with the office staff before going into the classroom.** Parents are encouraged to come by and share lunch with their child at any time. Other school-age children will not be allowed to visit SCS students at school without special permission from the Principal and teacher.

### ***Change of Address***

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please contact the school office.

### ***Delivery and Pickup of Students***

Students may arrive at school between 8:10 and 8:30 AM. Before 8:10 arrival requires payment for before school care.

School closes at 3:25 PM. Each student is to be picked up by 3:40. Students who are left at school beyond 3:40 will be sent to after school care and charges will be applied. After 3:40 no student may remain at the building without parent designated supervision. This includes children waiting to attend any Stillwater Christian Church activity (e.g., Wednesday evening Church, D-Group etc.).

If anyone other than parents are to pick up the student that person must be listed on the student's emergency procedure card or a note must be sent to the child's teacher.

Late arrival and early pick-up require the student be checked in/out through the office by the parent.

If you have legal custody of your child(ren) and do not want the other parent to have access to your child(ren) while they are at school, please show legal documents to the principal.

### ***Cell Phones***

Students may bring cell phones to school, but they are to be turned off during the school day. Junior high students are to keep their cell phone in their locker from the official beginning of the school day until the school day is officially ended. Younger students are to give their cell phone to their teacher at the beginning of the school day, and it will be returned at the end of the school day. No cell phone photos or videos may be taken on the school campus.

On field trips a student may have a cell phone in his/her possession but may not use it unless given permission by a school staff member or designated adult sponsor. Games on a cell phone are under the same restriction as other electronic devices.

### ***Other Electronic Devices***

Students are not to bring any electronic devices to school or on school transportation

vehicles, or to any school-sponsored activity without permission from the Principal or their teacher.

### ***Parties***

Individual birthday parties at school are prohibited. Parents may send treats on the child's birthday, but treats may only be served at snack or lunch time. Distribution at school of invitations for parties outside of school will be allowed if every student in the class receives one.

### ***Lost and Found Items***

Lost articles may be reclaimed by checking with your child's teacher or with the office. Unclaimed articles will be given to charity at the end of each semester. Please put your child's name on everything brought to school, especially coats, lunch boxes, and uniforms changed for PE. The school and/or teacher will *not* be responsible for any lost articles.

### ***Lunch Program***

At the **scheduled lunchtime** if a student does not have a lunch, a "lunchable" will be provided to the student. A charge of \$10 will be placed on the family's lunch account for the use of a school lunchable.

### ***Locker Guidelines***

Students must understand clearly and abide by the following guidelines:

1. Students may not switch lockers with another student. If a student uses a locker, it must be the one to which that student was assigned.
2. Students must not share their own locker combination with any other student. This combination is given to them in confidence. What they do with it is their responsibility. Allowing others – even friends – to know a locker combination is the greatest cause for loss of personal items from lockers.
3. Students must not share their own locker with another student.
4. Lockers may be inspected and searched at any time by the administration.
5. Lockers must be kept clean inside and out.
6. Stickers are not allowed on any part of the lockers.
7. Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
8. Writing or painting on any part of the lockers is not allowed.

9. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
10. Students should not enter anyone else's locker without permission from the student who is assigned to that locker. A staff member must be present to open the locker.
11. Students are responsible to pay for any locker damage they do in violation of the above rules.
12. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
13. Any problems with a locker should be reported to the office.
14. The school is not responsible for lost, stolen, or damaged goods belonging to students.

### ***Withdrawal and Dismissal***

All withdrawals from Stillwater Christian School must be made through the office by the paren. No school records will be released until all delinquent tuition and/or other outstanding charges have been paid.

### ***Bully-Free Environment Policy***

Stillwater Christian School has a Bully-Free Environment policy concerning bullying. Every child attending this school is entitled to a safe, happy environment where bullying is not tolerated. It is and shall be the policy and practice of Stillwater Christian School to teach that bullying is a sin and to correct and discipline all types of bullying. It is our belief that when bullying is allowed, it distorts the victim's view of how God sees them, how God loves them and how God cares for them. God has placed parents, teachers and school administrators in authority over students to teach obedience so individual students will ultimately learn to obey God. For this reason, Stillwater Christian School will enforce that it is wrong to abuse, taunt, intimidate, hurt, harass, provoke, tease, insult, ridicule, jeer, mock, badger or mistreat any other student in a bullying manner at any time.

Stillwater Christian School firmly adheres to the Biblical mandate of "responsibility for one's own actions" and calls each student to be accountable for choices made. Students engaging in bullying in any form listed below or in any form deemed to be bullying by teachers or administrators will be held accountable for choices made. Students will suffer consequences for bullying behavior and for choosing not to submit to the Lordship of Christ and to those placed in authority over them.

## Identification and Definitions of Bullying –

Physical – any type of harm: hitting, pushing, shoving, stealing, etc., overt/direct in its attack

Verbal – criticism, put-down, name-calling, one-sided jokes, one-sided teasing, sarcastic wit

Threats – any type of threat whether the action is carried out or not

Relational – includes, but is not limited to, ostracizing student by rumors and gossiping or direct and indirect strategies to isolate and make victims feel abandoned or rejected

Public – overt bullying that is done where others can see

Reactive – original victim becomes the bully to someone else or attacks the bully by bullying back

## Disciplinary Actions by Teachers or Administrators

1. Teacher will give verbal indication to the child indicating that behavior exhibited is bullying.
2. Child will receive defined verbal instructions as to what was inappropriate and how his/her behavior is of a bullying manner. The child will understand what is required of him/her to correct such behavior.
3. Teacher will communicate with the parents via the Inappropriate Behavior Notification which outlines, in written form, what happened and what is required of the student to correct the behavior. A parent needs to sign and return the form by the next day. Parents are expected to be involved in directing and reinforcing proper behavior in the area(s) of concern.
4. The principal may or may not be involved in the disciplinary procedures for first, second or third offenses.
5. Repeat offenders will be handled by the Principal who will communicate with the parents via the Inappropriate Behavior Notification. Principal may also communicate with the parents via telephone or conference.
6. Repeated bullying behavior that is not corrected will result in appropriate consequences including, but not limited to, time-out (remove student from the situation), removing privilege(s), behavior contract, corporal punishment (paddling), detention, suspension, expulsion or mandatory withdrawal.

Clear expectations and consistent applications of Stillwater Christian School's Bully-Free Environment Policy are necessary. The individual needs of bullying students and bullied students, as well as particular circumstances, will be considered. Teachers and administrators will use their discretion to enforce this policy based upon all available

information with every effort to be fair and consistent. Each teacher will follow specific procedures necessary to insure students are not bullying and are not being bullied. Teachers are expected to follow through with legitimate consequences and stop bullying promptly and responsibly.

As always, parents are encouraged to meet with the appropriate teacher and/or administrator by appointment in an effort to remedy bullying problems or reconcile any differences.

### ***Enrollment Agreement Provisions***

1. We understand that attending Stillwater Christian School is a privilege, not a right. Accordingly, my child may be disciplined, up to and including suspension or dismissal from Stillwater Christian School for just cause, as determined at the sole discretion of the Administration and the School Board.
2. We understand that consistent with Stillwater Christian School's philosophy and mission statement, Stillwater Christian School's goal is to provide every Stillwater Christian School student a Christ-centered education. However, it is primarily our responsibility to educate our child. Accordingly, we agree to require our child to perform all duties and responsibilities given to him or her by his or her teachers and all school authorities.
3. We hereby invest authority in Stillwater Christian School to discipline our child as described in the school handbook. We further agree that we will cooperate and discipline our child in the home as needed.
4. We agree that all meetings between parents and SCS school staff regarding inappropriate student behavior will be attended by all parents or guardians with which the child regularly resides.
5. Should there be a question about or disagreement with Stillwater Christian School policies or procedures, we will in no case complain to any parent or discuss the matter in front of our child but, in the love of Christ, and with prayer, register only necessary complaints with the teacher, principal, administrator, or Stillwater Christian School board member, as appropriate. If we reach a point of disagreement on an issue of a non-criminal nature with Stillwater Christian School, in keeping with 1 Corinthians 6:1, we agree to accept the decision of the Board of Stillwater Christian School as final. Rather than taking the dispute to a civil court, we waive any right to non-criminal litigation.
6. We understand that assessments will be made to cover damage to Stillwater Christian School's property (including breakage of windows, abuse or loss of books, etc.)

7. We agree to pay the tuition according to arrangements made, and to conclude all required payments before the last day of school. The first month's installment is non-refundable. We understand that monthly tuition payments, as well as any incurred miscellaneous charges such as child care, lunches, trip fees, etc. are due on the 1<sup>st</sup> of each month and are considered late after the 15<sup>th</sup>. A late fee of \$20.00 will be charged on all late payments.
8. We understand that, in the event of early withdrawal during any month: a) tuition is payable for the entire month; b) our child is not officially withdrawn until and unless a signed and written notice is received in the Stillwater Christian School office; and c) we will be assessed a \$100.00 early withdrawal fee.
9. We agree to and accept the policy of Stillwater Christian School that no grades or transcripts will be released unless a student's financial account is current. We thereby waive any rights we may have in this regard under any state education code or law, with respect to ourselves and/or our child.
10. We agree to participate – volunteering in areas of need according to our gifts, talents, and passions.
11. We agree to have our child(ren) at school each school day at the designated time unless we have an unavoidable circumstance.