

***Scofield Christian School  
2009 - 2010  
Student-Parent Handbook***



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*Scofield Christian School provides children with an academically excellent education that is well-balanced, comprehensive, and integrated with Biblical truths and principles within a nurturing, Christ-centered environment.*

**Scofield Christian School**

Revised 10/16/09

# Student-Parent Policy Handbook

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## **The Vision of Scofield Memorial Church**

We desire to know God, to glorify and worship God alone who is worthy, to experience loving fellowship in the Family of God, and to embrace all who seek after God. We will communicate the reliable and relevant Word of God with conviction and equip for service believers in Jesus Christ so that *everyone* is learning as a student of the Bible, *everyone* is living and growing as a follower of Christ, and *everyone* is sharing the good news of salvation by grace through faith.

## **Mission Statement**

The mission of Scofield Christian School is to provide children with an academically excellent education that is well-balanced, comprehensive, and integrated with Biblical truths and principles within a nurturing, Christ-centered environment.

## **Our Goal**

Our goal is to continue the vision of our founder, Dr. Harlin J. Roper, who desired a school that would provide a place where children can receive the most thorough academic training in a truly Christian environment.

## **Core Values**

Authenticity (Being real) – Lives marked by integrity, grace and genuineness, and rooted in the righteousness and humility of Christ.

Accountability (Being responsible) – Lives marked by a willingness to enjoy healthy Christ-centered community with others, regardless of the cost.

Availability (Being ready) – Lives driven by a desire to be readily useful in the hands of the Redeemer.

## **Objectives**

### ***Spiritually***

- We teach the Bible is the inspired, infallible Word of God and demonstrate how it is the authoritative source of doctrine, instruction, reproof, and correction for daily living.
- We present the gospel of Jesus Christ clearly and provide opportunities for the student to confess Christ as Savior and Lord.
- We encourage a God-centered world view by integrating spiritual concepts in all areas of curriculum and in all interpersonal relationships.
- We teach Biblical leadership skills and Christian character qualities to our students.
- We teach the importance of praying, studying the Word of God and walking faithfully in the Lord.
- An elementary school chapel is held weekly.

### ***Physically***

- Physical education is provided daily for the elementary grades.
- We enhance student appreciation of the value in staying physically fit while engaging in a variety of fitness exercises.
- We teach students to acknowledge God as the Creator of the human body.
- We teach students to apply Godly attitudes when at play and in athletic competition.
- Our students develop fine and gross motor skills.
- Our students apply knowledge to fundamental and creative rhythmic activities and sports.

### ***Academically***

- We teach our students to think biblically and form a Christian worldview.
- We promote high academic standards yet consider each child's unique talents, abilities, and needs.
- We teach and encourage each student to use good study skills and habits.
- We encourage each child to think critically and creatively.
- We instill a sense of personal responsibility in each student.
- Students participate in a variety of competitions, such as the Art Festival, Choral and Piano Festivals, Math Olympics and Speech Contest.

### ***Socially***

- We teach each student to respect authority.
- We teach and demonstrate cooperation, submission, good citizenship, and good sportsmanship as deliberate choices of our will.
- We teach our students to see beyond themselves by giving practical experience in service.
- We enable students to exemplify the principles of Christian leadership.

## **GENERAL INFORMATION**

### **ADMISSIONS POLICY: GENERAL REQUIREMENTS**

#### **Age Requirements**

- Preschool students must be three, four, or five years old before August 1st.
- To enroll in first grade, students must be six years old before August 1st.
- All preschool students must be potty trained.

#### **General Requirements**

- Parents are required to read, agree, sign, and support the school's doctrinal and philosophy statements, thus demonstrating their support of Christian education.
- At least one parent in the household must genuinely acknowledge a personal relationship with Christ through the process of a family interview and pastoral reference.
- At least one parent in the household will be actively involved in a local church.
- Students need to reflect a sincere desire to work and learn, and be willing to accept the Scofield Christian School philosophy.
- Maximum class size 3K -13: 4K - 16, 5K -18, 1<sup>st</sup> & 2<sup>nd</sup> - 20, 3<sup>rd</sup> through 6<sup>th</sup> - 22.
- A student's acceptance at any grade level is determined by entrance testing results, principal and teacher recommendation forms, church recommendation forms and interview data.
- No student shall be admitted who:
  - Has a history of emotional or disciplinary problems, or
  - Has a severe learning difference for which our program is not staffed.

### **CLASS PLACEMENT**

It is our goal to balance each class with equal boy/girl ratios, but this is not always possible. Unfortunately, we are unable to fulfill individual requests or parental preferences in classroom assignments. Placement of students is an administrative decision based not only on the recommendations from the faculty but also upon consideration of the overall needs of the students in a particular classroom.

### **NOTICE OF NONDISCRIMINATION**

Scofield Christian School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, hiring practices, and other school related programs.

### **TUITION AND FEES**

Scofield Christian School relies on tuition and fees to cover the majority of the costs for providing students with an excellent education.

### **FINANCIAL POLICY**

Registration fee: A registration fee is paid per student each year. The pre-registration form or application must be submitted along with the fee.

At Scofield Christian School, we are constantly looking for ways to concentrate our available human and financial resources on our primary mission of education and nurturing your child. To help us meet this goal, we have engaged FACTS Management Company to carry out the processing of tuition payments. We anticipate significant benefits to school staff and school families, including convenience, flexibility, and secure on-line access to individual account information. Each family is required to make tuition payments through FACTS. Please refer to the FACTS information sheet for enrollment details.

Scofield Christian School is participating in the Tuition Refund Plan, a tuition insurance plan through Dewar's Insurance Agency. Under the terms of the Scofield Christian School Enrollment Contract, once a student is enrolled, families are obligated to fulfill their financial commitment to the school regardless of attendance. At a nominal annual cost to families, the Tuition Refund Plan protects the financial investment of those families who have enrolled but find themselves unable to complete the current school year by partially funding their remaining tuition obligation. This in turn protects the school from lost tuition resulting from the unexpected withdrawal of a student during the school year. Most private schools in our area require this type of tuition insurance coverage.

**Participation in the program at SCS is mandatory for families on the semi-annual or monthly payment plan.** Families on the annual payment plan may choose to participate in the program, but it is not required.

Tuition: Parents have four payment plan options for the year: 1) one payment, 2) two payments (June & December), 3) ten payments (June – March), 4) twelve payments (June – May). All payment plans begin in June. Payment is due on the 5<sup>th</sup> or 20<sup>th</sup> of the month. A late fee of \$35 is charged ten days past the due date if payment has not been received. Students whose accounts are thirty days past due are subject to dismissal from school until the account becomes current. All accounts must be current by December 31 in order for the student to begin the second semester. Students with past due accounts after December 31 will not be allowed to return to school until the account becomes current. Should a student withdraw from school, tuition for the entire year is still due.

### **WITHDRAWAL FROM SCHOOL**

Parents wishing to withdraw a student must notify the Head of School in writing. A parent/guardian is required to officially withdraw a student by signing a Parent Authorization to Withdraw Form. If a student withdraws from school, tuition and fees for the entire school year are still required according to the terms of the S.C.S. Financial Enrollment Contract.

### **MISCELLANEOUS FEES**

Expenses for field trips, tuition refund plan, yearbook, paperback books, school uniforms, hot lunch, pictures, etc., are not included in the Registration and Tuition Fees.

### **SCHOLARSHIP GUIDELINES**

Scholarships are provided through PTF annually. Scholarship application may be made through the school office, January through March. Scholarships are awarded by May for the following school year.

**STUDENT SUPERVISION**

Student supervision is provided from 7:45 a.m. until 4:00 p.m. For after school care, supervision is provided until 5:30 p.m. Students are not allowed in the classrooms before 8:15 a.m. Students are to wait in a designated hallway under the supervision of the teacher on duty until directed to proceed to class. From 8:00 a.m. to 8:15 a.m. students will participate in D.E.A.R. (drop everything and read) time.

**SCHOOL HOURS – SCS Office Hours 7:45 am – 4:30 pm**

Morning pre-school & Kindergarten: 8:15 a.m. to 11:30 a.m. (north doors open at 8:00 a.m.)  
 Grades 1-6: 8:15 a.m. to 3:30 p.m. (south doors open at 7:45 a.m.)  
 Full day pre-school & Kindergarten 8:15 a.m. to 3:30 p.m.  
 After school care 3:30 p.m. to 5:30 p.m.

**ATTENDANCE**

Scofield Christian School and Texas School Law require that students punctually attend all scheduled classes in which they are enrolled.

The Texas Education Code requires that all students be in attendance for a minimum 90% of the scheduled school days for the year. Failure to meet this attendance requirement regardless of whether or not the absences are excused will necessitate a student being retained in his/her current grade level for the following year. A student absent more than 18 days in a school year will not meet the minimum attendance of 90%.

**Arrival and Dismissal**

<b>Grades</b>	<b>Morning Carpool</b>	<b>School Hours</b>	<b>Afternoon Carpool</b>
Preschool - AM only	8:00 - 8:15 a.m.	8:15 - 11:30 a.m.	11:30 - 11:40 a.m.
Kindergarten AM only	8:00 - 8:15 a.m.	8:15 - 3:30 p.m.	3:25 - 3:40 p.m.
Grades 1-6	8:00 - 8:15 a.m.	8:15 - 3:30 p.m.	3:30 - 3:45 p.m.
Preschool - Full day	8:00 - 8:15 a.m.	8:15 - 3:30 p.m.	3:25 - 3:45 p.m.
Kindergarten - Full day	8:00 - 8:15 a.m.	8:15 - 3:30 p.m.	3:25 - 3:45 p.m.

**The following procedures will be in place to ensure the safety of your child:**

**Morning Arrival**

Morning carpool is open for student arrival from 8:00 a.m. – 8:15 a.m., and carpool procedures apply to **all** students. Map of specific locations for drop off are given to all parents at Parent Orientation and are available in the office. For the orderly flow of traffic, it is **imperative** that you strictly adhere to the carpool map.

You may park in a designated parking spot and walk in with your student between 7:45 a.m. – 8:15 a.m., but you may not block carpool lines or the fire lane.

School doors by carpool lines will be **CLOSED** at 8:15 a.m. After 8:15 a.m., you must park in a designated parking spot and accompany your child into the building for admittance to school, regardless of the student’s age. Please do not drop off your child to enter the school alone. Do not park in the fire lane for any reason as this violates the City of Dallas fire code.

**Afternoon Dismissal**

For the safety of our students, students are not permitted to remain on campus after school hours without prior administrative approval. Siblings of students who are involved in after-school activities are not permitted to remain on campus. Children cannot be unattended on campus before or after school. Thank you for your cooperation in this area.

### **LATE STUDENT PICKUP**

Parents picking students up after 12:00 p.m. (morning carpool), after 4:00 p.m., and after 5:30 p.m., will pay a late fee. A fee of \$10.00 will be assessed for the first 5 minutes (after 12:00 p.m., 4:00 p.m., 5:30 p.m.), and \$1.00 for every minute thereafter. Payment will be made at the time of pickup.

11:30 a.m.	3:30 p.m.	5:30 p.m.	School dismissed
12:00-12:05 p.m.	4:00-4:05 p.m.	5:30 – 5:35 p.m.	Initial \$10.00 fee
after 12:05 p.m.	after 4:05 p.m.	after 5:35 p.m.	\$1.00 per minute assessed

### **AFTER SCHOOL CARE**

The school provides an after school care program for 4K-6th grade students. 3K students will be considered on an individual basis. The program runs school days from 3:30-5:30 p.m., with the exception of early release days. For further information, please contact the office.

### **TARDIES**

Students arriving after 8:15 a.m., will report to the office and obtain a tardy slip giving them permission to enter the classroom. The only excused tardy is a doctor's appointment. Excused tardies do not show up on the report card as a tardy and are not counted against the child. Three unexcused tardies will be designated as one unexcused absence on our official record.

### **APPOINTMENTS**

Outside appointments are discouraged. When a student misses class they are missing important learning time. When appointments must be made during school hours, parents should return the child to school as quickly as possible. All work missed during an appointment is assigned and due at the teacher's discretion.

### **PERMISSION TO LEAVE SCHOOL**

Parents or designated adults must pick up students in the school office and sign them out. Students will be dismissed from class after the parent arrives in the office. Students will not be called out of class to wait for a parent in transit.

### **ABSENCES**

When your child is absent from school for any reason, by 9:00 a.m. please: email your child's teacher and the school at [gbrinkman@scotfieldchristian.org](mailto:gbrinkman@scotfieldchristian.org); OR, if email is not available, call the school at (214) 349-6843.

### **Half Day Rule**

If a student is present for at least half of the school day, he/she will be counted as present. Students enrolled in our full day program must arrive by 11:30 a.m. to be counted present for the day.

### **Release from Class**

Absences which are initiated from the school and given prior approval from administrator are not reported on the student's report cards. These include school-scheduled and school-initiated activities such as ACSI competitions and class trips.

### **Excused Absences**

The following absences will be considered excused IF the school receives a note from the parent within three days after the student's return to school. These absences are still reported on the report card and count toward minimum attendance laws, but do not incur any penalty for makeup work or exams. If a note is not received within three days, the absence may be considered unexcused.

- Illness of student
- Death in immediate family
- Unavoidable family emergency
- Doctor/dentist or tutoring/speech appointments (with a note from the doctor's office)

For the following absences to be excused, they must be cleared at least three days in advance with the teacher or administrator. With advance notice, these will still be counted on the report card, but do not incur a penalty for makeup work or exams.

- Attending the funeral of a close friend (notice given when possible)
- Family vacation, church retreat, or mission trip
- Taking your child to work day

Students must make up all work missed due to excused absences. In most cases, a student may be expected to complete and turn in work or tests on the day of return. For example, if a teacher announces a test for Tuesday, and the student misses class on Tuesday, he/she will be expected to make up that test on the day of return to class. No grade penalty will be incurred if the work is completed on time.

### **Unexcused Absences**

All other absences are unexcused and are also counted in the student's total absences recorded on the student's report card. The following is a partial list of absences that are considered **unexcused**:

- Appointments other than stated above
- Missed/late carpool
- Truancy
- Out-of-school suspension
- Inclement weather for which school was not closed
- Lack of written parental notification 3 days in advance of a trip
- Lack of written parental excuse 3 days after an illness or emergency

### **Grade Penalties**

Work missed due to an unexcused absence must be made up according to the teacher's requirements, but will receive a 10 point penalty. This same rule applies if a student has an unexcused absence on the day a major paper, project, or test is due. In addition, all tests missed due to an unexcused absence must be taken the first day the student returns.

When students are absent, parents must send a signed note to the teacher explaining the reason for the absence.

### **ABSENTEEISM**

Elementary students may not miss more than 9 days each semester. Absences which exceed the attendance guidelines may jeopardize a student's promotion to the next grade and/or continued enrollment at SCS. The Head of School reserves the right to review all cases of excessive absence.

## **MAKE-UP WORK**

Students will have two days to complete missed work for the first day of school missed in an absence. If the absence is more than one day, the students will have one additional day for each additional day of absence thereafter. Example: If a student misses 4 consecutive days, the student will have 5 days to complete make up work. If the student is absent more than 5 days, the parent should consult with the teacher regarding the amount of time granted for work to be made up.

## **LATE WORK**

Students are expected to turn in all homework, unfinished class work, and make-up work on time. Homework and unfinished class work that is turned in one day late will have 10 points subtracted from the final grade. Homework and unfinished class work that is turned in two days late will lose another 10 points. Homework or class work turned in three days late will receive a zero.

## **SCHOOL GUESTS**

All visitors, including parents, will report to the school office before going to other parts of the building, such as the lunch room. Parents joining their children for lunch should go directly to the lunch room after checking in at the school office to help avoid congestion in the halls. Guests will sign in and be issued a guest's badge which they must wear in order to visit other parts of the building.

Parents wishing to visit their child's classroom for the purpose of observations must make arrangements at least 24 hours in advance by calling the school and obtaining permission from the Head of School. Scheduled classroom observation shall not exceed 20 minutes.

Parents arriving at a classroom for an unscheduled observation will be asked to see the office staff to make proper arrangements. Parents of prospective students may schedule observations through the school office.

## **TELEPHONE USE**

Student telephone use during the school day will be supervised and restricted. Students may use the telephone with faculty or staff permission if they are improperly dressed, have forgotten lunches, are not picked up from carpool, or in other instances of urgent nature. Students will not be allowed to phone home for forgotten homework, sports equipment, or personal items.

## **EMAIL**

Each teacher has a school email account. Parents are encouraged to communicate with the teachers through email.

## **CELL PHONES**

Elementary students are not allowed to carry cell phones to school. Violations of this policy will result in confiscation of the device. A \$15 fee will be paid by the student in order for the phone to be returned. It will only be returned to a parent after a parent, student and head of school conference. For safety reasons cell phone use by parents during carpool is prohibited.

## **HEALTH SERVICES**

First aid will be administered by the office staff. Serious injuries will receive immediate emergency services of the city. Parents are required to submit a signed Emergency Information Card listing physician numbers. Parents are asked to call the school and update the information on the card if changes occur during the year.

Illness: Students with fever above 100 degrees will be sent home. Students should be free of diarrhea and vomiting for a minimum of 24 hours before returning to school. Students who vomit or have diarrhea during the school day will be sent home. Students should remain home until symptom free for 24 hours. Any rashes or eye infections may require a child to be sent home when there is a question of contagion. A student may return to school when a physician states he/she is no longer contagious or when symptoms disappear.

**Administration of Medication:** Each child will need to turn into the office a Parent/Physician Request for Medication Form, a Special Needs Health Form, and a Medication Form. As occasional illness necessitates over-the-counter drugs or a prescription drug, a note signed by a parent with the following information will be required:

- Name of child
- Name of drug
- Dosage
- Length of time to be given
- Time to be given

All drugs will be kept in the office, not with the student. Students are responsible for coming at the proper time to the office for medication. The office staff will administer medication.

In regard to lice, Scofield Christian School has a “no nit” policy. In the case of head lice, the child will be readmitted to school **only** after he/she has been treated with proper lice-killing shampoo and has been re-evaluated by the office administrator.

Vision, hearing, spinal and Acanthosis Nigricans screenings of students required by the state will be conducted each year.

### **TEXTBOOKS**

The student will pay the cost of replacing lost or damaged textbooks.

### **LOST AND FOUND**

Any articles left at school will be put in a lost and found basket located near the Teacher’s Lounge. Small items of jewelry will be kept in the office. Items not claimed before the end of each month are subject to donation to a local charity. If a clothing item has a name written inside it, an attempt will be made to locate its owner.

### **LUNCH BEHAVIOR**

Students will be allowed to eat and talk quietly for the first 20-25 minutes of their lunch period. Students will be asked to remain quiet for the last 5 minutes of the lunch period. Students will then be lined up by classes for recess. Lunch at SCS is a time for students to be social, but with gentle manners. Students should bring a sack lunch that does not require refrigeration. We will also require that no food or drinks with red dye be brought in the lunches, as this will permanently stain the tables if spilled.

SCS provides hot lunches. Parents may choose the hot lunch services or provide a bag lunch.

Snacks will need to be provided by parents. We encourage healthy snacks that are easy for the child to open and to eat. Each classroom teacher in Preschool through grade 6 will determine the guidelines for classroom snacks and will communicate those guidelines in the Parent Packet. We ask that you take care in selecting healthy foods and drinks that will not stain the desks, tables and carpeted classrooms.

### **STUDENT BIRTHDAY CELEBRATIONS**

Parents who wish to celebrate their children's birthdays are welcome to bring refreshments at lunch time for students in 1st through 6th grades and at snack time for preschool students for the entire class. Invitations to

birthday parties are not to be handed out in class or placed in student cubbies by parents unless all the students in the class are invited. SCS requests parent's mail invitations that do not include the entire class.

There are no teacher birthday parties celebrated at Scofield Christian School. All teachers are recognized at the scheduled Valentine/Teacher Appreciation Party.

### **CHAPEL**

Chapel is held each week on Wednesday, at 8:30 a.m. Students in grades 5K-6<sup>th</sup> will attend on a weekly basis. 3K and 4K will attend periodically. Individual classes will be responsible for conducting the opening exercises throughout the year.

### **FIELD TRIPS**

Each year field trips are planned for grades 5K-6. Parents will be asked to complete a field trip form granting permission for their child to attend all field trips during the year. Parents will be given written notification of each field trip.

### **FIELD TRIP RULES**

Most field trips will be taken in Dallas County. Students will be transported by commercial transportation or parent driver. Parent drivers must sign a consent form for release of their motor vehicle record along with a copy of their insurance and drivers license. In order to qualify as a driver, parents must have a clear driving record.

Chapel uniform is required for all students unless permission is given from the administration to wear other attire. Supervision and initial liability rests with the teacher and parent chaperone. ***Younger siblings are not allowed on field trips.***

We ask your cooperation in adhering to the following guidelines:

- The teacher will pray with the entire group before leaving the school.
- You are responsible for the discipline of the students in your care.
- Keep your group of children together at all times. Use your list to count heads frequently to make sure your group is complete.
- At completion of the activity or performance, load bus or cars immediately and return directly to campus without making any unscheduled stops.
- Please do not allow a child to leave with anyone, even a parent.
- Refrain from using your cell phone while transporting children.
- Please do not provide food or treats for those in your car.
- The children know the rules and expectations for appropriate behavior. Please help them remember they may not run ahead or get separated from their assigned group.
- Please do not bring siblings on the trip so that you may give full attention to your student group.
- Only Christian or classical music may be played in the car.
- No drinking or smoking allowed.

### **BUSES AND OTHER VEHICLES**

The following rules will apply to student conduct on school transportation:

- Follow the teacher's, parent's, and driver's directions at all times;
- Board and leave the bus in an orderly manner at the designated stop;
- Stay seated while the bus is moving;
- Keep books, feet, and other objects out of the aisle;
- Do not deface the bus;

- Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.

When a student violates the rules of conduct for school transportation, parents will be notified and the student will be disciplined. Flagrant misconduct on the bus could result in the loss of the privilege of attending the next field trip or special event.

### **CLASS PARTIES**

Scofield Christian School has three approved parties each year for all classes to celebrate.

These parties are:

- Christmas:** Emphasis is on the birth of Christ.
- Valentine's Day:** Valentines may be exchanged provided students bring them for all class members. Derogatory, negative, or "put down" cards are not acceptable and may not be used.
- End of Year:** We will provide a fun day of planned activities on campus for grades 1-6 the last day of school, which is a half day. 3K, 4K, 5K may have their parties off campus.

Pre-school classes may have additional optional parties scheduled by the teacher. Preschool room mothers should contact their teacher for any additional planned parties.

All parties are held during the last 60 minutes of the school day on campus. There are no off campus parties. (Exception: end of the year pre-school party).

### **WEATHER ANNOUNCEMENTS**

In case of inclement weather all families will be contacted via email and phone by our Connect-Ed information system. You may also check KXAS - Channel 5 or KRLD radio 1080.

### **FIRE DRILLS**

One fire drill will be conducted each month during the school year.

### **TORNADO DRILLS**

Tornado drills will be conducted once or twice during the school year.

### **TEACHER GIFTS**

There are no group or class gifts given by any class to any teacher for any occasion throughout the school year. All teachers receive a monetary gift at the Valentine/Teacher Appreciation Party which is taken from the PTF Activity Fee. This gift is the only approved class gift for the teachers at Scofield Christian School. Room Mothers or any other parents may not collect money to be used for a teacher gift. Families may feel free to give individual gifts to teachers. During November and December donations are collected for a Love Gift that is divided among the staff and presented to them at the PTF Christmas luncheon.

### **STAFF LOUNGE**

Staff lounge is provided as a place for quiet fellowship for our staff. Students and parents are not allowed in the school lounge at any time.

## **Conduct and Discipline Management**

### **DISCIPLINE**

Each student in Scofield Christian School is expected to behave in such a manner as to reflect Christ and bring credit upon the student, the school and the home. The Apostle Paul, in Philippians 2: 2 - 5, wrote for Christians to " be like-minded (with Christ), having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus. "It is our desire to promote a high standard of personal conduct in our students. We believe the highest pattern for Christian conduct is found in conforming to the image of Christ (Romans 8:29). It is expected that all SCS students conduct themselves in a manner consistent with the accepted norms of Christian values. Respect and love of others should be a pervasive theme guiding all student interactions .

Students will show respect for the school facilities, property, and equipment through their proper care and use. Students will show respect to the administration, faculty, staff, parents, visitors and to fellow classmates. Student behavior will never jeopardize another student's opportunity to learn.

SCS chooses to encourage the development of positive character qualities such as obedience, truthfulness, self-control, diligence, patience, fairness, goodness, compassion, initiative, and responsibility.

Behavior requiring discipline will be addressed by the teacher in charge. When efforts to correct the problem prove unsuccessful, the teacher will request the involvement of parents. If the teacher and the parent cannot resolve the problem, the administration will then become involved.

Discipline and punishment are not considered synonymous. Discipline is guidance and direction toward acceptable behavior, which develops self-control in the child. Remember, "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:12)

## **DISCIPLINE PLAN**

Each classroom will have rules dealing with behavior in the following areas:

1. Following directions.
2. Raising hand to speak and waiting to be called upon.
3. Respecting others
4. Proper hall behavior
5. Demonstrating Christ-like behavior

Each classroom in grades 5K - 3 will follow the same order of consequences:

1. Verbal warning.
2. Student loses 1/2 of recess or has quiet lunch.
3. Student will miss all of recess or has time-out in class during activity time. Note to parent.
4. Student sent to Head of School

Each classroom in grades 4-6 will follow the same order of consequences:

1. Verbal Warning.
2. Name in notebook: either loses recess or "quiet lunch" or "time out" in room.
3. Detention served after signing book 5 times in one quarter.

## **DETENTION**

A detention may be given to any student who violates a school rule. Detentions will be served for: fighting, lying, cheating, swearing, disrespectful behavior to any adult including - talking back, rolling eyes, sighing in disgust, excessive disrespect for school rules (i.e. running, talking in halls).

Detentions will be served on Thursdays from 3:30-4:30 p.m. Students must serve detention on the first Thursday following the receipt of Notice of Detention.

Other consequences may include morning detention (7:15 a.m. – 8:15 a.m.), suspension or expulsion as deemed necessary by the Head of School.

Students will be awarded for appropriate positive behavior.

It is extremely important that parents support the teacher through discipline carried out at home to correct the inappropriate behavior. The school reserves the right to deal with each situation on its own merits.

## **SUSPENSION**

A student may be suspended from school with or without a Parent-Head of School conference. Very specific changes in attitudes and actions will be expected prior to re-admission. A re-admission conference with the student and his or her parent will be necessary for the student to return to school. Work missed during any suspension will be counted as an unexcused absence, and no grade higher than an 80% may be received. Disciplinary probation is invoked when a student is suspended from school. The Head of School has the authority at all times to suspend a student. The length of suspension will be one to five days as determined by the Head of School.

Reasons for suspension may include:

1. Continued deliberate disobedience/disrespect displayed.
2. A rebellious spirit that is unchanged by much effort by the school staff.
3. A continued negative attitude and detrimental influence upon other students.
4. A serious breach of conduct inside or on grounds of the school that has an adverse effect upon the image of the school.
5. Failure of the student to comply with the disciplinary actions of the school.
6. Failure of the parents to get recommended professional help for children with special needs.

### **In-School Suspension**

Students who fail to comply with the Discipline Plan or who receive a discipline report may be assigned in-school suspension. With guided study, students are excluded from participating in regular classes, but are able to complete class work in school. Grades earned during any suspension will not exceed 80%. Any student receiving an in-school suspension is suspended not only from classes, but also from all school activities until reinstated.

### **Out-of School Suspension**

This is for a specified period of time during which students are not allowed to attend school. Any student receiving an out-of-school suspension is suspended not only from classes, but also from all school activities until reinstated. This disciplinary action occurs for serious violation of school regulations. All work must be completed, but no grade higher than 80% shall be awarded.

### **Disciplinary Probation**

A student may be placed on disciplinary probation after chronic or severe infraction of school rules and policies. Probation means students may not participate in any Scofield Christian School extracurricular activities. Additional restrictions may be detailed in their probationary report. Scofield Christian School Head of School reserves the right to determine whether or not a student will be retained at the end of the probationary period.

### **Expulsion**

Attendance at Scofield Christian School is a privilege. Any student whose conduct or attitude in or out of school show him/her to be in opposition to the basic principles and purposes of the school or who maliciously destroys school property will be dismissed or asked to withdraw from the school. A student may be expelled from school for a serious breach of conduct and/or repeated problems with behavior or academic performance.

Expulsion will be recommended by the Head of School if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate.

#### Procedure for Expulsion:

1. In case of such an offense, the matter will be referred to the Head of School.
2. Expulsion from Scofield Christian School does not relieve parents of their obligation to pay a full year's tuition.

### **CONFLICT RESOLUTION PRINCIPLES**

Four Biblical Principles for resolving conflict are:

#### **Principle One: Overlook an Offense**

*"A man's wisdom gives him patience; it is to his glory to overlook an offense." (Proverbs 19:11)*

Many disputes can be resolved properly by quietly overlooking an offense and forgiving the person who has wronged you.

#### **Principle Two: Discussion**

*"If your brother has something against you...go and be reconciled." (Matthew 5: 23 - 24)*

Personal wrongs, problems or complaints that are too serious to overlook should be resolved through positive discussion. Make sure the person to whom you are expressing your complaint or problem knows all the details. Please express your complaint ONLY to the person who should hear it. Unnecessary worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem and an impression of disharmony is presented.

#### **Principle Three: Negotiation**

*"Each of you should look not only to your own interests, but also to the interest of others." (Philippians 2:4)*

Substantive issues should be resolved by negotiating solutions that meet the interests of all those involved.

#### **Principle Four: Mediation**

*"If he will not listen (to you), take one or two others along." (Matthew 18:16)*

If a dispute cannot be resolved through personal peacemaking, you should ask one or more other people to meet with you and the other person to help communicate more effectively and explore possible solutions. Mediators give advice but have no power to impose solutions.

### **CONFLICT RESOLUTION PROCEDURES**

By a parent of a child currently enrolled in the school:

1. Questions and criticisms are to be brought directly to the teacher if related to the classroom. It shall be discussed in a personal interview between the parent and the member of the school community whose work is in question.
2. If the parent is not satisfied, an appeal may be made to the Head of School in the form of a personal interview.
3. Once all appropriate means of conflict resolution are exhausted they may make a written appeal to the School Board. If necessary, the Board may request a personal appearance.

Final authority lies with the official Board of Scofield Memorial Church. Therefore, a final appeal is to be presented, in writing, to this Board. If necessary, the Board may request a personal appearance.

### **DRESS CODE**

SCS has chosen to implement the dress code policy by the adoption of a uniform program. Conduct is directly related to the dress of the student in school. This makes it necessary for the school to be concerned with the dress of the students. Cleanliness, appropriateness, and effect on the learning environment are the criteria that should dictate the student's choice of school dress and grooming on any given day. All aspects of the dress code are in effect any time a student is in the building during the school day. Dress code violation forms will be issued to students who do not comply with the dress code. Students will serve a detention when they receive three dress code violations. Students receiving a uniform violation during the week will not be allowed to wear spirit dress on Friday.

All students (3K-6th) are required to wear the approved SCS uniforms to school daily, and will conform to the following codes. Uniforms are to be provided by Parker Uniforms.

- On Chapel Day, or other days when the Head of School deems it necessary, ALL students will wear the required chapel attire. Children will not be allowed to wear their hoodies or fleece jackets to chapel. On other school days, students may wear the chapel attire or the optional attire. **Please note:** This does not apply to 3K & 4K.
- Students will have shirts and blouses buttoned and tucked in at all times.
- All uniforms will be in good condition. Uniforms with tears, unfinished hems, etc. will not be allowed.
- Skirt, shorts and jumper lengths will not be shorter than 2 inches above the top of the knee.
- In grades 1-6, belts will be worn if slacks or shorts have belt loops. Preschool children are exempt from the belt requirement.
- Socks or tights must be worn.
- Only approved uniform sweaters, sweatshirts, hoodies, fleece jackets may be worn in the building. Coats and jackets may be worn outside for P.E., recess, and on field trips.
- Hats, caps, hair scarves, visors and sunglasses will not be worn in the building.
- The administration is given the authority and discretion to determine whether a student's dress is appropriate.
- All students are required to wear Chapel uniform on field trip days unless otherwise noted.

### LOWER SCHOOL UNIFORMS (4K through 2<sup>nd</sup> grade)

#### GIRLS:

#### CHAPEL ATTIRE (5K – 2<sup>nd</sup> only)

Plaid jumper

White blouse with Peter Pan collar, long or short sleeve

Shoes (refer to shoe policy)

Socks (refer to sock policy)  
Hair attire (refer to hair policy)  
Gym shorts (refer to shorts policy)  
Navy monogrammed vest, pullover or cardigan sweaters (optional)

#### OPTIONAL ATTIRE (3K – 2<sup>nd</sup> only)

Navy blue slacks  
Navy blue walking shorts (3K, 4K&5K elastic back preferred)  
White knit polo shirt, long or short sleeve  
Red knit polo shirt (long or short sleeved)  
Navy blue culottes  
Navy monogrammed vest, pullover or cardigan sweater  
Navy blue fleece jacket  
Navy blue sweatshirt  
Navy hoodie

#### BOYS:

##### CHAPEL ATTIRE (5K – 2<sup>nd</sup> only)

Navy blue slacks  
White oxford shirt, long or short sleeves  
Shoes (refer to shoe policy)  
Socks (refer to sock policy)  
Navy blue belt  
Navy monogrammed vest, pullover or cardigan (optional)

##### OPTIONAL ATTIRE (3K – 2<sup>nd</sup> only)

Navy blue walking shorts (3K, 4K&5K elastic back preferred)  
White knit polo shirt, long or short sleeve  
Red knit polo shirt (long or short sleeved)

Navy blue sweatshirt  
Navy blue fleece jacket  
Navy monogrammed vest, pullover or cardigan  
Navy hoodie

#### UPPER SCHOOL UNIFORMS (3<sup>rd</sup> through 6th grades)

#### GIRLS:

##### CHAPEL ATTIRE

Plaid pleated skirt  
White oxford blouse, long or short sleeves  
Navy monogrammed V-neck sweater, pullover sweater or cardigan  
Shoes (refer to shoe policy)  
Socks (refer to sock policy)  
Hair (refer to hair policy)  
Gym shorts (refer to shorts policy)

## OPTIONAL ATTIRE

Khaki slacks  
Khaki walking shorts  
White knit polo shirt (long or short sleeve)  
Navy blue knit polo shirt (long or short sleeve)  
Khaki culottes  
Navy blue sweatshirt  
Navy blue fleece jacket  
Navy hoodie

### BOYS:

#### CHAPEL ATTIRE

Khaki slacks  
White oxford shirt, long or short sleeves  
Navy monogrammed V-neck sweater, pullover sweater or cardigan  
Shoes (refer to shoe policy)  
Socks (refer to sock policy)  
Navy blue belt

#### OPTIONAL ATTIRE

Khaki shorts  
White knit polo shirt (long or short sleeve)  
Navy blue knit polo shirt (long or short sleeve)  
Navy blue sweatshirt  
Navy blue fleece jacket  
Navy hoodie

## SPECIFIC REQUIREMENTS FOR BOYS/GIRLS

**GYM SHORTS** - (biker shorts or knit gym shorts) these shorts must be worn by all girls under their jumper or skirt. The shorts must not be visible or extend below the skirt length.

**HAIR** **Hair length styles** follow various fads or trends. Here also, we will be conservative. Specific hairstyles that follow passing fads will be decided upon as they arise. However, the following guidelines will be followed:

- No dying or bleaching of hair that is deemed distracting.
- Boys' hair should not fall below the middle of the ear.
- Boys' hair should not fall below the top of the shirt collar in the back.
- Hair should not be lower than eyebrow level in front.
- No shaving of any part of the head beyond what would be considered part of a "traditional" haircut (i.e., a flattop is acceptable).
- No extreme contrasts in hair length between the side and top of the head.
- Girls may wear white, navy blue, or red hair accessories.
- Girls – earrings must be modest and blend with the school uniform.

**SHOES** - Students will wear athletic shoes or close toed shoes with rubber bottoms. All Shoes are to be primarily white, black or navy with a minimal amount of contrasting trim. Trim colors on shoes may be navy, black or red only. Light up

shoes or shoes with prints or patterns will not be permitted. No sandals, flip flops or boots are allowed.

## **SOCKS -**

Students will wear socks. Girls will wear white crew socks, knee socks or tights. Girl's socks are to be at least one inch above the ankle. Footless tights will not be permitted. Boys will wear black, navy, or white crew socks. Boys socks are to be at least one inch above the ankle. Only white socks may be worn with shorts.

## **SPIRIT DAY**

Most Friday's throughout the school year will be "Spirit Days". At the discretion of the Head of School, there may be uniform Fridays as necessary.

The following guidelines will apply on Spirit Days:

Boys and girls will wear SCS Spirit shirts with blue jeans (no shorts or capris) and shirts will be tucked in. Uniform sock & shoe requirements will apply on Spirit Days. Regular uniforms may be worn on Spirit Days or Free Dress days. Students receiving a uniform violation during the week will not be allowed to wear spirit dress on the Friday following their violation.

## **FREE DRESS**

Free dress days may be announced during the year. On free dress days, students will adhere to the following guidelines, as well as those found under Dress Code Regulations:

Boys:

1. All shirts will be buttoned. No tank tops, sleeveless shirts, or undershirts.
2. Shorts will be no more than 2 inches above the knee.
3. Socks will be worn with shoes at all times.

Girls:

1. Skirts will be no more than 2 inches above the knee. No mini skirts. Slacks and jeans are permitted.
2. Shorts will be no more than 2 inches above the knee.
3. Midriffs and halters are not permitted. No tank tops or sleeveless shirts.

Both: Clothing with objectionable writing, pictures, and advertisements will not be worn to school. Athletic shoes must be worn.

*\*The administration reserves the right to decide what is appropriate dress and which hairstyles are appropriate for Scofield Christian School.*

## **HALL BEHAVIOR**

All students will be quiet and orderly in the halls.

## **INTERNET USE**

Scofield Christian School believes that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. Specifically, students will have the opportunity to enhance their learning through:

1. A wealth of additional resources for reference and research
2. Consulting with experts in a variety of fields
3. Learning to conduct searches, evaluate resources, and locate relevant material

The faculty and staff of SCS will strive to use the Internet as a tool for teaching. They will also model to students how Christians keep unwholesome things from their eyes and ears.

The **Acceptable Use Agreement** is a formal written understanding between the school and the family regarding the use of the Internet. Each student and parent beginning in third grade shall be required to read and sign the agreement before the student will be permitted access to the Internet connection of Scofield Christian School.

### **BULLYING**

No student will be allowed to engage in any form of bullying or encourage another in bullying. According to the Department of Health and Human Services, bullying is aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength. Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending him or herself. Types of bullying include:

- Physical (such as pushing or hitting)
- Verbal (such as name-calling or threats)
- Psychological and emotional (such as spreading rumors or excluding others from conversations and activities)

### **FIGHTING/ASSAULT** {Texas Penal Code Sec 22.01(a)(1)(3)}

Students are prohibited from assaulting anyone on school property or at any school-related event. Assault is intentionally, knowingly, or recklessly causing bodily injury to another.

### **FIREARMS AND WEAPONS**

A student will not knowingly, intentionally, or recklessly go onto the school premises with a firearm, explosive weapon, or knife. The student will not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use the firearm, explosive weapon, or knife.

The following weapons are illegal and are prohibited on school property or at school-sponsored activities: explosives, including fireworks of any kind; firearms and knives.

In addition to the illegal weapons, students are prohibited from bringing to school or school-sponsored activity any weapons. Weapons include, but are not limited to, the following dangerous instruments: chains; pocketknives; mace; projectiles, throwing stars, etc.; razors; and ninja stars.

### **HARASSMENT (Employee-Student and Student-Student)**

Scofield Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and that is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. SCS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

#### **Definition of Sexual Harassment**

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual
- The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment

- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school

**Examples of Sexual Harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes
- Verbal abuse or a sexual nature; graphic verbal commentaries about an individual’s body; sexually degrading words used to describe an individual; suggestive obscene letters, notes, or invitations
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters
- Physical conduct such as touching, assaulting, impeding, or blocking movements

**Employee-Student Sexual Harassment is prohibited**

**Student-Student Sexual Harassment is prohibited**

**What to Do If You Experience or Observe Sexual Harassment:** Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the one of the designated school officials in the office.

Students who observe a conduct of a sexually harassing nature are also encouraged to report the matter to one of the designated school officials in the office. All complaints will be promptly investigated.

**Confidentiality:** Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student’s parent/guardian and appropriate government officials as the circumstances warrant.

**Protection against retaliation:** It is against the school’s policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

**Procedure for investigation of the complaint and for taking corrective action:** When one of the school officials receives a complaint, he or she shall immediately inform the Head of School. The Head of School will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

**Where to Report Sexual Harassment**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Stephanie Martin	Head of School	214.349.6843
Jane Rader	Curriculum Director	214.349.6843

**HAZING**

No student will be allowed to engage in any form of hazing or encourage or assist another in hazing. Hazing includes any willful act by students, either individually or as a group, done to another student for the purpose of humiliation, indignity, intimidation, abuse, social ostracism, shame, or disgrace.

### **TERRORISTIC THREATS** {Texas Penal Code 22.01}

A person commits an offense if he threatens to commit any offenses involving violence to any person or property with intent to:

- Causes a reaction of any type to his threat by an official or volunteer agency organized to deal with emergencies;
- Place any person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation or use of a building; room; place of assembly; place to which the public has access; place of employment or occupation; aircraft; automobile, or other form of conveyance; or other public place; or cause impairment or interruption of public communications, public transportation, public water, gas or power supply and other public service.

### **VANDALISM AND DAMAGE TO SCHOOL PROPERTY**

Vandalism, damage or defacement of property belonging to or used by the school district is prohibited.

According to law, parents/guardians of students who damage school property are liable for these damages.

Students are responsible for the care and return of textbooks and may be charged for replacement of the lost or damaged textbooks.

## **Grading, Student Progress, Academic Policies**

### **HOMEWORK**

The faculty and administration at Scofield Christian School believe homework is very important because it is a valuable aid in helping students make the most of their experience in school. Homework is given because it is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, teaching responsibility and helping students develop positive study habits.

#### **Grades 1-4**

Homework will be assigned on Monday, Tuesday, and Thursday nights and occasionally on the weekends. Routine homework assignments should take approximately 10 minutes per grade level depending on the individual student. For example, the average fourth grader should be able to finish his or her homework in an hour or less (or 4<sup>th</sup> X 10 min.). Tests are usually given on Tuesday, Wednesday, and Friday with spelling and memory verse tests administered most every Friday unless complicated by a holiday or special circumstance. Tests may be rescheduled for Monday or Thursday. The teacher will give ample notice to study for tests and to complete long-range projects. Unfinished class work, Bible memory, spelling words, makeup work, studying for tests, doing special projects and reading minutes are usually not considered part of the routine homework assignments. Parents should contact the teacher if students are spending an excessive amount of time working on school work at home.

#### **Grades 5-6**

In grades 5<sup>th</sup> & 6<sup>th</sup> students will have 1 – 1 ½ hours of homework per night. Homework will be assigned throughout the week. Tests may be given Tuesday through Friday. Tests may be rescheduled for Monday. Unfinished class work, Bible memory, spelling words, makeup work, studying for tests, doing special projects and reading minutes are usually not considered part of the routine homework assignments. The teacher will give ample notice to study for tests and to complete long-range projects. Parents should contact the teacher if students are spending an excessive amount of time working on school work at home.

Students are expected to turn in all homework, unfinished class work, and make-up work on time. (See handbook for "Make-up work" policy). Homework and unfinished class work that is turned in one day late will have 10 points subtracted from the final grade. Homework and unfinished class work that is not turned in on the second day will lose another 10 points. Homework or class work turned in three days late will receive a zero.

Since homework generally covers material with which students are already familiar, they are expected to work on their own, asking for parental help only after they have given it their best effort. Parents can help by providing the necessary supplies and a quiet study environment, setting a daily homework time, providing praise and support, encouraging children to work independently, and checking to see if students have completed their work.

### **PARENT CONFERENCE DAYS**

One full day and one half day are set aside each semester for Parent-Teacher conferences. These conferences provide parents with the opportunity to discuss a child's achievement and grades with the teacher. A fall conference is required for each student. The spring conference is strongly encouraged. Please note these days are set aside for the convenience of parents and teachers. Please schedule your conference on the designated day.

### **RELEASE OF SCHOOL RECORDS**

The school must have written permission from the parent in order to release any information from a student's education record, excluding the following parties or conditions: other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific State law. School records are released to another school to which a student is transferring upon written request from that school. School records will only be released when all financial obligations to Scofield Christian School have been satisfied.

No student records (report card, SAT, transcript, special testing, etc.) will be released to parents or forwarded to a school until:

- All tuition and fees are paid in full.
- All library books/fines are returned/paid to the office or library.
- All textbooks are returned and any fines for severely damaged or lost textbooks are paid.
- All school equipment is returned.
- Hot lunch account is paid in full.
- After school care account is paid in full.

### **REVIEW OF SCHOOL RECORDS**

Parents have the right to inspect and review all of the student's education records maintained by the school, the right to request amendment to such records, the right to consent to disclosures, and the right to file a complaint.

## **REPORT CARDS AND PROGRESS REPORTS**

Report cards are issued every nine weeks. Progress reports are sent home in the middle of each nine week period for students making a C- or below. The students are responsible to show the mid-point progress report to parents/guardians and return it to school, signed by the parent, the next day. Grades 3K and 4K will use a “check mark” system indicating student’s progress and mastery of skills. Grades K-3rd will use a letter system of grading, while 4th-6th will use a numerical form of grading. Students are graded in scholarship and conduct. Teacher’s observations and comments are recorded on the back of the report card.

### **Grading Scale**

A(93-100)	Outstanding
B(85-92)	Above average
C(76-84)	Average
D(70-75)	Noticeably weak
F(below 70)	Below minimum requirements

## **STANDARDIZED TESTING**

The Stanford Achievement Test measures achievement in six major areas: reading, mathematics, language, listening, science, and social science. The SAT is administered in the spring of each year to students in grades 5K through 6th. The Developmental Readiness Test is given to students in 3K and 4K.

The Otis Lennon School Ability Test is designed to measure abstract thinking and reasoning ability. It assesses the student's ability to cope with school learning tasks and to evaluate his/her achievement in relation to the talents he/she brings to school learning situations. The Otis Lennon is administered to 1<sup>st</sup> – 6<sup>th</sup> grade students.

## **TESTING REFERRAL PROCEDURES**

When a teacher suspects that a student is experiencing difficulty in the classroom, the following procedures will be implemented:

1. The teacher will share his/her concerns about the student's performance with the parents in a conference.
2. The teacher will fill out a referral form and submit it to the administration.
3. The administration will visit in the classroom and observe the student.
4. If the concerns are not validated, the administration will work with the teacher for clarification or set strategies to work with the student.
5. If concerns are validated, the administration will send a consent form home to be signed by the parent giving the school permission to conduct informal evaluation procedures with the student.
6. The administration will set up a conference with the parents, teacher, and Head of School to discuss results of informal evaluation and if necessary recommend formal evaluation outside the school.
7. If the parents choose not to follow through on the school's recommendation regarding testing, the student will not be allowed to return to the school until testing is pursued.

## **School Board**

### **MEMBERSHIP OF THE BOARD**

The Board consists of the following, all of which are voting members:

**PERMANENT MEMBERS:** The Senior Pastor of Scofield Memorial Church, the Head of School of Scofield Christian School and the Pastor (or Director) of Church Operations.

**APPOINTED MEMBERS:** The Board chairman, one elder from the Church Board, one deacon from the Church Board and the President of the SCS Parent Teacher Fellowship.

ELECTED MEMBERS: Two active members of the Church body, two members of the SCS PTF and at-large member who may or may not be SMC or PTF members, up to the maximum Board size.

### **RESPONSIBILITY OF THE BOARD**

The School Board of Scofield Christian School is a delegated arm of the Church Board. The Board's function is to serve as the head over the school and the Head of School for all policy making, financial decisions, employee contracts, and strategic planning.

The Board considers the school Head of School to be responsible for the entire day to day administrative, curriculum, disciplinary, and employee related decisions and activities.

The Official Board of Scofield Memorial Church (comprised of the Board of Elders and the Board of Deacons) is the ultimate head of the school. The Church Board of Scofield Memorial Church must approve capital improvements, the school's annual budget, decisions affecting the liability of the school, and the individuals who comprise the School Board.

The term of office for non-permanent Board members is two years. A non-permanent Board member who has served two consecutive 2-year terms must spend at least one year off the Board before being eligible for Board membership again.

### **MEETINGS OF THE BOARD**

The School Board shall meet monthly during the academic year, September through June.

Special meetings of the School Board shall be called by the Chairman of the Board when it becomes apparent to the Chairman, Head of School or Board Members that a meeting is necessary.

### **PLACE OF MEETINGS**

The School Board shall normally meet at Scofield Memorial Church.

### **TIME OF MEETINGS**

The School Board shall begin with prayer at 7:00 p.m.

## **Parent Teacher Fellowship**

The Parent Teacher Fellowship, hereafter referred to as PTF, consists of all parents and teachers at Scofield Christian School (SCS) and exists to promote the philosophy and goals of SCS by providing a vehicle of communication between parents, teachers and administrators.

The PTF is an organization for service. It does not exist to provide for any kind of control, administration, evaluation, recommendation, or supervision. It is ONLY to be an avenue of fellowship and service to SCS.

The PTF supports the administration of SCS and the Scofield Christian School Board.

### **P.T.F. OFFICERS**

The following shall be the officers of the Parent Teacher Fellowship:

President	Fundraising Chairman
Vice President	Room Mother Chairman
Secretary	Parliamentarian
Treasurer	SCS-PTF Faculty Representative

**QUALIFICATIONS**

1. Officers must be Bible believing Christian individuals.
2. Officers must have a deep commitment to the mission and philosophy of the school and a willingness to give their time in order to serve.
3. The duration of each term shall be for one year, but subject to renewal, with no one person (or couple) typically serving more than two years in the same office.
4. Officers must attend PTF functions, meetings, and any specially called PTF officer meetings. Absence from two consecutive meetings may result in an officer being asked to relinquish his/her office.
5. Each office could be filled by a husband/wife team. No individual or couple may hold more than one office concurrently except school board representatives.

**Nominations**

In April of each year, a nominating committee chaired by the PTF President and consisting of a quorum of the officers of the PTF shall meet for the purpose of nominating a slate of officers and appointees for the upcoming school year. Notification of the final slate of nominees will be made to the school body at least ten days before being presented for election at the May PTF meeting. The new officers assume their duties beginning June first.