



# Sunnyvale Christian School

*Competence, Compassion, Creativity, and Collaboration*

445 South Mary Avenue

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[www.sunnyvalechristian.school](http://www.sunnyvalechristian.school)

## Student-Parent Handbook

*Our Mission: SCS is open to all families who are seeking a safe and joyful learning environment, where values and attitudes are shaped by Biblical standards. Our mission is to lead students and their families into a relationship with Jesus Christ. SCS will assist students toward a balance of spiritual, emotional, physical, and intellectual growth as we partner with parents, for the good of the children and to the glory of God.*

Updated January 2023



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Dear SCS Families,

We are so glad you have decided to join our 'family' at Sunnyvale Christian School. It is our pleasure to have you journey with us this year as we pray for God's richest blessing and provision for this school and for each of you. It is our joy to partner together with you, striving to provide a safe, loving environment dedicated to the education of your children.

Sunnyvale Christian School sits in the heart of Silicon Valley, providing a safe place for your child, with a concentrated emphasis on developing leaders who practice Compassion, learn through Collaboration, build Competence, and express themselves through Creativity.

It is our hope that this Student-Parent Handbook will assist you in your journey at SCS. Please use it as a reference for school policies and procedures. Our prayer and intent is for you to see that our hearts are dedicated to providing a loving environment for all who walk onto this campus.

When you and your child(ren) have read and discussed this handbook, please sign and return the 2023-2024 Tuition & Parental Agreement Form (found in the FACTS enrollment forms).

Please join us in praying for God's leading and anointing at SCS.

We are humbled and honored to be serving you,

Margo Dickson, Principal  
Edme Hernandez, Vice Principal  
Lorraine McLintock, Business/HR Manager

### **Statement of Faith: We Believe...**

1. The Bible is our primary authority (2 Timothy 3:15,16). SCS will be a school that studies, teaches, and seeks to obey the Bible. We will honor the Bible as God's Word and trust it as the final infallible authority on all matters of faith and practice.
2. There is one God, eternally existent in three persons (Father, Son, and Holy Spirit) - the Trinity. "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit." (Matthew 28:19)
3. In the deity of our Lord Jesus Christ. He is to be honored as head of the church (Colossians 1:18). We will seek to follow Jesus in all we do. School leadership will pray about all decisions and seek unity, listening for the voice of Christ.
4. All people are created in the image and likeness of God and are to be treated with respect (Genesis 1:27). We affirm the blessings of our multicultural world, and welcome people from every race, nationality, language group, and culture into our school.
5. The Triune God (Father, Son, and Holy Spirit) is to be praised. We know that God is seeking people to worship Him in Spirit and in truth, and will strive to promote Spirit led worship (Chapel), held in class every Thursday, with sincerity and passion (John 4:23). Each class is responsible for leading Chapel at least once during the school year.
6. Prayer is to be our lifeline to God (Philippians 4:6). We will strive to be a praying school, living in relationship with God, and seeking to hear His voice. We will praise, thank God, and seek His provisions for all our needs.
7. We are to love each other, live in forgiveness, seek healing, and personal growth (1 Peter 4:8). When we have wronged others, we will confess our sin and seek forgiveness. Whenever we feel wronged, we will care enough to confront each other in love, and take the proper steps (Matthew 18:15-17).
8. In the works of Jesus, He is our example (John 14:12). Jesus proclaimed and demonstrated the Kingdom of God. In His name we will pray for the sick, preach the gospel of the Kingdom, deliver the oppressed from demons, and bring comfort to the downtrodden. We will do these things trusting in God, relying on the power of the Spirit, and in the name and authority of Jesus.
9. In the value of missionary work. We will prioritize helping people to get into a right relationship with God (Matthew 28:19). Honoring God by making disciples of Jesus Christ is the purpose of the school. SCS will strive to reach the lost in all the world by helping locally, nationally, and globally. Students take an active role in donating items for those less fortunate, raising money for missionary work, and talking to others about Jesus Christ (Matthew 25:35-40).
10. Every believer is to be a minister of Jesus Christ. We practice the truth that every Christian is called to service in and through the Church by encouraging every student to discover their spiritual gift and find their place in life (1 Peter 4:10; 1 Corinthians 7:7; 12:4-11).

## **Pledges**

### **Pledge of Allegiance**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands. One nation, under God, indivisible with liberty and justice for all.

### **Pledge to the Christian Flag**

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

### **Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide God's word in my heart, that I might not sin against God.

## **Mission Statement**

SCS is open to all families who are seeking a safe and joyful learning environment, where values and attitudes are shaped by Biblical standards. SCS will assist students toward a balance of spiritual, emotional, physical, and intellectual growth as we partner with parents, for the good of the children and to the glory of God. Our mission is to lead students and their families into relationship with Jesus Christ and educational success.

## **Vision Statement**

Students from Sunnyvale Christian School will exhibit the qualities of Jesus Christ in their daily lives. They will not only speak of their personal faith in Jesus Christ as Lord and Savior, but they will also manifest this faith in how they love other people and how they act in the world in which they live.

## **Purpose Statement**

Sunnyvale Christian School exists for the purpose of furthering the Gospel of Jesus Christ first to our local community, then to our surrounding area, and then to every nation and tribe of the world. It is our purpose to honor Christ in every class and in every activity, developing world citizens and Godly leaders. SCS is a ministry of Crosswalk Community Church.

## **Philosophy of Education**

Sunnyvale Christian School focuses a concentrated emphasis on developing leaders who practice Compassion, learn through Collaboration, build Competence, and express themselves through Creativity. We believe in project-based learning and engaging technology as tools for learning.

We will provide a safe structured learning environment for students to receive a top quality Christian education that consistently maintains a competitive edge over the public school system. Students will be equipped to excel whether they proceed to private Christian school environments or the public school.

## **Expected Student Outcomes**

We have the following goals for all students at Sunnyvale Christian School. We expect our graduates to:

1. Be examples of confident, responsible, and community service oriented Christians, with a healthy worldview and desire to shine for Jesus.
2. Manifest the moral and ethical teaching of God's Word in their conduct.
3. Think for themselves, standing up for personal convictions in the face of pressure, while respecting the views of others.
4. Understand that God gives people free will and that choices have consequences. To make good choices means to enjoy positive consequences.
5. Acquire the knowledge, skills, and attitudes necessary to contribute to society, striving to improve the values of their world.
6. Learn citizenship, exemplified through courtesy, respect, honesty, obedience, self-control, responsibility, involvement, enthusiasm, and acceptance of correction.

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

Sunnyvale Christian School is open to anyone interested in securing a Biblical education, from Preschool through Fifth Grade, who agrees (and whose parents agree) that he or she shall abide by Sunnyvale Christian School rules. It must always be understood that attendance at Sunnyvale Christian School is a privilege and not a right. This privilege may 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 should want to attend Sunnyvale Christian School and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God" (2 Timothy 2:15). Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth.

Sunnyvale Christian School admits students of any race, color, religion, 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, religion, national, and ethnic origin in admissions policies, scholarship programs, and other school-administered programs. Sunnyvale Christian School 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 Sunnyvale Christian School administration and to abide by school policies. Admission is based on a genuine commitment to a Christian education on the part of both students and parents. Priority will be given to returning students and their siblings.

To apply for admission to SCS, please visit the following website:

<https://svc-ca.client.renweb.com/oa/?memberid=16642>

The administration reserves the right to expand the enrollment process to include academic placement testing and an interview process which may include not only the student and parents, but also the school in which the family is transferring from.

### **Elementary School Hours**

Transitional Kindergarten - First Grade	8:25 AM - 2:30 PM
Second Grade - Fifth Grade	8:25 AM - 3:00 PM
Extended Care (Morning)	7:30 AM - 8:00 AM
Extended Care (Afternoon)	2:30/3:00 PM - 5:30 PM

### **Chapel**

Chapel will be held on a weekly basis. Chapel is designed for Praise, Worship, sharing, and instruction. Each class will present at least one Chapel presentation during the school year.

### **Lunches & Snacks: NUT FREE SCHOOL**

Please provide nutritional lunches and snacks for your child. SCS strives to provide an environment considerate of the many nut allergies many children suffer from. Please avoid sending items that contain nuts or their by-products. Avoid packing candy and empty carbs, which cause anxiety and does not help children focus and learn. No warm-ups can be accommodated. Pack the lunch ready for your child to eat.

### **Tuition**

Tuition is paid monthly over 11 months starting in August and ending in June. We spread the payments over the year. Families may choose one of the discounts listed, if they apply:

1. Crosswalk Community Church membership 10% discount
2. Sibling discount (applies across both Preschool and Elementary)
  - a. First child enrolled = full tuition
  - b. Second child enrolled = 15% on lower tuition
  - c. Third child enrolled = 20% on lowest tuition

Tuition is due on the first of each month and is considered late after the fifth of the month. All billing is through FACTS and a late fee of \$25.00 will be automatically applied to all outstanding accounts.

### **Registration Fees**

For your convenience, we assume that every family will remain in the SCS program; therefore, we bill the cost of registration for the NEXT academic year on our auto enrollment day at the end of January. Students will automatically be enrolled and charges processed, unless otherwise requested in writing 2 weeks prior to auto enrollment in January.

### **Financial Aid & Scholarships**

Financial aid is available for a limited number of students, on a case by case basis, to be filed online through FACTS yearly. All applications must be complete to be considered and the

process is the same for everyone. There is a fee to begin the financial aid process. Our Administration commits to prayerfully consider every application submitted by May 1st for the upcoming Fall semester.

### **Student Release Authorization**

Your child will only be released to those so named on your child's emergency information form or an authorized pick-up form. Verbal permission is not legally sufficient. The names of any adult authorized for pick-up MUST be in writing. A temporary authorization pick-up form is available in the office. If you need to add an additional name to your emergency information form, please see the office staff.

### **Holidays**

SCS will be closed for the following holidays: Labor Day, Veteran's Day, Thanksgiving Break, Christmas Break, Martin Luther King Jr. Day, President's Day/Winter Break, Easter Break, Memorial Day, Independence Day, and other designated Teacher "in-service" days. Please mark your calendars using our school year calendar.

### **Student Withdrawals**

The educational program at SCS is based on a progressive scope and sequence designed to holistically develop your child through their early years of child development (Preschool through Fifth Grade). We strongly encourage you to have your child attend our program through Fifth Grade. However, we are aware that families experience unexpected changes and that emergencies take place, so we require a written two week notice for any student who withdraws before the end of the school year. Your tuition will be prorated once your written notice has been received by the school office.

### **Health Rules**

1. It is imperative that parents respond to phone calls immediately concerning a child that has been identified as ill by the school. Immediate parental attention is required in the case of illness accompanied by high temperature or physical injury.
  - a. See more detailed information regarding illness by referring to our COVID-19 page on our website.
  - b. Students who are ill must be picked up immediately. In addition to their own discomfort, they can expose other students and adults.
  - c. Students that have a fever of 99.9 degrees or higher or show signs of significant illness must be taken home immediately. They can return to school when fever has been gone for 24 hours, without the help of medication.
2. School personnel may not administer non-prescription medication. Children are not to be sent to school if they are not well enough to go to the playground or participate in class.
3. All prescription medicine must be checked into the school office and recorded in the medicine book. It is imperative that you notify the office staff when you sign in medicine. The medicine will be stored in the refrigerator in the kitchen or a secured cabinet in the office.

4. Communicable diseases such as COVID-19, Strep Throat, Chicken Pox, Measles, Scarlet Fever, etc. must be reported to the school office so that an exposure notice can be communicated and/or posted depending on the disease. The child must also pass the contagious stage given by the doctor before the student may return to school. If the school detects the student may not be ready to return, the parent must get a re-admittance slip from the doctor. The school assumes the parent will use wisdom and discretion when their child has experienced a communicable disease.
5. If a student's household member has COVID-19 it must be reported to the school office so that next steps may be taken.
6. A child with diarrhea (3 or more watery stools in 24 hours) should stay home until the diarrhea has stopped for at least 24 hours.
7. Parents please use extra-careful judgment when sending your child back to school after an illness. We are carefully cleaning all areas, and encouraging children to wash their hands multiple times throughout the day.
8. In the event of lice outbreak:
  - a. Child must be picked up immediately.
  - b. Office must check the student's hair before returning to class.
  - c. Child may not return to class until all the eggs and nits are out of hair.

### **Late Pick Up**

Students must be picked up at the designated time. Any student not picked up at dismissal (2:30 PM/3:00 PM) will be sent to the extended care program for \$40 that day. A late charge of \$1.00 per minute will be assessed up until 6:00 PM. After 6:00 PM a \$5.00 per minute fee will be assessed. It must be paid in full with your tuition payment. If a parent is more than one hour late, we may call Child Protective Services.

### **Absences**

Regular school attendance is required by law and is necessary for good citizenship. Punctuality is a very important life skill that we want every student to develop. It is important for the start of the class and each child. Late students are disruptive to the whole class.

### **Excused Absences**

Excused absences will be issued to students who miss the majority of the school day for reasons deemed excusable. An absence will be excused if it is for one of the following reasons:

1. Illness or injury.
2. Medical appointment. Whenever possible, please schedule medical and dental appointments after school hours. If this is not possible, or if multiple appointments must be scheduled, please vary their scheduled times.
3. Bereavement
4. Court appearances
5. Family emergencies (ex: car accident, major family illness)

### **Unexcused Absences**

Unexcused absences will be issued to students who miss the majority of the school day for any reason that does not qualify as an excused absence.

### **Excessive Tardies/Absences**

California State Attendance laws allow 3 tardies and 3 unexcused absences per year. SCS adheres to the laws of the state regarding Compulsory Education, Tardies, and Absences. Excessive unexcused absences (20 or more) may require retention in the same grade level, as consistent tardiness or absence directly affects a student's academic progress.

### **Prearranged Absences**

Prearranged absences must be approved for students through the administration and the teacher in advance of the absences (ex: A student leaving the country for an extended period of time). Make-up work will not be given ahead of time unless the absence is due to prolonged illness, surgery, etc. Students will receive their makeup work upon return. Parents need to realize that such an absence will affect their students progress in school and their workload upon return.

### **Tardy Policy**

Being on time at the start of every school day is essential for maintaining an effective learning environment for each child in the class.

### **Parent/Teacher Communication**

This is an area that we as a school community highly value and want to ensure is happening frequently and satisfactorily; we ask that you partner with us. If we have a concern about your child in terms of his/her academics, behavior, or other area of development we will be contacting you to set up a parent-teacher conference. If necessary, the Principal will be available to assist. We ask that you make yourself available so that we can partner together for the benefit of your child.

If you have a concern about your child, your child's teacher, or a situation in which your child was involved, please take the appropriate first step of talking with your child's teacher in a professional manner. If you still have concerns after discussing with your child's teacher please bring this to the attention of the school office. We appreciate you letting us know about your concerns and will seek a solution as quickly as possible. It is our heart to have open lines of communication. Please do not hesitate to talk with us about what is on your heart.

### **Homework**

Homework philosophy at Sunnyvale Christian School is that we strive to teach students to take responsibility for work that has been assigned to them, specifically work they have not completed during the allotted time in the class during the school day. Homework is best completed with oversight of parents, to be considered quality time that allows the parents to assess their child's current progress, encourage the student's heart and to affirm their diligence.

Please provide a quiet, calm place for homework. Please commit to working together. Students are expected to turn in all homework assignments on time as required by the teachers and be reading with their families each night. If missing assignments become a problem, parents will be notified. Each teacher will develop a policy on late homework teaching students to take responsibility for their own work.

### **Student's Personal Property**

All clothing and school items (lunch box, backpack, etc.) must be clearly labeled with the student's name, using either permanent ink or clothing labels. The school is not responsible for items left on the school premises. The campus is used by the church on weekends, so it is each student's responsibility to collect their things.

1. No personal toys, games, or electronic devices are allowed on campus. The only exception would be if the teacher has a class function, activity, or reward system that allows students to bring such items.
2. No cell phones. Students are not allowed to have cell phones during school hours. If a parent wants their child to have a cell phone, it must be signed into the office and kept at the front desk. The student may be granted permission by the teacher to go to the office to call parents when the teacher deems it acceptable.
3. No weapons of any sort are allowed on the campus.
4. The school is not responsible for student's personal items and students are not to bring valuable items to school.
5. Each student's locker must be kept clean. Decorating lockers is not allowed. No stickers and no locks may be used. Personal items may not be stored for prolonged periods of time. Every Friday the student lockers must be clean and empty, as this campus is used extensively by Crosswalk Community Church as well as other faith communities throughout the week.

### **Student's Dress Code**

Sunnyvale Christian School requires that uniforms be worn by all students from Transitional Kindergarten through Fifth Grade. Parents may purchase parts of the uniform at stores other than Merry Mart or Uniforms by Tommy Hilfiger; however, they must match the uniforms at Merry Mart or Uniforms by Tommy Hilfiger.

Current student dress code is on our website. Every family is responsible for having their students in proper uniform Monday-Thursday. Friday is free dress day.

### **Uniform Policy Enforcement**

Professionalism is modeled by the staff effectively teaching children to take healthy pride in their personal appearance as an individual and as a representative of the school. If there is a dress code violation, the parent/guardian will be immediately contacted to correct the infraction. The classroom teacher is primarily responsible to work with the parents to ensure compliance.

## **Emergency Drills & Procedures**

While we have done a great deal at SCS to make the facilities and grounds safe, and to prepare the students and staff to respond effectively in emergencies, the families of our students must be our partners in this effort. We want to briefly summarize some of the important emergency drills and procedures. If you would like to read through our Emergency Procedures Handbook please make your request to the office so we can get a copy for you.

Every student must have a complete file with Consent for Medical Treatment, known allergies, and an emergency form. This is to assure proper medical care of each student should an emergency arise. Promptly report any updates to your child's information.

In case of a medical emergency, the witness to the accident will call the office and/or any other trained staff member (First Aid/CPR) to assess the situation. The nearest available staff member will call 911 if deemed necessary. The student's parent's will be notified of the accident.

Below we have listed a summary of procedures we follow during emergencies. In all cases, the priority is the safety of the children and staff. In setting effective protocol, we ask that you also do the same in your household for your own family's safety.

In the case of a Bay Area earthquake or natural disaster, students will be kept at school until a parent or authorized adult picks them up. It is imperative that the authorized person speaks with the teacher or designated staff member supervising your child(ren) so we maintain accurate accounting of all children. Please plan how your family will respond to major disasters, assuming the telephone lines may be down and public transportation may be in disarray. Please refer to our Emergency Procedures Handbook, available in the office. We trust you will also practice earthquake and fire drills at your home as we partner together for the safety of our children.

1. Fire drills are conducted monthly. Students and staff walk quickly and quietly out of the building, one class at a time, following posted exit routes in the back of the parking lot for accountability.
2. Earthquake drills are conducted bi-monthly:
  - a. Stay calm
  - b. If indoors, stay indoors. Stay put, drop, cover, and hold for one minute or until shaking stops.
  - c. If you are outdoors, stay outdoors. Move to an open area away from power lines or poles.
  - d. Move away from windows or other large hazardous objects.
  - e. Squat down, tuck head under, and place hands and arms over head and neck to prevent injury.
  - f. Calmly move away from the building to the back of the parking lot. Be prepared for aftershocks.
3. Evacuation drills are conducted at least once a year, without leaving the campus.

4. Each teacher has an emergency pack by the door which includes an emergency roster of parent contact information. Please keep your teacher and the office informed of any changes to your personal contact information.
5. Evacuation Procedures: After following the procedures for a fire drill and 911 has been called, the students will be initially moved off campus to either the grass area located in the shopping center at Washington Ave. and Mary Ave at 245 S. Mary Ave. Sunnyvale, CA 94086. The grass area near the main office located in the Olive Garden Apartments behind the school at 1081 W. Olive Ave. Sunnyvale, CA 94086. As soon as possible, we will contact parents to notify them of the situation.
6. We will contact parents regarding emergencies, specifically for an injured child. We want to inform parents as quickly as possible, but please realize that the first and foremost priority is the safety of the children.
7. In an emergency, our alternative meeting place is either the grass area located in the shopping center at Washington Ave. and Mary Ave at 245 S. Mary Ave. Sunnyvale, CA 94086. The grass area near the main office located in the Olive Garden Apartments behind the school at 1081 W. Olive Ave. Sunnyvale, CA 94086.
8. For more information on our emergency procedures, please refer to the Emergency Procedures Handbook in the school office.

### **Willful, Careless or Accidental Damage to Property**

The parent or guardian of any student whose willful misconduct, carelessness, or accident causes damage to school property will be responsible for those damages.

### **Student Conduct**

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. As students of a Christian school, we believe that the children should be taught about God, and how to honor God through their words and deeds. We teach the children a high standard of conduct and then give them the appropriate encouragement and example to behave accordingly. As a Christian school, we want every child to experience the love of God through Jesus Christ so that they can share that love with their family, community, and world. These expectations of the students apply to the time that students are in school, at school activities, and the time they are away from school. We believe we are to embody Christ in all that we say and do, so that God may be glorified. We expect respectful behavior at all times!

### **School Rules**

#### **Inside Rules**

1. Use quiet inside voices.
2. Raise your hand if you wish to speak.
3. Walk at all times.
4. Push chair in when leaving a desk/table.
5. Keep hands and feet to yourself.
6. Listen to the teacher.

7. One person talking at a time.
8. Keep your classroom clean.
9. Respect each other.
10. Must be excused by the teacher before leaving with the parent.

Lunch Rules (all of the above and these):

1. Sit properly at the lunch tables (on bottom, facing forward).
2. Keep your area clean. If you spill, immediately notify a teacher. It is the student's responsibility to leave their personal space clean.
3. Must be excused to use the restroom.

Outside Rules (all of the above and these):

1. Treat others as you would like to be treated.
2. Show respect to your teachers.
3. Rocks and tanbark must stay on the ground in the yard.
4. Share the play equipment and toys, not food, with your neighbors.
5. Sit on your bottom while on the swings. Swing straight and stay on your seat. No jumping from the swings. No balls/play equipment under the swings.
6. Use playground equipment/structures properly, no standing on top of bars.
7. Stay within the fenced-in area, remaining on school premises.
8. Use balls safely and appropriately (do not put others in harm's way or the game will be stopped); no throwing against walls; report all balls that go over the fence or on the roof.
9. No balls on playground equipment.
10. Jump ropes are for jumping only.
11. Stay in view of your teacher at all times.
12. Speak words of kindness to one another.
13. Play peacefully with one another. This means no games that lead to physical contact or aggression whether in word or deed.
14. Slides are to be used properly; feet first, on bottom, going down only.
15. Eating is only allowed when sitting on a bench or at a picnic table. No sharing food.
16. Restrooms are to be used properly.
17. Only Second grade and above can sit on top of the high monkey bars.
18. Tires may only be stacked 2 high and must stay under monkey bars.

### **Student Discipline**

We strongly believe in discipline, love, and guidance.

We believe that as followers of Christ:

- a. We should not ignore any situation requiring discipline.
- b. We should communicate that Jesus loves each child, regardless of what they do, and that learning to make right choices is best taught through consequential discipline for making wrong choices.
- c. We should be respectful, consistent, and honest to hold children responsible for their behavior. God emphasizes in the scriptures, "I am the Lord your God, who teaches you what is best for you, who directs you in the way you should go" (Isaiah 48:17).

SCS discipline policy:

Disciplinary action is carried out as needed to uphold the standards of conduct and to enforce school policy. Discipline is administered carefully and attempts to keep in balance the interest of the child with that of the Elementary as a whole. We strive to work in partnership with the parents.

1. The teacher talks to the child (verbal warning) redirecting the child, if necessary.
2. Individual classrooms behavioral management steps will be enforced.
3. A disciplinary note will be sent home from the primary teacher to the parents, which will be signed by the teacher explaining the infraction, and will require the parent's and student's signatures. It must be returned the following day by the student. A copy of this letter will be sent to the Principal the day it is sent home.
4. The misbehavior will automatically result in the child being sent to the Principal's office and the parents will receive a phone call to come and pick up their child. In addition, a parent-teacher conference will include, at a minimum, the primary teacher, parent, and the Principal. The objective is to successfully partner together for the betterment of the student and the modification of misbehavior. We will consider the student's holistic development and behavior in the classroom, in other classes, as well as in the lunchroom, and recess. We will develop a plan to build character and confidence in the student and modify the behavior that has been inappropriate.

In more severe challenges, we may recommend professional counseling. SCS is not equipped to deal with constant emotional disturbances or significant learning disabilities since we do not provide a special education teacher. SCS will not tolerate profanity or obscenity by work or action, disrespect to any personnel of the school or towards parents, or acts of aggression or violence toward any person. SCS has a zero tolerance policy regarding the possession, use, sharing, or sale of illegal drugs, alcohol, tobacco, or weapons of any kind on school grounds. Harassment of any kind will not be tolerated. Appropriate and swift discipline will be administered. This includes bullying, acting in ways that scare or harm another person. Suspensions are determined by the administration and only after discussion with the teacher and conducting a thorough review of the incident at hand. This review will include an interview with each party involved, any adult witnesses, (including the child's teacher) to garner surrounding information. Following a suspension, when the student returns, he/she begins with a new slate. The mistakes of yesterday are forgiven and we begin anew. However, should the misbehavior continue, a meeting will be required to discuss specific, necessary steps to avoid expulsion.

**SAMPLE Student Discipline Notice**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Primary Teacher: \_\_\_\_\_

Infraction observed by: \_\_\_\_\_

***Parents, your cooperation and help is greatly needed and appreciated at this time.***

Your child's poor choices and problem behavior has escalated, now requiring this Student Discipline Notice letting you know he/she has been having a great deal of difficulty meeting SCS behavior expectations, clearly defined in our handbook.

**Unacceptable Behavior**

- Disruptive behavior
- Disrespectful towards another student.
- Disrespectful of teacher/supervisor
- Physically hurtful to another
- Lying and cheating
- Refusing to do as the teacher asks
- Taking items that do not belong to him/her
- Abusing materials/school property
- Refusing to respond to teacher's directions
- Throwing rocks, tan bark, and sand
- Hitting, kicking, hurting another
- Name calling or put downs another
- Eating during class time
- Breaking slide/swing rules
- Unsportsmanlike conduct
- Abusive or crude speech
- Attacking another student verbally

There are some behaviors that will receive **NO warning**, and the student will be sent home immediately, upon notification of principal, teacher, and call to parents. These behaviors are:

- Use of profanity**
- Acts of aggression or violence**
- Harassment or Bullying**

We, the parents of \_\_\_\_\_ have read and understand there is a discipline problem and we will work at home to bring this behavior under control.

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*Parent's Signature*

*SCS wants you to understand that if the same discipline pattern continues there will be an immediate parent-teacher conference. The objective is to successfully partner together for the betterment of the student and the modification of their behavior. The student's holistic development and behavior (in the classroom, at lunch, recess, and on field trips) will be considered when evaluating this student's behavior. Combined with your intimate experience and knowledge of your child we will develop a plan to modify the behavior that is inappropriate.*

Teacher \_\_\_\_\_  
*Signature*

Principal \_\_\_\_\_  
*Signature*