



Sunnyvale Christian School

Competence, Compassion, Creativity, and Collaboration

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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.

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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 have read this handbook please sign and return the Parental Agreement Form, stating you have read the document (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.

“And all your children shall be disciples [taught by the Lord and obedient to His will] and great shall be the peace and undisturbed composure of your children.”

Isaiah 54:13

School Environment

Sunnyvale Christian School is meant to be a place where there is fun in learning. It's our goal to have students grow to be like Christ, “in wisdom and in stature and in favor with God and people.” Luke 2:52

The environment at SCS is characterized by:

- A staff of committed and caring Christians
- An attitude of love and concern for each child
- A commitment to quality education
- Discipline that is consistent, fair, and clear

- A community of supportive staff and families
- A philosophy of education based on Biblical principles

Objectives

The school's instructional program is designed so that:

- The student will manifest the moral and ethical teaching of God's Word in his or her conduct.
- The student will learn to think for his/her self and stand up for personal convictions in the face of pressure, while at the same time respecting the views of other students.
- The student will understand that God gave people free will to make choices. Therefore, the student will develop an understanding that is necessary to enjoy positive outcomes.
- The student will acquire the knowledge, skills, and attitudes necessary to function in society and to contribute to and improve the values of his or her world.

Staff

Each person working at SCS is a Christian and a committed member of a local church. Our teachers possess experience and are licensed through the State of California. We will at times hire teachers who possess strong personal qualifications and are in the process of finishing their ECE classes. Each staff member is fingerprinted by the DOJ and is cleared by the state of California.

General School Conduct

It is expected that students will consistently behave in a courteous and respectful fashion toward both peers and adults, whether at school or on a field trip. It is further expected that they will show a general attitude of cooperation with the program and the guidelines.

Admissions

Sunnyvale Christian School is open to all students regardless of race, religion, ethnicity, gender, or national origin. Admission will be based on a genuine positive interest in Christian education on the part of both the student and parents. Once you are registered in SCS, placement for your child is assured for the following school year.

School Hours

Full Time Students	7:30 AM to 5:30 PM	Monday through Friday
Part Time Students	8:00 AM to 1:00 PM	Monday through Friday

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.

Lunch: NUT FREE SCHOOL

Students bring their own lunches. We have microwaves in each classroom so that you can bring food to warm-up. Please provide nutritional lunches 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.

Snacks and Drinks

Snacks are provided two times a day. The snack times are 9:30 AM and 3:00 PM. The snack menu is posted in front of the office. We also provide milk for the morning snack time and juice for the afternoon snack time.

Tuition

Tuition is paid monthly over 11.5 months starting in August and ending in the middle of August. 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.

Electronic Sign-In/Out

Each parent and/or caregiver will need to download the Procure application on their mobile device before the school year begins. They will open the application on their phone and sign their child in and out using their own mobile device. Parents and/or caregivers will be asked a series of health screening questions asking if their child, anyone in their household, or any close contact has experienced any COVID-19 symptoms. Please DO NOT bring your child to school if they, anyone in their household, or any close contact have ANY symptoms of COVID-19. Parents MUST sign their child in and out each day. This is a state regulation. You MUST use a FULL signature, first and last name. In case of an emergency this data will be used as attendance records. Proper sign-in and sign-out procedures must be followed at all times. No

student may be dropped off at school without being signed in. Your child must be picked up by an adult, someone who is 18 years or older. Each student must be accounted for, signed out and then back in if taken off campus during the school day, whether for lunch or an appointment. This is imperative to ensure every child's whereabouts and safety at all times.

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 by 5:30 PM. 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.

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. WE HAVE **NO** LOST & FOUND. The campus is used by the church on weekends, so it is each student's responsibility to collect their things.

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.

Discipline

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 Preschool as a whole. We strive to work in partnership with the parents. 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.

It is assumed that the primary responsibility for discipline lives in the home, therefore parents will be notified of disciplinary actions. It is further assumed that there will be parental support to reinforce and discuss changing behavior. It is almost impossible to be of any real help to a child unless the parents actively take part in and support the school's disciplinary efforts.

As a guideline, these are the steps in discipline:

1. The teacher talks to the child (verbal warning) redirecting the child, if necessary.
2. The teacher talks to the child and an age appropriate time out is given.
3. The teacher sends a note home and will talk about a plan of action to solve the discipline problem.
4. The teacher sets up a conference with the teacher, parent, and Preschool Director.