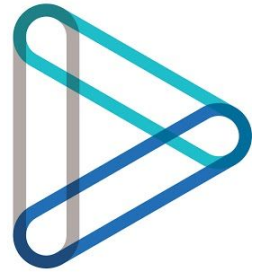


**Southeast**  
CHRISTIAN SCHOOL



# Parent-Student Handbook 2017-2018

Southeast Christian School is dual accredited by the Association of Christian Schools International (ACSI) and AdvancED. ACSI assists the school in academic and technical issues, student activities, and legal/legislative matters. Our staff benefits from ACSI conferences and other resources.

**REVISED JANUARY 2017**

Southeast Christian School admits students of any race, color, nationality, and ethnic origin 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, nationality, or ethnic origin in the administration of its educational policies, admissions policies, and other school-administered programs.

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# 1 INTRODUCTION

## Statement of Faith

Southeast Christian School was founded and functions upon the basic fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the Bible. The following statements of faith and practice are held by every Southeast Christian School employee and by which every school family agrees to abide.

- I believe the Bible to be the verbally inspired and only infallible, authoritative, inerrant Word of God (II Timothy 3:16, II Peter 1:21).
- I believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1, John 10:30, John 10:37-38).
- I believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in his personal return in power and glory (Isaiah 7:14, Matthew 1:23, Luke

1:35, Hebrews 4:15, Hebrews 7:25, John 2:11, Hebrews 9:12, Ephesians 1:7, Colossians 1:14, John 11:25, Acts 1:11, Revelation 19:11-16).

- I believe that humankind is sinful by nature and that regeneration by the Holy Spirit is essential and the only way for his salvation (Romans 3:19, 23, John 3:16-19, John 5:24, Ephesians 2:8-10, Titus 3:5-6).
- I believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is able to live a Godly life (Ephesians 5:18, Ephesians 4:30, I Corinthians 3:16, I Corinthians 6:19-20).
- I believe in the resurrection of both the saved and the lost—they who are saved unto eternal life and they who are lost unto eternal damnation (John 5:28-29).
- I believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
- I believe in the creation of man and woman by the direct act of God (Genesis 1:26-28, Genesis 5:1-2).
- I believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). I believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). I believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
- I believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The SECS Board holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

## 1.1 Mission Statement

To provide a Christ-centered education, preparing God's children and young adults for works of service, so the body of Christ may be built up. (Eph. 4:12)

## 1.2 Vision

Southeast students will be prepared to:

- Transition academically to higher education.
- Accept personal responsibility in their relationship with Christ.
- Serve others with their unique giftedness.
- Develop a Christian worldview in order to build the body of Christ.

## 1.3 Core Values

- TO DEVELOP a close home/school relationship through complementary teaching for the improvement of students' development and progress.
- TO DEVELOP the spiritual life of students. This is the unique quality of the Christian school which enables the student to gain the true perspective on life.

- TO DEVELOP students socially in order to equip them for healthy relationships with other people. The teachers and staff will contribute by living and teaching a Christian example to promote proper social growth.
- TO DEVELOP students academically in the practical application of all knowledge by teaching them the fundamental subjects. This will allow them to proceed to higher goals.
- TO DEVELOP a spirit of patriotism and appreciation for the principles of freedom that we have inherited from our founding fathers.
- TO DEVELOP the physical health and well-being of students necessary to the growth of mind and body.

## 1.4 Handbook Policy Exceptions

This Parent-Student Handbook is an effort to detail the policies that will govern the operation of SECS on a day-to-day basis. While it is impossible to write policies that will govern all situations, this document is a good-faith attempt to include policies that will apply to most school-related happenings. The SECS administration does, however, reserve the right to make exceptions to the policies in this document as an individual situation might warrant. In the very difficult task of managing individual behavior within a group context, we reserve the right to consider the needs of the individual and the greater good of the entire school.

## 1.5 Changes in Policy

This SECS Handbook supersedes all previous Parent-Student Handbooks. While every effort is made to keep the contents of this document current, SECS reserves the right to modify, suspend, or terminate any of the policies, and/or procedures described in the SECS Handbook with or without prior notice to parents and students.

# 2 ADMINISTRATIVE POLICIES

## 2.1 Admissions/Enrollment Priorities

Students will be required to fulfill the admissions and enrollment expectations including a Christ centered commitment reflected in behavior, academic applications, attendance, timeliness, and study and growth in God's word. For specific admissions guidelines, see current Admissions Packet.

The beginning of each admissions period is reserved for our existing students. Current families therefore have the option of re-applying for admissions before new families are able to apply. The family registration fee is due during this re-admission period to ensure placement in the school for the coming year. After our current families are invited to enroll, Southeast Christian School will be open to the public for application for admissions.

## 2.2 Withdrawal

Please refer to your current Enrollment Agreement for specific dates and policies for withdrawals.

## 2.3 Denial of Admissions

Southeast Christian School reserves the right to deny admission to any student whose needs we cannot meet or who compromises the expressed mission, goals, purpose, safety, or philosophy of Christian education. SECS also reserves the right to deny admission or discontinue enrollment to a student whose parent(s) actions or lifestyle are contrary to the school's understanding of biblical precepts and principles. Additionally, parents who demonstrate a lack of cooperation and commitment to the home and school working together may not be allowed to enroll or re-enroll their children in the school.

## 2.4 Students Losing Admissions Status

Families of students who do not demonstrate financial commitment by having tuition and school fees paid on appropriate due dates may not be guaranteed a spot for the Fall, and wait list students may be contacted to fill their spot.

## 2.5 Legal Requirements for Private School Mandatory Reporting

Southeast Christian School, like all private Christian schools, operates independently from the Colorado Department of Education, but is still subject to some legal requirements. These requirements include school attendance law, health standards, and mandatory reporting of abuse or suspected criminal activity, as well as those requirements outlined for all non-public schools as found in the Colorado Revised Statutes.

([www.cde.state.co.us/cdeedserv/nonpublic\\_law.htm](http://www.cde.state.co.us/cdeedserv/nonpublic_law.htm))

Per Colorado State Law, all employees of Southeast Christian Schools are mandated to report child abuse, suspicion of abuse and/or inexplicable injury or neglect of a child to the proper legal authorities.

## 2.6 Blended/Restricted Family Situations

In situations where a blended family situation exists, it is the responsibility of both parents to keep the school current with all necessary and legal documents regarding custody arrangements. If there is a restraining order in place, please bring a copy of the order along with a picture of the restricted party to the school office. We will follow these orders until notified of any changes by the parent or guardian with proper documentation.

## 2.7 Southeast Christian School Board

The primary function of the School Board of Southeast Christian School is to confine itself to the overall governance of the school with Governance Policies that Direct, Protect and Enable the Administration to

perform their duties. The School Board is responsible for the supervision of the Headmaster. The School Board consists of 5 to 7 members from the Christian community to serve for unlimited terms. For further information, please contact: Rick Williamson, Board Chair: [rickwill32250@gmail.com](mailto:rickwill32250@gmail.com). The Board Governance Policies are available upon request.

## 2.8 Southeast Parent Council

Our parent council is open to all parents who wish to participate in supporting the school. The Parent Council meets periodically throughout the school year. For more information, contact the PCO President through the school office.

## 3 FINANCES/CONTRIBUTIONS

To ensure stability and continuity in your child's Christian education and socialization, the School Board deems it essential that upon enrollment/reenrollment, families commit to a full school year. Refer to your signed Enrollment Agreement for additional information.

Contributions - for those interested in donating to the school, Southeast Christian School is an official non-profit, tax-exempt, 501 (c)(3) organization and will provide a tax-deductible receipt in the name of the donor. For non-cash items, Southeast Christian School will provide an official letter stating the item(s) received. The IRS asks donors to be responsible for assessing the fair market value of the donated item(s).

## 4 SCHOOL SCHEDULES AND COMMUNICATION

### 4.1 Office Hours/School Day

**Students should not be on campus unattended by parents prior to 8:00 a.m. or after 3:20 p.m.**

Regular school day starts promptly at 8:20 a.m. and ends at 3:20 p.m.

Soft Start begins no earlier than 8:00 a.m. with teachers on duty in their classrooms. Students are expected to be in their seats, ready to learn by 8:20 a.m. or will be counted tardy.

Regular School Office Hours: 8:00 a.m.-4:00 p.m. Monday-Friday.

School sponsored, school endorsed activities running outside of normal operating hours will be supervised by corresponding personnel.

After School Care is 3:20 p.m. - 6:00 p.m. Monday-Friday.

Contact: Jessica Hall [secs.afterschoolclub@gmail.com](mailto:secs.afterschoolclub@gmail.com)



## 4.2 Contacting the School

The main school number is 303-841-5988. Please do not call the church for information on school matters. To report absences, appointments, pick-up changes, or anything we may need to know concerning your child during school hours, please call or e-mail: [notetoschool@sechristian.org](mailto:notetoschool@sechristian.org)

Staff/teachers have email and phone extensions in their classrooms. They will make this information available to you at the beginning of the school year. Feel free to contact the front desk or email the teacher and your concern will be addressed in an appropriate time frame.

If you are aware of a safety or security concern, please contact the school office or security department with this information. Please do not participate in communication with a student on a personal or school device.

Security Office Number: 720-842-5647

Tim Hayes: [tim.hayes@southeastcc.org](mailto:tim.hayes@southeastcc.org)

Keaton Pope: [keaton.pope@southeastcc.org](mailto:keaton.pope@southeastcc.org)

## 4.3 Parent Alert

Parent Alert is a notification system through RenWeb that the school has subscribed to in an effort to increase communication. It will be used to alert parents with general school information and/or during an emergency situation. This gives us the ability to send a text message, e-mail, and automated voice mail.

The following terminology reflects the emergency protocol in place at SECS:

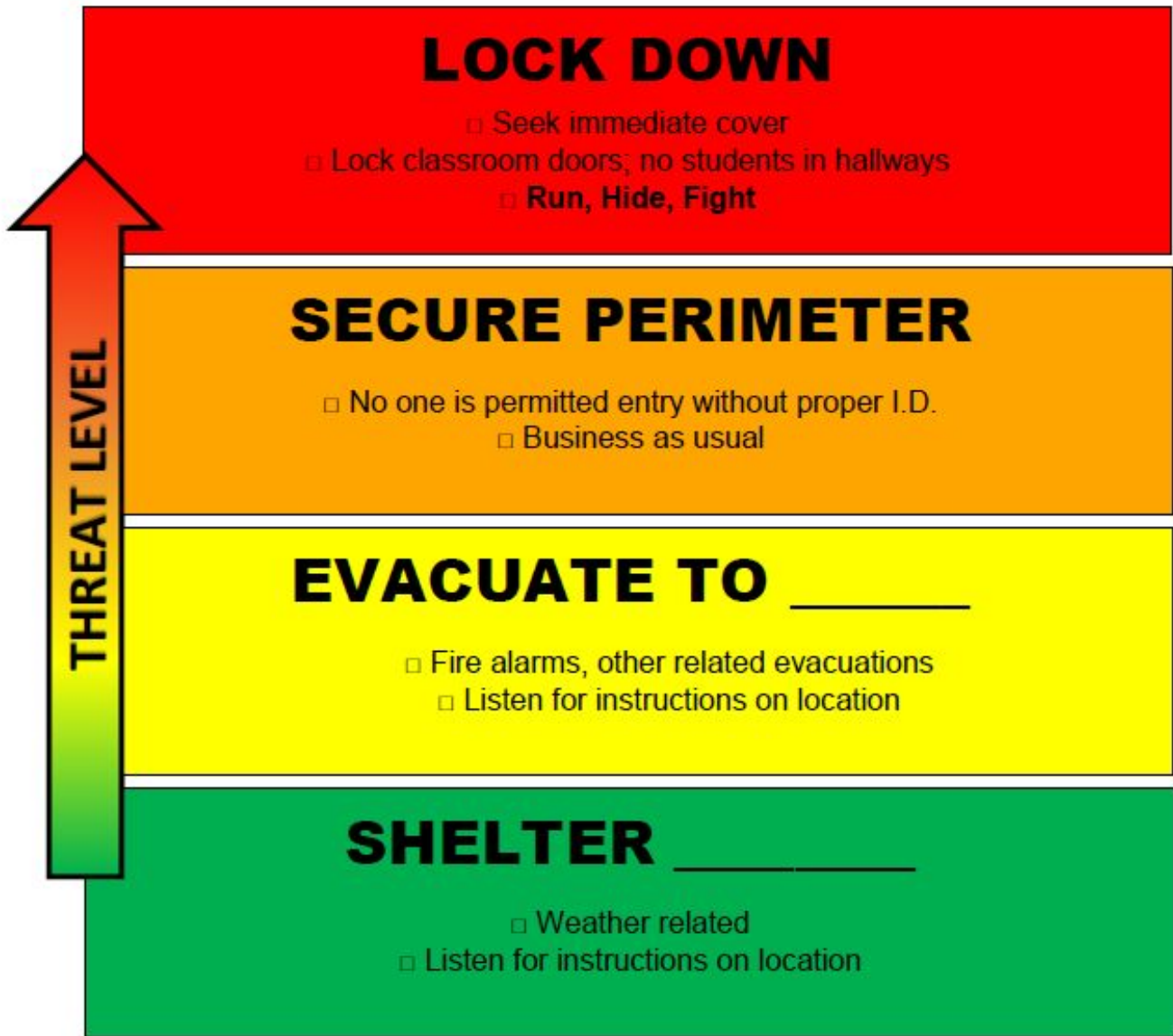
Lock Down - Imminent threat in the immediate area or on campus.

Secure Perimeter - Perceived threat, elevated risk. Business as usual within the building.

Evacuate to \_\_\_\_\_ - location to be determined based on situation.

Shelter in \_\_\_\_\_ - location to be determined based on situation.

\*Please be advised that in any emergency situation, it is important for phone lines as well as entrances/approaches to the building to be accessible and free for emergency personnel.



#### 4.4 School Closing/Delays

When circumstances necessitate the closing of school, parents will receive a phone call through our Parent Alert system. Below is a list of other options to find this information:

Website: [www.sechristianschool.org](http://www.sechristianschool.org)

TV: Channels 4, 7, 9

In the event school is to be dismissed before regular closing time, announcements will be made through Parent Alert. Parents should endeavor to pick up their children as soon as possible.

## 4.5 Visiting School

Southeast Christian School teachers and staff love to have parents visit the school. Visiting is an important time for the child as well as for the parent and teacher. We use the following criteria to help make visiting a positive, safe, and productive time for all involved:

- We are in a secure public building. Upon your first visit each school year, please provide your driver license for check-in. Once you have been entered into the system, we can sign you in by entering your name only. Therefore, all visitors are required to sign in at the school office and wear a visitor's tag so we can maintain a friendly and safe school setting.
- For security reasons, child/youth visitors are not allowed to visit the school without a parent present.
- Conferences should be arranged in advance and at a time when the teacher does not have a student or students in the classroom, or is not on duty elsewhere.
- SECS will require background checks on all parents, volunteers, and any other person placed in a position of trust in the school for the safety and well-being of our students. Parents who do not complete a background check will not be allowed in the school past the office during business hours, nor be able to participate in off-site activities with students, except for large group events that are supervised by SECS staff.
- The school reserves the right as its sole discretion to deny a parent and/or volunteer participation in any school sponsored event and/or access to the campus.

## 4.6 Lost and Found

SECS maintains an area for lost and found items in the hallway outside of the school office. Students should check this area periodically to claim any lost clothing, books, notebooks, etc. Items considered valuable (i.e. jewelry) will be locked away until claimed. Any items not claimed within a set time will be donated to charity. SECS strongly suggests that all clothing items be labeled with the student's name for easy identification.

## 4.7 RenWeb

SECS provides to students and parents a web-based service called ParentsWeb. This service enables parents and students to receive academic information such as grades, assignments and special teacher communications on a regular and timely basis by logging onto a password-protected, personal account. Each parent and student has different passwords, enabling teachers to communicate privately with parents. Additional items in ParentsWeb include school Calendar items, access to frequently used forms. i.e., background check forms, school supply lists, and more. A family directory is also available.

## 4.8 Problem Solving

SECS educational mission involves working with the home in the overall Christian education of students. On occasion this cooperation between the school and home may become difficult. To avoid such situations, the school requires parents enrolling or maintaining enrollment of their children to affirmatively support and cooperate with the school. Parents agree to support the school with prayers and with a positive attitude.

Complaints or suggestions should be shared only with the teacher, administrator, or person directly involved and not with your child or other people, following the Matthew 18 principle below. SECS reserves the right to discontinue enrollment to a student whose parent(s) actions or lifestyle are contrary to the school's understanding of biblical precepts and principles. Additionally, parents who demonstrate a lack of cooperation and commitment to the home and school working together may not be allowed to enroll or re-enroll their children.

### Matthew 18 Principle

Parents at SECS have signed enrollment documents to stand by the Matthew 18 principle for solving problems. The major aspects of the principle, as stated by Dr. Paul Kienel (founder of ACSI) are:

1. Keep the matter confidential. Share the problem with only those directly involved.
2. Keep the circle small. Avoid the temptation to have your opinion validated. Seek validation from the Lord, not several parents or teachers who will tell you that you are correct.
3. Be straightforward. Respect the other person by believing that they can handle criticism. Share an observation rather than a judgment.
4. Be forgiving. The goal of sharing the observation is restoration and spiritual growth, not justification or the like.

Dr. Kienel estimates that 80% of school problems are solved at step one—between the people directly involved.

## 4.9 Grievance Procedures

### Parent Grievance Procedures

Step 1: Parent to Teacher: The parent is to contact the teacher via note, email, phone, or conversation to request a meeting. The purpose of this communication is to notify the teacher of the issue to be resolved. Teachers will engage in an e-mail dialogue regarding the problem. The teacher will contact the parent to set up a meeting to resolve the issue.

Step 2: Parent/Teacher/Principal: If either party does not feel the issue is resolved, a conference with the parent, teacher, and Principal will be arranged to assure that an open and complete conversation can take place. Any time an issue reaches this level, the Principal will be updated by the teacher concerning the issue.

Step 3: Headmaster Involvement: Should the issue still not be resolved, a conference with all involved will be scheduled with the Headmaster.

## 5 SCHOOL DAY POLICIES

### 5.1 Drop Off and Pick Up Process

The school day begins at 8:20 AM. Students may be dropped off to enter the building, beginning at 8:00 AM. Students may not be allowed in the building, and there is no supervision of students prior to this time.

### Drive Through Pick Up

- Half Day Kinder are picked up at 11:25.
- Dismissal is at 3:20 PM.
- Enter off of Wintergreen
- Pull up as far as possible to accommodate as many cars as possible on the first loading; do not leave vehicle unattended in drive through line.
- School-issued identification card should be visible either in the passenger window or visor until exiting pick-up line.
- Do not stop in a crosswalk.
- Please be ready to assist your child with his/her seatbelt.
- When instructed to pull forward, do so even if you see your child. They will be instructed to walk to your car once it comes to a complete stop.
- Once students are loaded you will be instructed to pull forward and the process will repeat itself until all students are loaded.
- You may proceed north on Jordan or at the last lane you may turn left and head back to Wintergreen.

### Park and Walk Up

- Park in the parking lot and proceed to the designated pick-up area outside the building.
- Please use crosswalks at all times where you can then escort your child to your vehicle.
- Show your school-issued identification card so your name can be called and your child will be dismissed to meet you in the designated area.

### Indoor Pick-Up for Inclement Weather

- In inclement weather, pick-up will be conducted inside. All parents will need to park and come in the church entrance. Students' names will be called and released at the double doors to room 100. Bring your school-issued identification card and driver license with you.

### Release of Students:

Students in K-6th grades will only be released to individuals listed on your child's pick up form. Anyone picking up a student at Southeast Christian School, at dismissal, must show a security-issued identification card and if asked, a valid driver license for identification verification. Otherwise they must report to the school office where we will assist in connecting you with your student.

Students in K-6th grade will not be allowed to be self-released unless a permission form has been signed and approved by the school Principal. Self-release status for students in K-6th grades will only be approved in special circumstances as determined at the sole discretion of the school.

Students wishing to go home with another family must have permission from their parent or guardian. Teachers cannot release students to unauthorized adults—even friends, without parental permission. All carpool participants must be on each student's pick-up list and have the family's identification card.

### Dismissal for 7th and 8th Graders:

All 7<sup>th</sup> and 8<sup>th</sup> graders are considered "self-release" at 3:20 p.m. Students may proceed to the designated area at the church entrance after school. Southeast Christian Church and School does not provide supervision or assume responsibility for 7th and 8th grade students after 3:20 p.m. While in the designated area, school rules and core expectations are still in effect, including safety awareness, showing respect for church property and adults. This includes:

- Walking at all times and using marked crosswalks when proceeding through the parking lot.
- Student may not “cut through car pick-up lines”
- Only 7<sup>th</sup> and 8<sup>th</sup> graders are allowed in front of the church entrance. Students with younger siblings must wait along the sidewalk pick-up line.
- No standing or walking on the church planters.

#### Leaving/Arriving During the Day:

All students who enter or leave the building during the school day must be signed in and out of the office by an authorized person on the pick-up list.

## 5.3 Signing Out

When a student is leaving school prior to the end of the day, parents are required to come to the school office to sign their student out. We ask that parents notify the teacher and school office ahead of time if they plan to pick their student up early. NOTE: Due to end of day procedures, we request that you do not pick up your children between 3:00 and 3:20 PM. Parents will need to wait until normal dismissal time. Thank you for your assistance in this matter. Students are not permitted to leave school grounds at any time during the day without permission.

## 5.4 Attendance and Tardies

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. The school believes duplication of the classroom experience can never be accomplished with after-school assignments. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

It is belief in this philosophy and expectation regarding attendance, that the following procedures will be implemented at SECS:

#### Taking Attendance:

Students are tardy beginning at 8:20 a.m. Classroom teachers will take attendance no later than 8:30 a.m. in RenWeb. Maintaining accurate attendance records are vital to promoting good attendance. During inclement weather, administration will communicate how to handle tardies/absences.

#### Late Arrival To School:

Parents must sign in their students at the front office if they arrive after 8:20 a.m. Failing to sign in upon arriving late to school, the student will remain absent until that individual has gone to the front office and followed the proper procedures.

#### Interventions and Action for Chronically Tardy Students:

1. A student is considered tardy at 8:20 a.m. and should arrive in the classroom with a tardy slip.
2. If a student is tardy more than 6 times, cumulative through the year, teachers will make parent contact and document the contact in Renweb. When teachers make contact with the parents regarding their child’s excessive tardies, the ramifications regarding future tardies must be communicated during the conversation or contact.

3. If a student is tardy more than 10 times, cumulative through the year, the Principal or designee will contact the parents requesting a parent meeting with the Principal.
4. If a student's tardies or absences are significantly impacting his/her performance or creating undue stress on the staff, then the student's re-enrollment for the following school year may be impacted.

#### Interventions and Action for Chronically Absent Students:

1. Absences include all medical/dental notes, sickness, court times, or school-related activities (SA). Parent handwritten, e-mail, or phone in messages regarding illness, unforeseen circumstances, or family vacation will be counted toward the 18 maximum absences allowed. Children who are chronically ill will have a health plan in place with interventions and supports.
2. If a student is absent more than 10 times, cumulative through the year, teachers will make parent contact and document the contact in RenWeb. The contact, whether by phone, e-mails, or in person, should include expressed concerns about academic success due to frequent absences.
3. Parents of children who exceed more than 12 cumulative absences throughout the year will receive a formal request for a conference with the Principal.
4. If there is still no improvement in the number of absences, the student's re-enrollment for the following school year may be impacted.
5. Student must accept responsibility for obtaining make-up work from teachers.

## Make-Up Work After Absences

When an absence meets the criteria for allowing make-up work, the following procedures apply:

- For each class period missed, one class period will be allowed to make up missed assignments.
- Teachers will inform students of the time allotted for completing make-up work after an absence. However the student is responsible for finding out about the assignments and for making up the work in the time assigned.
- Students may receive a lowered grade for any work made up following a suspension. The Principal may determine the grade depending on the reason for the suspension.
- Students who have extended excused absences for medical reasons (two consecutive weeks or longer) will be allowed to complete a minimal number of individualized assignments that will ensure their exposure to and mastery of the curriculum presented during the absence.

## 5.5 Fundraising

Prohibited:

- The selling of merchandise during the school day by students or parents
- Any activity that requires solicitation for personal gain or use by students, staff, or parents
- Selling during school hours, to either students, staff, or parents of any merchandise by outside groups such as but not limited to Boy Scouts, Girl Scouts, church groups, civic clubs, etc.

Allowed:

- Participation in pre-approved charity promotions
- School-wide events approved by the administration

## 5.6 Medications and First Aid

Dispensing over-the-counter medication is a common area of misunderstanding. Southeast Christian School must follow health laws that seem rather strict.

1. Parents who desire to have Southeast Christian School dispense over the counter or prescription medications must supply a written order from the physician to the office signed by both the physician and parent. Forms are available from the office and on ParentsWeb. Please complete forms for maintenance medications at the beginning of the school year.
2. All medications need to be sent in their original containers, in a plastic bag clearly labeled with the child's first/last name, student picture, and doctor's order.
3. Children may not carry on their person or in their backpack, medicine (cough drops, vitamins, pain reliever) of any kind without permission from the school administration. The school does not have a school nurse on staff. We do have Red Cross Certified staff. In case of illness or serious injury, the parents will be notified immediately. If, in case of an emergency, you cannot be reached, 911 will be called. Please make sure to update your phone records with the office.

## 5.7 Immunization Requirements

Immunization requirements will be strictly enforced for all students. Students who do not meet the requirements according to Colorado Revised Statutes 1989 25-4-902 may be denied attendance. Parents may choose to submit a state authorized exemption. If your child receives any immunizations during the year, please bring the updated certified immunization record to the office.

## 5.8 Exclusion from School

Any child afflicted with any infectious or contagious disease may be sent home from school. Students may be excluded from school activities due to illness. When your child is not feeling well and has a fever, please keep them home from school.

## 5.9 Accidents and Emergencies

Accidents and emergencies must be reported immediately to the Principal and school office. Emergency contact information must be on file for all families. Changes in this information should be revised in RenWeb and/or reported to the Enrollment Coordinator.

## 5.10 After-Hours Policy

Normal school hours are from 8:00 a.m. - 3:20 p.m. On numerous occasions, the school is open earlier or later due to co-curricular activities. For the safety and security of both our students and our property, any student at school outside of school hours (without permission or supervision) may face disciplinary action. Students should not be unattended on the school or church property before or after hours.



## 5.11 Co-Curricular Attendance Policies

Eligible students must be present for one-half (1/2) of the school day to practice or participate in any co-curricular activity (co-curricular is defined as athletics, choir, drama, etc.). The Principal may make exceptions to this policy if circumstances warrant.

## 5.12 Field Trips

A variety of field trip experiences designed to extend the curriculum will be offered to SECS students. Most of these will be academic in nature and will take place during the regular school day. Some developmentally and age-appropriate field trips involving travel (to include foreign countries) will be offered. Generally, these will be elective and non-graded.

Students who are eligible may attend field trips. Eligibility will be based on academics, conduct, and attendance. Specifically, a student cannot have any major discipline violations, and cannot be failing any class (current grades and conduct in RenWeb will be reviewed). Dress code is required for all field trips. In a continuing effort to provide a safe and secure environment for our students, we ask that all parents wishing to participate in field trips or any other class activity submit to a background check. Forms are available in the school office and on RenWeb.

Only parents and legal guardians are allowed to drive on field trips. Any unscheduled stops enroute are not allowed unless cleared by the Principal ahead of time.

## 5.13 Inclement Weather and Forced School Closure

The duties and obligations of SECS may be suspended immediately, without notice, during all periods that SECS is closed because of force of nature events including, but not limited to fire, loss of electricity or water, acts of God, war, governmental action, terrorism, epidemic, pandemic or any other event beyond our control. If such an event occurs, our duties and obligations may be suspended or postponed until such time as SECS, in its sole discretion, may safely re-open. It is the policy of SECS that no portion of the tuition paid or to be paid in connection herewith shall be refunded, credited, abated, or otherwise excused in the event that SECS, for a length of time not to exceed 30 school days as a result of a casualty or other force majeure event, shall (a) postpone or cancel commencement of classes for the current academic year, or (b) disrupt instruction on or advancement of curriculum or other programs during the current academic year. Regardless of any such postponement, cancellation or disruption, parents agree to pay when due the tuition amounts required.

### Inclement Weather, Recess and Inside Dismissal

Colorado and our ever-changing weather present many challenges. Every effort will be made to keep students in their normal routine. Please make sure that your students leave the room prepared for the elements. School closures will be communicated via our Renweb Parent Alert.

The school uses 25 degrees as a general marker for keeping students inside for recess.

In case of inclement weather, an inside dismissal may be called and parents will be notified via RenWeb's Parent Alert System. Parents/guardians are to come to room 100 to pick up their child. Parents will enter the center door and names will be called by school staff. Students who hear their family name may get up and walk to the far west door to meet their pick up person.

### **5.14 Lockers/Locks**

Lockers will be assigned by school staff to all SECS 6th – 8th grade students. Student requests for a locker will not be honored unless for a medical reason.

### **5.15 Class Assignments**

Our process for making class list assignments is quite extensive as we seek to place our students in the best possible classroom each year. Our current teachers AND teachers for the following year, have input into arranging class lists. These lists are prayed for and prayed over as we go through this process. We do our best to balance males/females, new/current students, academic needs, behavior needs, teaching/classrooms styles as well as social needs and friendships. We believe our staff knows our students needs best when seeking to balance classroom needs within a grade. We have utmost respect that all of our Southeast teachers will provide an environment where your child can succeed both academically and spiritually. Therefore, we do not grant parent requests. Our classroom lists will be available to parents and students at Meet the Teacher.

### **5.16 Classroom Pets**

Parents should know that pets are not allowed at SECS including classroom pets.

### **5.17 Student Belongings from Home**

Labeling personal items including clothing, calculators, special pencils, PE clothes, hoodies, etc greatly simplifies returning items misplaced or lost. SECS is not responsible for any personal belongings that children bring to school and discourage children from bringing games, technology, toys, or any other personal items without express approval from the classroom teacher. Any lost, stolen, or broken items will be the parent's responsibility, not the facilities. Children are asked to not bring money unless it is required for a special event. If money is brought, the facility is not responsible if it is lost prior to being given to the appropriate person.

### **5.18 Elements**

Students are not allowed to shop at Elements during the school day from 8:00 a.m. to 3:20 p.m.

## **6 BEHAVIOR POLICIES AND PROCEDURES**

## 6.1 Discipline

Being at SECS is a privilege - not a right. In keeping with this privilege, SECS has set basic rules and regulations as appropriate standards of behavior. Infractions of some rules are considered more serious than others.

Off-campus or after-hours behavior that negatively impacts the reputation of SECS (examples - negative publicity in newspapers or TV news reports; inappropriate postings or content on web sites, social networking sites or apps; the hosting of any party where illegal contraband is available, used, or consumed) may result in disciplinary action at school.

Any student committing excessive major disciplinary violations during an academic year will be subject to the appropriate consequences as outlined below. A meeting will be scheduled with the Principal, staff, and student and his/her parents to discuss the terms of the discipline problem and appropriate consequences.

### Positive Behavior Interventions and Supports

Behavior expectations, reinforcement, and consistent accountability are an important piece of creating and maintaining a safe school environment and growing Christ centered students. The emphasis at SECS is on maintaining an atmosphere, which is conducive to learning, working, achieving and developing Christian values.

SECS will establish a pyramid of supports and clearly articulated, developmentally appropriate behavior expectations to facilitate the ongoing development of the school behavior system and incorporate restorative justice practices in holding students accountable based on the nature of the infraction and appropriate developmental level. For example, a student who does not demonstrate a love for their neighbor and might choose a task that would allow them to 1. Repent 2. Receive forgiveness 3. Restore the relationship through an act of service to demonstrate the love for neighbors as appropriate to his/her age and the grade level expectations.

SECS has the following school-wide rules and core values:

Respect Rules	Christ Centered Core Values:	What this looks like:	Biblical Basis
I will respect and honor God	Respect	I will be quiet and attentive during chapel. I will listen and engage in prayer.	1Co 6:20; John 20:31; 1Th 4:1; Phi 3:10; Pro 1:7; 1 Pet. 2:17
I will respect authority	Love	I will honor adult requests by staff and volunteers on campus.	Heb 13:17; Rom 13:1-6; 1Pe 2:13; Pro 19:20; Gal. 5:14
I will respect others and myself	Integrity	I will use kind words. I will love others more than myself.	Jam 4:6; Phi 2:3-10; Col 3:9; 1Co 6:20; 1 Co 13; Matt 19:30
I will respect learning	Responsibility	I will be on time, prepared, and ready to learn.	Gal 6:5; Mt 7:12; 2Ti 2:15; Rom 12:2; 1Sam. 12:24
I will respect property		I will not have food or drink on the carpet. I will not put my feet on the furniture or walls. I will respect the	Luke 16:12

		recess equipment. I will be a good steward.	
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## 6.2 Bullying/Hazing

Definition: Bullying is different from playing around or normal conflict. Bullying is characterized by repeated, harmful acts by someone perceived as physically or psychologically more powerful, causing an imbalance of power. These acts are physical, verbal, or psychological attacks or intimidation directed against a victim who cannot properly defend him/herself because of size or strength or because the victim is outnumbered or less psychologically resilient. Bullying can happen in four main ways:

- Physical bullying, when a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, taking a student's belongings or stealing their money.
- Verbal bullying, when a student uses words or gestures to humiliate another student by threatening, taunting, intimidating, insulting, using sarcasm, name-calling, teasing, slurs, graffiti, putdowns or ridicule.
- Relational bullying, when a student isolates another student from their peer group through leaving them out, gossiping, spreading rumors or scapegoating.
- Cyberbullying, when a student uses a cell-phone, text messages, instant messaging, chats and social networking sites to bully another student in any of the ways described above.

Reporting: Students who believe that they have been subjected to conduct or threats of a bullying or harassing nature are encouraged to promptly report the matter to an adult staff member. Students who witness conduct or threats that are bullying in nature are also encouraged to report the matter to an adult staff member.

Procedures: All complaints will be directed to the school Principal and the Southeast safety/security team. Complaints will be investigated and every effort will be made to protect the privacy of the parties involved in any complaint. Southeast reserves the right to fully investigate every complaint and to notify parents/guardian of students involved and the appropriate government, i.e., law enforcement, officials, as individual circumstances warrant.

If the investigation confirms the allegations, corrective actions shall be taken. In addition, any student found to be responsible for bullying in violation of the definitions in this policy will be subject to appropriate disciplinary action up to and including suspension or dismissal. The severity of disciplinary action will be based upon the circumstances of the infraction.

## 6.3 Explanation of Consequences

1. Confiscation: First offense confiscations will be given to the Principal for return to the student at the end of the school day. For subsequent offenses, items will be given to the Principal and will be returned only to parents or guardians. Confiscated cell phones will be returned after a \$10 cash fine has been received by the Principal's office. Any faculty member may confiscate items that are not allowed.

2. Detention: Detention will be served from 3:30-4:30 p.m. on Mondays. Students must be in their seats on time and sit silently until the end of the time period. Failure to serve a detention center assignment by the assigned date or failure to follow the expectations of detention will result in reassignment of the detention plus

another one. After two missed detentions, student will face consequences as determined by the Principal. Any faculty member may assign detention handbook violations.

3. In-School Suspension (ISS): Students may be isolated in an in-school setting for up to five school days. The assignment of these days is at the discretion of the Principal. While in ISS, students may be required to complete a character-based curriculum and could also only receive 50% credit on all work completed depending on the severity of the infraction. (Example: an actual grade of a 90 on an assignment would be entered in the grade book as a 45.) Students placed in ISS will not be eligible to attend school-sponsored co-curricular activities while they are in ISS. Additionally, students who have been placed in ISS could forfeit educational field trip status for the remainder of the semester or a three-month time period (whichever is the longest) starting with the first day of the ISS assignment. ISS will be assigned through the Principal.

4. Out of School Suspension (OSS): Students may be sent home for up to five school days. The assignment of these days is at the discretion of the Principal. Students will receive no credit for any missed work, and teachers will not consider suspension status in scheduling or re-scheduling tests, projects, or daily work. Students who are assigned OSS are prohibited from being on SECS property or attending any SECS activity until they have been readmitted to school. Therefore, students suspended on Friday will not be eligible to participate or attend school sponsored weekend events. Students placed on OSS will forfeit any field trip or class trip opportunities for the remainder of the semester in which the offense occurs. Students will also be placed on disciplinary probation. OSS will be assigned through the Principal.

5. Expulsion: Students may be expelled from SECS for a prescribed amount of time or indefinitely. Expelled students are prohibited from ever being on SECS property or at SECS sponsored events. Expelled students who violate their expulsion status will be considered as trespassing and the appropriate authorities will be contacted. If a student is permitted to return to SECS after expulsion, the student will return on disciplinary probation and remain on probation until the Principal determines the student may be removed from this status.

## 6.4 Dress and Grooming

A person's character and relationship with God are reflected in all aspects of his/her life (including dress). Christians should especially be sensitive to MODESTY and appropriateness in attire. Sometimes, even Christian young people can be caught up in styles that represent philosophies and lifestyles that are not Christ-like. Detailed, specific uniform requirements are explained below. Additionally, please note the following:

**SCHOOL SPONSORED EVENTS** - SECS students are expected to maintain standards of cleanliness, modesty, neatness, and good taste both on campus and when attending school events off campus. Dress code for all extracurricular activities prohibits the wearing of short shorts and the exposure of any midriff skin.

**DRESS CODE ENFORCEMENT** - All dress code policies will be in effect during official school hours and on the entire campus (activity classes or special theme days will be the only exceptions). Dress code will be checked during first period each morning and those students who are not in compliance will be sent to the front office.

Parents are encouraged to model modest and appropriate dress while at SECS.

All SECS dress code and uniform requirements are to be followed during the school day and on all school trips.

## 6.4.1 Dress Code

### General Grooming

- No extreme make-up, tattoos, decals, pencil or pen markings on the body
- No costumes except for school related events
- Clothing must be clean, fit properly and be free of holes or tears
- No gang related clothing or attire
- Sunglasses, head coverings/do rags, caps, hats, safety pins and pocket-chains are unacceptable accessories
- Hair must be natural colored

### Standardized Dress Code

Purpose: Our dress code reflects our desire to focus on the heart of the students rather than their image.

- Create a school atmosphere that is conducive to learning, free of unnecessary distractions and comparisons
- Ensure an orderly and safe learning environment
- Promote neatness and modesty
- Avoid the pitfalls of “cool” fads or styles
- Encourage the virtues of moderation and consideration of others
- Dress in a manner that glorifies God.

### Dress Code Guidelines

Bottoms:

Skirts and shorts must be below the fingertips. Pants and shorts are restricted to black, khaki, navy, or plaid; dresses and skirts are restricted to black, khaki, navy, or plaid. Shorts, pants, skirts, dresses must fit (no more than 1 size larger) and must cover all underclothing.

Tights and leggings (UNDER Dress Code Appropriate Skirts ONLY):

Any solid color without design. Leggings/Yoga pants are NOT to be worn as pants and can only be worn under the appropriate uniform bottoms.

Shirts:

Shirts must be solid in color with collars and buttons, shoulders must be covered, and have no designs. No color restrictions. Southeast School approved and endorsed spirit wear shirts may be worn on Fridays only.

Outerwear:

Outerwear items may only be worn outdoors. Indoor sweaters without a hood (solid color only), and Southeast spirit wear sweatshirts can be worn when the classrooms are chilly. All hoods must be off in the building.

Footwear:

Shoes should be appropriate for safe playground use and appropriate for a school setting. For health and safety, closed-toe/closed-heel shoes are required. Appropriate style shoes include, but are not limited to: Tennis shoes/sneakers, loafers, simple hiking boots and dress shoes with heels no more than 2 inches. Tennis shoes are best as they are able to be worn on the gym floor.

### PE Uniforms for 7th and 8th Grades Only:

Navy shorts and a plain grey t-shirt. Leggings are not part of the PE uniform. Shorts must be fingertip length, and not spandex.

### Dress Code Non-Compliance:

Issues not specifically stated above that contradict any purpose of this dress code will be deemed inappropriate. While a student may be “technically” in compliance with the uniform and dress code, they may be in violation of the spirit or purposes of the dress code. If, in the opinion of the Principal, staff or faculty member, a student is in violation of the policies or purposes of the uniform and dress code, it is expected that they come into immediate compliance.

### Spirit Days on Fridays:

Unless notified differently, all students will be allowed to wear the regular school dress code, dress in spirit wear with jeans, or wear Sunday attire each Friday. No rips, fray or tears in the jeans are allowed. It is not intended to be a sloppy dress day. If the student’s dress is inappropriate or causes a problem, it will be handled according to the core expectations and core values of school discipline outlined in this document.

## 6.4.2 Co-Curricular and Field Trip Dress

Dress Code is required for all field trips and school-sponsored trips unless specified by the trip sponsor and approved by the Principal. The trip sponsor will coordinate and communicate expected dress per the needs of the trip. For the safety of our students, teachers may request for all students wear a red school shirt while away from campus.

## 6.5 Approach to Infractions

<b>Teacher Managed</b>	<b>Office Managed</b>
<ul style="list-style-type: none"><li>-Picking on/aggravating another student</li><li>-Cheating/ plagiarism</li><li>-Chewing gum/eating out of designated area</li><li>-Dress code</li><li>-Excessive talking/minor class disruption</li><li>-Horseplay</li><li>-Littering</li><li>-Lack of supplies</li><li>-Lying</li><li>-Minor disrespect (smart comment, etc.)</li><li>-Minor theft (pencil, paper, etc.)</li><li>-No homework</li><li>-Off-task behavior</li><li>-Playground safety</li><li>-Suggestive language</li><li>-Transition horseplay (hallways to/from class)</li><li>-Minor profanity/blasphemy</li><li>-Minor technology infraction</li><li>-Electronic devices/misuse</li><li>-Dishonoring facilities</li><li>-Dishonoring God</li></ul>	<ul style="list-style-type: none"><li>-Dishonoring God</li><li>-Disrespect for authority</li><li>-Abuse of facilities</li><li>-Bullying</li><li>-Persistent misbehavior - severe</li><li>-Assault</li><li>-Destruction of school/church/playground property</li><li>-Drugs/alcohol/tobacco use or possession</li><li>-Gang related infractions</li><li>-Major class disruption</li><li>-Major violence-physical aggression/bullying</li><li>-Severe profanity</li><li>-Sexual harassment</li><li>-Truancies/tardies beginning with 6th occurrence</li><li>-Verbal, Written or Implied threats of staff or students</li><li>-Weapons</li><li>-Pornography</li><li>-Major infractions of Acceptable Use Policy</li><li>-Inappropriate social media postings</li></ul>
<b>Teacher Toolbox</b>	<b>Possible Consequences</b>
<ul style="list-style-type: none"><li>-Warning</li><li>-Prayer</li><li>-Parent call</li></ul>	<ul style="list-style-type: none"><li>-Conference with the Principal</li><li>-Detention</li><li>-Loss of major rewards/field trips game privileges</li></ul>

<ul style="list-style-type: none"> <li>-Parent conference</li> <li>-Reteach the expectation</li> <li>-Restorative practice</li> <li>-Extra assignments</li> <li>-Loss of privileges/rewards</li> <li>-Campus service - cleaning duty</li> <li>-Isolation w/in the classroom</li> <li>-Detention with Teacher</li> <li>-Time Out</li> <li>-Written Apology/Reflection</li> <li>-Incentive System</li> <li>-Staff ideas brainstormed with students</li> </ul>	<ul style="list-style-type: none"> <li>-Restorative practice</li> <li>-Community service (on campus)</li> <li>-Safety Plan (limiting the freedom in the general ed setting)</li> <li>-Behavior Intervention Plan</li> <li>-In school/out of school suspension</li> <li>-No Contact Contract</li> <li>-Confiscation of Items</li> <li>-Law Enforcement Referral for any conduct punishable as a misdemeanor or felony</li> <li>-Expulsion from school</li> </ul>
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### 6.6 Drug Prevention

The principal may partner with local law enforcement as necessary.

### 6.7 Electronic Devices

Students may not have a cell phone visible or audible during the day unless directed by staff. Students may possess active electronic devices during school hours only for the purpose of learning. Electronic devices as learning tools will be a teacher decision. For those classrooms that do not allow personal electronic devices for learning in their classroom, students must keep their device turned off during school hours. Devices may include: iPads, Kindle, laptop, Smart phones. Any student caught using an electronic device without teacher permission will have their device taken to the Principal’s office for parent pick up and will be assessed a \$10 fee.

### 6.8 Food, Drink, and Chewing Gum

Food and drink should only be consumed in designated areas. Students may carry a water bottle with them on campus but all other drinks are prohibited. Chewing gum is not allowed on campus.

### 6.9 Respect for Property

All teacher property (desks, grade books, computers, file cabinets, etc.) is off-limits to students and is reserved for use by teachers only. Students are expected to follow the campus wide respect rules in the sanctuary, on the playground and across all settings while at or with SECS. We are called to be stewards, and respect for property is part of that. Students are expected to cleanup after themselves.

### 6.10 Search and Seizure (At School, School-Sponsored Events, or In School Uniform)

The SECS Administration reserves the right to search a student's purse, locker, technology devices or person with reasonable suspicion of inappropriate activity. Questionable or illegal items discovered during a search



may be seized and the student subjected to disciplinary action. Any item brought to SECS is open to search and seizure.

## 6.11 Telephone Usage

While classes are in session, students are allowed to use only the phone in the school office.

## 6.12 Technology

All parents and students will sign a Technology Use Agreement (Appendix A and B) for the purpose of setting forth certain terms and conditions between SECS and the student for the use of all school technology resources and their technology device. The infusion of technology into classroom experiences represents an outstanding opportunity for SECS students and presents challenges for the faculty and administration as we continue to enhance the curriculum. Use of all digital devices must be in support of education and research and must be consistent with the goals and objectives of SECS. It is our goal to model and teach ethical and responsible use of technology. It must be recognized that the development of school policy to govern technology will be a fluid and continual process. As policy is revised, the revisions will be communicated to students for immediate implementation, and will be added to the Technology Use Agreement on an as-needed basis.

Students should use equipment only with appropriate permission and guidance. Correct configuration, storage, security, and charging of devices and equipment is expected. Students are responsible for security of devices assigned to them personally and for password security to accounts used by the school, especially access to networks and confidential information. Students will be liable for damage to school owned technology when due to misuse. We have a finite number of resources that we must all be diligent in caring for as stewards. Training resources will be provided.

Possible charges for damages to laptops/iPads/Chromebooks:

1st offense: no charge, accidents happen

2nd: \$50

3rd: \$250 or 50% of repair whichever is greater

4th: 100% of repair cost, no access to spare device

If damage is caused due to negligence, i.e. not properly securing, 1st and 2nd do not apply.

\$25 cleanup fee if devices require excessive attention and cleaning due to food, grease, large scratches, liquid damage, etc.

Accessories (cables/chargers/cases):

1st: no charge

2nd: 50% replacement cost

3rd: 100: replacement cost

## 6.13 Online Media Policy

SECS recognizes that many different social networks exist on the internet. Millions of people, including our students, parents, faculty and staff utilize one or more of these networks on a daily basis for both professional

and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with SECS activities presents many opportunities for enhancing the experience of our students and their families.

We must recognize, however, that without proper controls these communications are often unlimited, potentially affording access by unknown third parties. We must also acknowledge that the nature of social networking sites leaves open the possibility of abuse and misuse (including our students and their parents), necessitating the following standards of conduct for all individuals connected with SECS.

#### Ethics and Responsibility:

When an individual is using online social media (of any variety) and identifies themselves as a student, parent, faculty or staff member of SECS, that individual must always bear in mind that the material he or she posts reflects upon the school. It is imperative that all students, parents, faculty, and staff conduct themselves in an ethical and responsible manner when using online social media.

- They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Pictures and videos of our students and faculty may not be posted without permission.
- Based upon dynamic risk and experience or access to devices, some installed software may be prohibited on campus.
- Parents, faculty, students and staff should not post malicious, threatening, and/or slanderous statements about SECS school, students, staff, faculty or parents. Such posts may be considered grounds for removal and separation from SECS. (Matthew 18 principle should be applied when a disagreement occurs by going to the source rather than a social media posting.)
- Faculty and staff should not friend students unless for educational purposes as a classroom.

## 6.14 Playground Rules

Children must be taught how to play just as they must be taught how to read and write. Sportsmanship, courtesy, and fair play are not innate. They must be learned. Read these to your children, and review them frequently, if needed.

Rules for everyone in all areas of the playground:

- I will respect God by my behavior in play and work
- I will respect authority
- I will respect myself
- I will respect others with sportsmanship and positive play
- I will respect materials on the playground by not throwing sticks, rocks, wood chips, or any other objects.
- I will respect property
- I will be safe

Play boundaries

- The playground area is the area within the tall fence on the north end of the building.
- When a P.E. class is on the blacktop, students at recess should stay in the smaller fenced playground area.

Swings

- Swings are to be used only while seated.
- One at a time on each swing.
- Do not jump off of the swing.
- Do not throw the swings over the top.
- Stay away from the swinging area when someone is swinging.

#### Slides

- Slide down only on your bottom.
- Only go up the stairs and not the slide portion of the slide.
- Do not jump off until you are all the way to the bottom.
- Only one at a time on the slide.
- You are to sit up with your feet and hands in the proper position when you go down the slide.
- Do not climb on the outside of the slide.

#### Jungle gym/ monkey bars

- Be cautious at all times
- Climb off carefully, do not jump off.
- Do not stand on the top.

#### Chase games

- You are to “catch” each other by tagging, not by pulling or pushing each other.
- You are not to tackle each other.

#### Ball games

- Ball games need to be played on the blacktop.
- Football must be tag football only.

#### Snacks

- Snacks are allowed; all trash must be picked up.

## 7 ACADEMIC POLICIES AND PROCEDURES

### 7.1 Philosophy of Curriculum and Instruction

#### Our Collective Belief and Commitments:

We will model, support, inspire, and foster..

- a Christ centered and infused instructional environment with a daily Bible study and weekly chapel attendance that fosters an authentic relationship and identity in Christ
- a growing understanding of the nature of God and the Bible and a deepening discernment of ideas that are consistent or inconsistent with truths of scripture
- a safe and collaborative environment that fosters participation in academic and extracurricular activities
- curiosity and a love of learning
- students to reach their personal best through goal setting and positive coaching
- challenging, differentiated opportunities for students to demonstrate understanding of higher level thinking
- the spiritual gifts and talents of all students
- the Goals, Values, and Expectations of the Southeast Christian Learning Community as united professionals with Christ at our center

## Guaranteed Viable Curriculum (GVC)

The collective agreement of our building leadership team specifies that staff will:

1. Infuse the word of God and Biblical principals throughout all instruction.
2. Use a variety of Biblical and secular resources to support a growing understanding of the nature of God and the Bible and a deepening discernment of ideas that are consistent or inconsistent with truths of scripture.
3. As relevant to our work, some of the Colorado State Academic Standards are the floor in regards to grade level minimum expectations. We do not plan our lessons based on the state standards. We plan our lessons based on our thematic units of instruction designed by our staff utilizing a variety of Christian and secular texts and curriculum resources. Here are the minimal [grade level benchmarks](#). The spiritual components are still in development by our staff.

SECS uses a variety of curriculum resource publishers including, but not limited to, ACSI, Bob Jones, Take TENN, Daily 5, The Daily Cafe, Learning Ally, Raz Kids, Khan Academy, Concerned Group, Saxon, Kendall Hunt, Evan Moor, Prentice Hall, Houghton Mifflin, Scholastic, Reading A to Z, Studies Weekly, and Read Naturally.

## Personalized and Differentiated Learning

Student voice and choice inspires students to be passionate about expressing their own learning. Students connect their own learning with interests, learning styles, passions, talents, and aspirations with regard to personal goals based on performance data, grade level standards, content, and responsibility through authentic student driven assessment and/or performance assessment directly linked to their own learning goals and needs to achieve growth.

## Authentic Assessments and Body of Evidence

Through the use of authentic student created products and/or performance assessments, teachers can assess student work according to a Grading Rubric Criteria (GRC or Rubric) which can incorporate thinking levels, Spiritual Growth, 21st Century Skills, Technology Skills, Extended Evidence Outcomes, Content, Standards, Skills (grammar, usage, clarity, introduction, etc), Effort/Perseverance through editing and taking feedback from peers/teacher to refine the work, etc. Students can help create the rubrics as well as choose the path or product according to their learning styles as well as teacher directed expectations/products. Student Voice and Choice is a critical part of creating the body of evidence that represents each student's growth for the year.

## Brain Based Instruction

Learning in accordance with the way the brain is naturally designed to learn. It is a multi-disciplinary approach pulling from chemistry, neurology, psychology, sociology, genetics, biology, and computational neurobiology. It is a way of thinking about learning. Simply stated, it is a way to construct learning considering the way each brain in each individual learns. (Eric Jensen)

As a school, we will be focusing on how the brain learns best and what we can do as educators to create environments that are the most conducive to learning as well as the methods that knowledge is constructed. Learning styles, Bloom's Taxonomy (Higher Order Thinking Skills), Socratic Questioning, Balanced Literacy, Writing Across the Curriculum, content integration, student inquiry, and increased emphasis on critical thinking skills are all tied into the theory and practice of brain based instruction.

## Balanced Literacy

The Daily Five is a balanced approach for teaching reading and writing using what we know about best practices. Daily 5 encourages engagement and ownership of the students' learning through goal setting. It gradually releases new skills; allowing for modeled teaching, guided practice and independent practice. Guided reading groups and book clubs are used to provide individual teaching points to small groups of children. Phonemic awareness, phonics, fluency, vocabulary and comprehension are taught throughout our K-6 classrooms in a manner that will be meaningful and relevant to students.

## Balanced Technology Integration

SECS values the personal connection between instructor and student. Technology supports high quality instruction methodologies but in no way supplants core classroom instruction. The infusion of technology into classroom experiences represents an outstanding opportunity for SECS students and presents challenges for the faculty and administration as we continue to enhance the curriculum. Use of all digital devices must be in support of education and research and must be consistent with the goals and objectives of SECS. It is our goal to model and teach ethical and responsible use of technology. It must be recognized that the development of school policy to govern technology will be a fluid and continual process.

## Learning Styles

We know that students learn best in the manner that his/her brain receives and retains information prior to processing and expressing learning. We want to honor learning style differences while supporting students in growing in areas that are not preferences. This requires a balanced approach of providing opportunities in areas of strength and creating safety in expressing learning through an area of growth. Learning styles are typically determined through observation and natural student preferences expressed through a variety of learning opportunities where students are given voice and choice to express learning.

- Tactile/Kinesthetic: Student prefers physical input. They learn best by doing. Hands on first before moving to abstract.
- Visual: Learner prefers to see it first. The mental picture helps support the concrete application.
- Verbal: Learner prefers using words, both in speech and writing.
- Auditory/Musical: Learner prefers to hear/sing the concept prior to moving to a concrete or visual construction of the concept.
- Technological: Learner prefers integrated technology.
- Logical (Mathematical): Learner prefers using logic, reasoning and systems.
- Social (interpersonal): Learner prefer to learn in groups or with other people.
- Solitary: Learner prefers to work alone and use the self-study.

## Multi-tiered Support Systems (MTSS), Differentiated Learning

A systematic approach to providing a seamless problem solving process that enhances the learning of all children by using consultation and support among all educators-combining the unique talents of both general educators and specialists for the success of ALL students. (In plain English, teachers across the school will be collaborating for student solutions both behaviorally and instructionally and blocking out time for specific

instruction to students who are not demonstrating mastery of foundational skills or in need of extensions for advanced academia). What this means to our teachers and service providers is that students will be pulled from class or supported during inclusion through a strategic method of service provisions and supports. To begin, all students are assessed with universal screeners: STAR, Math and Literacy probes, DRA2, etc. Then, students are assigned specific support groups based on need for a 20 to 30 minute block of time. There are three levels to MTSS Interventions: Tier 1 which is within the classroom time specific to the instructor based on classroom performance; Tier 2 which is either during core instruction or a pull out time and targeted to specific deficits in learning or extensions to push rigor for advanced students, and Tier 3 which is the most intensive and prescriptive intervention provided during pull out to target learning deficits. What this means to the students in need of intervention is that they will have flexible, targeted intervention that is brain based and research based to address specific needs according to his/her diagnosed area of weakness in addition to the fluid provision of supports throughout their day. MTSS are outlined under federal and state umbrellas. (Click here [for the state link.](#)) Parents are a critical part of this process and will be included for students in need of intensive intervention.

## 7.2 Progress Reporting

Student grades and progress are reported through the school's student information system, RenWeb. Parents can access grades and quarterly report cards through RenWeb. Hard-copy report cards are only available by request. Quarterly report cards are only available until the next quarterly report card is published.

## 7.3 Explanation of Grading Scale

### Kindergarten\* – Third Grades

(\*Kindergarten does not utilize percentages )

- 4 - Highly Proficient: consistently meets grade-level expectations; demonstrates a strong understanding of content knowledge or skills. Daily assignments and assessments average between 90% and 100%.
- 3 - Proficient: frequently meets grade-level expectations; demonstrates an adequate understanding of content knowledge or skills. Daily assignments and assessments average between 80% and 89%.
- 2 - Approaching Proficient: occasionally meets grade-level expectations; demonstrates partial understanding of content knowledge or skills. Daily assignments and assessments average between 60% and 79%.
- 1 - Below Proficient: rarely meets grade-level expectations; demonstrates a minimal understanding of content knowledge or skills. Daily assignments and assessments average below 60%.

### Fourth – Eighth Grades

Grades are issued quarterly and are designated as A,B,C,D,F, and I. They represent academic work as follows:

100 - 90%	A	Superior and outstanding performance
89 - 80%	B	Good performance
79 - 70%	C	Average performance
69 - 60%	D	Weak, but passing performance
Below 60%	F	Unacceptable performance

I Incomplete\*; W Withdrawn; S Satisfactory; U Unsatisfactory; NA Not applicable

(\* Incompletes are only given in special circumstances approved by the Principal.)

## 7.4 Retention

A student who fails a course may be required to attend a summer program approved by the Principal, and/or receive tutoring to strengthen skills prior to being promoted to the next grade. Retention is used only in certain cases, when necessary and appropriate and approved by the Principal.

## 7.5 Parent/Teacher Conferences

There will be two parent-teacher conferences a year; one in the Fall and one in the Spring. Special conferences can be called by the teacher or may be requested by parents.

## 7.6 Standardized Testing

Every April Southeast Christian School administers the Terra Nova Test for all students, and the STAR universal assessment will be given at the beginning, middle, and end of year to monitor student growth and address instruction needs for intervention or extension. Testing results are placed in the cumulative records. Testing is required by administration for all students.

## 7.7 Academic Probation effective January 17, 2017

All students will be subject to academic review during their enrollment at SECS. A minimum average of 60 in each course is expected. Students with averages calculated below 60 in one or more core content courses in a quarter will be placed on academic probation. Students on academic probation may not participate in extracurricular activities and may be assigned any of the following: tutoring, remediation, designated work or make up days, and/or accountability measures to support executive functioning. If a student fails two consecutive quarters in 2 or more core content classes or 3 quarters in a year, the student could be evaluated for possible retention, recommended for an outside referral for special education evaluation and/or will not be recommended for re-enrollment.

## 7.8 Eligibility Standards [Co-Curricular Participation] effective August 1, 2017

Co-curricular participation is a privilege. Students are expected to maintain academic, attendance and behavior expectations in order to participate. If a student is placed in ISS (In School Suspension) or suspended from attending school, that student may not participate in a co-curricular event or practice for 24 hrs or as indicated by the principal.

Eligibility grade and attendance reports are run on Thursdays. A student is ineligible if he/she has 10 or more unexcused absences per semester. A student is ineligible if his/her grade in any class is below a '70'. Students will be notified of their ineligible status on Thursday and will have the remainder of the week through the weekend to complete any missing work (late work is not eligible for full credit unless excused absence). Ineligibility will begin the Monday following notice given. Students who are ineligible may not participate in

practices, rehearsals, or games. In order to return to eligible status, student must show proof of satisfactory grades (70 or above) in all subject areas.

## 7.9 Grade Computation Procedures

Grade computations for SECS middle school students will be based upon a weighted system. In all core classes (English, Math, Science, History, Bible, etc.), end of year exams will carry a weight of 10 percent (10%) of the total grade.

In classes that are performance and/or participation based (Chorus, Art, P.E. and Athletics, etc.), these percentages may not apply.

## 7.10 Honor Roll (grades 6-8)

To qualify academically for the honor roll, the following standards apply:

- High Honor Roll – final semester average in all courses must be 90 or above
- Honor Roll – final semester average in all courses must be 80 or above

Additionally, the following attendance and conduct standards will be considered:

- Attendance - must be in attendance a minimum of 90% of the semester

## 7.11 Late Work Policy

In an effort to teach personal responsibility and progress toward higher education norms, we have adopted a graduated late work policy.

### Kindergarten - 5th

Work not turned in by assigned class period may be subject to 10% per day reduction at the discretion of the classroom teacher.

### Grades 6th - 8th

6th Grade: Work not turned in by assigned class period will lose 10% per day that it is late until a grade of '0'.

7th and 8th Grade\*: Work not turned in by assigned class period will receive a grade no higher than 60% of earned credit. Incomplete or missing work may be submitted prior to the end of the quarter for up to 50% of earned credit. At the end of the quarter, all missing or incomplete work will receive a permanent '0'.

Students are expected to complete and submit all assignments to ensure understanding of subject matter.

\*Students with no missing or late work on record will be rewarded with an incentive at the end of each 9 week grading period. Those who have missing work will not be allowed to participate and must stay at school to complete all missing assignments.



## 7.12 Homework Guiding Statement and Principles

### Homework Philosophy

Homework is a way to refine and extend learning into the home setting. What is sent home is a direct reflection of our values as a school. Teachers and parents can both use this powerful instructional tool.

### Guiding Principles

- Homework should be reflective of personalization and differentiation as reasonable.
- Homework should be relevant and meaningful vs busy work/a chore.
- Homework can be practice such as math facts – much like an athlete practices for a game, homework can be used to prepare students for assessments and future learning.
- Homework should not be for or out of compliance but an authentically engaging opportunity.
- Reading at home is a school wide expectation for all students with a minimum of 20 minutes dedicated Read To, Read With, or Listen To with an opportunity for reflection/retell/discussion.
- Middle school students will need to read 450 pages per quarter from an assigned genre or participate in Reading Plus.
- Homework could be a time to capture real world opportunities such as cooking, creating the weekly family shopping list, writing a letter to Grandma, graphing family exercise or activities, interviewing dad about a topic, etc.

### Myths About Homework

- The assignment of homework by teachers or schools is a sign of a rigorous program. (Most homework is low level recall and knowledge level.)
- Good teachers give homework; kids who do homework are good kids.

### The Truth About Homework

- Can teach responsibility, but is the homework for ritualized engagement or authentic engagement? Is ritualized engagement or compliance the primary purpose of the homework? If so, I would question the value being taught and reinforced to the student.
- Can be reinforcement and a time for personal reflection.
- Can be family centered time to explore the daily learning.
- Can be time to work towards a personal goal.
- Can be authentic and engaging if we hit the higher level thinking with the work we are asking the kids to do.

### Tools to Support Learning at Home for Success

Here is a link to some recommended resources and activities that might benefit your student. [Click here.](#)

## 7.13 Test Make-Up Policy

If a student is absent and unaware of a test, he/she will be allowed at least one class period after returning to take a makeup test. If the student was present when the test was announced or posted on RenWeb he/she must take the test(s) the first day back to school. This rule may be amended at teacher discretion.

## 7.14 Graduation effective August 1, 2017

Graduating students who have failed one or more core content areas will not participate in 8th grade graduation unless: all work is completed successfully and submitted to the core content teacher prior to graduation, an alternative plan for gaining credit can be created at the core teacher's discretion, or a principal approved alternative online class is taken successfully. A student will not participate in graduation if the core content credit is not gained.

## 7.15 Highly Qualified and Accredited Instructional Staff

Southeast Christian School is dual accredited by the Association of Christian Schools International (ACSI) and AdvanED. All of our instructional staff are degreed teachers who have to maintain both Biblical Studies and Instruction Methods Continuing Education Classes in addition to their personal involvement in an Evangelical Church as part of their personal accreditation requirements.

## Teacher Professional Growth and Learning

The purpose of the teacher evaluation and feedback system is to support positive growth and development amongst the SECS staff to better meet the instructional and spiritual needs of students.

All staff will:

1. Participate in staff wide prayer and devotionals weekly
2. Actively participate in all campus professional development
3. Self-evaluate according to the [state foundational rubric for instruction](#) and ACSI Christ integration self-evaluation
4. Create a [professional growth plan](#) proposing 2 primary goals aligned to SECS annual goals and personal growth needs identified in the self-evaluation to support ongoing professional development to provide highest quality instruction at SECS
5. Participate in at least 2 informal walkthroughs and 1 formal observation with reflective feedback
6. Collaboratively create a body of evidence illustrating instructional practice and growth
7. Participate in reflective feedback sessions with the principal and/or asst. Principal
8. Participate in a summative review and growth analysis based on the AdvancEd and State Evaluation Model
9. Review final evaluation rating and set goals for continued growth
10. Maintain documentation and continuing education for ACSI Certification and/or State Certification

## Building Leadership Team (BLT)

The Building Leadership Team consists of a cross section of staff to support the principal in establishing campus goals, systems, policies, curriculum tools, and desired outcomes for Southeast Christian School. The BLT has worked closely with the principal to create a clear vision, pathway and accountability system for the work for the 16-17 school year. Our broad goals for SECS are:

- The principal will set the standard of professional expectations, conduct, accountability systems, and expectations for desired outcomes.

- Develop a clear vision for the instruction and spiritual development of students and staff which aligns with Biblical principles creating a positive sense of accountability, and executed with fidelity.
- Provide an environment that disciplines students to become Christ-like and pursue academic excellence to fulfill individual potential as part of the body of Christ.
- Provide equitable resources and training to empower staff to provide technology methods which align with Godly integrity, responsibility, and digital literacy standards.
- Create and sustain a learning environment where each student receives individualized support to become lifelong learners, willing to challenge themselves academically.
- Sustain a working MTSS program to support students at SECS with interventions, extensions, and instruction coaching.
- All teachers and support staff will be trained and held accountable to administer aligned, formative assessments and interpret data to inform instruction and supports.

## Professional Learning Communities (PLC)

Throughout the school year teachers will participate in PLC's which provide staff development and an opportunity for teams to work collaboratively to achieve common goals. PLC work will ensure that what we are collaborative and focused during planning and that staff development, planning, assessments, and instruction aligned with our core values. PLC's will offer teachers the opportunity to review data, calibrate rubrics and grading expectations, collaborate on planning, and design differentiated instruction in addition to learning new strategies.

## 8 VOLUNTEER SCHOOL SERVICE PROGRAM

### 40 HOUR REQUIREMENT

Southeast Christian School requires families to contribute 40 hours of school service each year as agreed to in the Volunteer Service/Fee Agreement signed and submitted with their enrollment application. Southeast Christian School greatly depends upon parent and community volunteers to enhance and facilitate each child's education. Some volunteer opportunities are a one-time commitment and others are ongoing. (Half day Kindergarten parents are required to do only 20 hours of volunteer service.)

Many projects can be done at home to accommodate busy parents' work schedules. The main goal of the volunteer school service program at school is for us to get to know you better. We love having our parents here and your students will love seeing you helping their school.

Make sure that the person you are coming in to help knows that you are coming so that they will have planned things for you to do.

### WHAT IF I CAN'T VOLUNTEER?

Southeast Christian School understands that life has its challenges. At the same time, by looking at the opportunities available, we are confident that some contribution can be made by all families. Still, exemptions are possible. Please see the school office with questions.

### VOLUNTEER CODE OF ETHICS

The help and assistance that volunteers provide is very much appreciated and ultimately benefits our children. We thank you very much for the wonderful work that you do with our students and for the tasks that you perform which make our jobs in the educational professions that much easier. We love to have you!

A volunteer:

- Helps to create a positive climate and supports the faculty, administration, and staff by following school wide and classroom regulations.
- Is in the school to increase student confidence and strive to bolster each student's self-esteem.
- Deals impartially and fairly with students regardless of differences in background and nationality, intelligence, physical ability, or emotional maturity.
- Remembers that direct communication with parents about a child's schoolwork is the responsibility of the school's professional staff, and thus, refers parents to the appropriate teacher.
- Consults with the supervising teacher at appointed times so as not to interrupt the instructor's schedule. Follows school procedures for setting up a conference with own child's teacher and discuss own concerns at an appropriate and convenient time, pre-arranged with the teacher.
- Agrees to abide by the —two adult rule and will never be alone with a child without another adult or witness. Groups of students with an adult constitute witness and as such are acceptable for individual adult interaction.

As a part-time volunteer, one's view of classroom events is a partial one, and as such, perceptions may be incomplete. If a volunteer has concerns about any aspect of classroom events, they should start by talking directly and privately to the teacher. If concerns persist, contacting the administrator is then appropriate.

As professionals, we respect the privacy and confidential nature of significant information regarding our students' written records, behavioral matters, and special circumstances; these are considered internal, private, and confidential. At times, when we open our classrooms and offices to volunteers, such information may become known, and we have to rely on the integrity and good judgment of our volunteers to keep such knowledge private. Please do your part.

Thank you for respecting our code of ethics, and thank you for being a volunteer!

## 9 OTHER POLICIES

### Concealed Carry Policy effective January 17, 2017

SECS believes in and supports the 2nd Amendment and the right to carry weapons. At the same time, SECS desires to protect the entire SECS family to include students, staff and parents. Trying to balance these two desires, we ask that you not carry weapons (concealed or open) in the school or to/on school required event/trips. This includes in any vehicle or when you are in the presence of SECS children other than your own and SECS personnel. The exceptions to this policy apply to law enforcement personnel, the Security Team, and a small number of staff who will be permitted to carry based upon interviews with the SECS Headmaster and SECS/SECC Security Staff. In those rare exceptions, staff will be required to participate in frequent meetings for instruction/oversight. Requests for exception to this policy must go through the Headmaster and Security.

## Non-Discriminatory Policy

Southeast Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school administered programs, nor in the hiring of faculty or administrative staff.

Asbestos Notification: Southeast is required by the state of Colorado to notify parents and employees of the availability of an Asbestos Management Plan (AMP). This plan is available for inspection in the church office during regular office hours.

### Family Educational Rights and Privacy Act (FERPA):

School law enforcement unit officials who are employed by the school should be designated in its FERPA notification as —school officials with a —legitimate educational interest. As such, they may be given access to personally identifiable information from the student’s educational records. The school’s law enforcement unit officials must protect the privacy of educational records it receives and may disclose them only in compliance with FERPA. For that reason, it is advisable that law enforcement unit records be maintained separately from educational records.

Under FERPA, investigative reports and other records created and maintained by these —law enforcement units are not considered —education records subject to FERPA. Accordingly, schools may disclose any information from law enforcement unit records to anyone, including outside law enforcement authorities, without parental consent [34 CFR 99.8]

The Safety and Security Department of Southeast Christian Church and School will act as —law enforcement unit officials for Southeast Christian School.

# Appendix A - SECS Student Acceptable Use Agreement (SAUA) Consent Form

Southeast Christian School Student Acceptable Use Agreement (SAUA) Consent Form  
For Information Technology (IT) and Networked Resources

General Information: In support of our educational mission, Southeast Christian School (SECS) may provide IT, computers of various kinds, networks, Internet access, and electronic mail accounts, and various peripherals (printers, headsets, mice, etc.), to our students and staff to promote educational excellence, student achievement, and biblical stewardship. It is our goal to successfully equip and encourage students in 21<sup>st</sup> century learning skills so that they may efficiently use technology in ways that honor God and serve others. SECS teachers and staff will make every effort to ensure that students use IT resources responsibly. Specific resources may include access to/use of Accelerated Reader, Typing Pal, Common Sense Media, Google Ed accounts and resources, Reading Plus, Microsoft Live.edu, RenWeb, and various Web 2.0 programs and resources. Parents and the students themselves are ultimately responsible for behavior and use of IT resources especially outside school hours. Periodically, the school will require that consent forms be updated and signed by parents and students to verify continued use of SECS IT. This form must be signed by a parent (and each student grade 4 and above) to allow continued access to SECS IT resources.

These basic guidelines are provided so that you are aware of the responsibilities you are about to assume. If a user violates any of these provisions, his/her account may be suspended or terminated and future access may be denied. Possible disciplinary action may also result. If possible criminal activity is discovered, the proper authorities will be notified. Disciplinary action for students will be in accordance with existing discipline policies and may include suspension and/or expulsion. The signature(s) at the end of this document indicate(s) the party /parties who signed this agreement has/have read the terms and conditions carefully, understand(s) their significance, and agrees to fully comply with them.

## User Guidelines

1. Use of all technology resources at SECS Net must be in support of the school educational objectives. Transmission of any material in violation of any federal or state law or regulation is prohibited. Use for commercial activities is prohibited unless prior written consent from the Southeast Christian School has been granted.
2. Southeast Christian School does not represent or warrant that the functions of the system will meet any specific requirements or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data and information) sustained or incurred in connection with the use, operation or inability to use the system.
3. The user acknowledges that not all student access to the Internet can or will be supervised, however any action by a user that is determined by Southeast Christian School to constitute an inappropriate use of SECS resources or to improperly restrict or inhibit other members from using SECS resources is strictly prohibited and may result in termination of privileges and/or disciplinary action. The user specifically agrees not to access, submit, publish, display or print using SECS resources any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, ethnically offensive or illegal material. The user further agrees to use

SECS resources in accordance with all copyright laws. Copying, saving or redistributing copyrighted material is not allowed and users should assume material is copyrighted unless explicitly notified otherwise.

4. Southeast Christian School attempts to provide filtered Internet access through a third party vendor. However SECS does not and cannot absolutely control Internet content or access thereto. Some Internet content may be deemed offensive. The school shall not be responsible for any material or information accessed on the Internet by any user and shall not be responsible for the impact or effect of the information on the user. Use of any information obtained via SECS resources is at the user's own risk. Southeast Christian School specifically denies any responsibility for the accuracy or quality of information obtained through SECS resources, and it exercises very minimal control over the content of the information residing on or passing through the system. Products or services may not be purchased through SECS resources. Files stored on school servers, electronic mail, and the uses of SECS resources are not private, and may be subject to inspection and/or monitoring.

4. Miscellaneous prohibited activity includes but is not limited to:

- Using any camera for inappropriate pictures or movies or for capturing someone without their knowledge.
- Intentionally visiting websites with inappropriate content or impersonating someone else online
- Accessing another student's account, sending email from another account, or altering another student's work.
- Using another student's assigned or owned device or computer without teacher permission.

5. Vandalism shall result in cancellation of privileges. Vandalism includes any malicious attempt to harm, destroy alter data associated with SECS resources, or to alter system settings. Attempts to access restricted data may result in termination of privileges and/or disciplinary action. SECS IT administrators and authorities reserve the right to monitor any and all activity on the system. Users are expected to properly handle, store, and protect all IT resources including using clean hands and isolating use from all foods and liquids.

If any electronic device is being used by a student on school property (personal or school owned) and it is suspected that the use is either in conflict with the school user agreements for technology or illegal, the device may be confiscated immediately, put in airplane mode, and turned over to school authorities and/or law enforcement.

I/We hereby agree to comply with the forgoing terms and conditions and if a parent or guardian, hereby consent to my child's or ward's use of SECSIT resources. I/We understand that this form applies to my child or ward for the entire time he/she is enrolled at Southeast Christian School.

I/we further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

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User Name (Please print)

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User Signature and Date

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Parent/Guardian Signature (if user is under 18 years of age) and Date

# Appendix B - SECS Google Suite for Education Student Agreement

## SECS Google Suite for Education Student Agreement

Southeast Christian School (SECS) will provide students with Google Suite for Education(GSFE) accounts. Google Suite for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. Google Suite for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will be using GSFE for lessons, assignments, and communication. Google Suite for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Suite when students are at school. Parents are responsible for monitoring their child's use of GSFE when accessing programs from home. Students are responsible for their own behavior at all times. Student safety is our highest priority.

Acceptable Use (Privacy and Safety) GSFE is primarily for educational use. Students may use GSFE for personal use subject to the restrictions below and additional school rules and policies that may apply.

Privacy – The SECS Google Ed administrator will have access to student accounts, including email for monitoring purposes. If a situation warrants, access may also be granted to other school staff and the parents of that student. Students should have no expectation of privacy on the GSFE system.

Limited personal use - Students may use GSFE tools for personal projects but may not use them for:

- o Unlawful activities and/or threatening another person
- o Commercial purposes (running a business or trying to make money)
- o Personal financial gain (running a web site to sell things)
- o Inappropriate sexual or other offensive content
- o Misrepresentation of Southeast Christian School, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

### Safety

- o Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
- o Students agree not to meet with someone met online without their parent's approval and participation.
- o Students will tell their teacher or other responsible school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- o Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from using their account. A user should never provide his/her password to another person.

### Access Restriction - Due Process

o Access to Google Suite for Education, as with use of any school provided technology resource, or the ability to use a personal device (i.e. iPad, laptop, phone) at school, is considered a privilege accorded at the discretion of the school. The school maintains the right to immediately withdraw the access and use of GSFE when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to school authorities for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, Southeast Christian School also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

### Consumer Safety (Advice for Students and Parents)

Don't get scammed. Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.

Don't get spammed. Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.



Digital Citizenship (Advice for All)

Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind and follow the principles in Mark 12:31. ["The second is this: 'Love your neighbor as yourself.' There is no commandment greater than these." Many people are able to see what you write so think before you type. Be careful with what you say about others and yourself.

Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Students have First Amendment rights to free speech. Your rights can be limited in school, though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School web sites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

These are the laws and policies that help to protect our students online: Child Internet Protection Act (CIPA) The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked. -- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html> Children’s Online Privacy Protection Act (COPPA) COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for GSFE users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for education purposes. -- COPPA - <http://www.ftc.gov/privacy/coppafags.shtm> Family Educational Rights and Privacy Act (FERPA) FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

The school may publish student work and photos for public viewing with restricted personal information.

Parents may request that photos, names and general information about their children not be published.

Parents have the right at any time to investigate the contents of their child’s email and GSFE files. FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>. Google Ed may collect some personal information from students based upon student activity for the use and benefit of the school, and for no other commercial purpose.

I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student name

## Appendix C - Bring Your Own Device (BYOD) Policy (Grades 7 and 8)

### DIGITAL DEVICE/BRING YOUR OWN DEVICE

*Whereas, it is our goal to successfully equip and encourage students in 21<sup>st</sup> century learning skills so that they may efficiently and responsibly use technology in ways that honor God and serve others. And, whereas there are a high demand for internet equipped devices to be used for research and data processing in the 21<sup>st</sup> century classroom environment; the following proposal/ guidelines are suggested to meet the needs and manage the behavior of students electronic device usage in a "Bring Your Own Device" (BYOD) environment.*

#### Expectations:

- This program is offered as a resource to families who would prefer to participate. It is not required, but allowed, given students/families sign and acknowledge Standard End User License Agreements.
- Devices are only brought to class when specifically directed by teacher and not to be accessible at any other time throughout the day.
- At any time, teacher may inspect wireless connection, browser history, and registry to ensure hotspots are not being used in place of school wifi.
- Devices are not to be used for personal e-mail, social media, texting, etc.

#### Discipline Approach:

For the purpose of this program, we have identified two distinct user violation categories. "Off-task" is defined as a student doing any work, searching, messaging, etc. other than the immediate task as assigned by the course instructor. "Inappropriate content" is spelled out in the Technology Use Agreement and will be handled according to the guidelines already established in said document and in accord with discipline procedure set out above.

#### Off-task Discipline Procedure:

\*All violations will be documented in student's permanent disciplinary record via RenWeb.

#### Zero-Tolerance Policy Consequence:

- \*Access to device (personal device and phone) is immediately removed
- \*Immediate call home to family
- \*Student receives '0' on current assignment (whether daily work or major grade). Additionally, any other work that may be stored on device is surrendered.
- \*Personal device use is suspended until student and parents sit before disciplinary committee (comprised of teachers and admin.) during recess to present their case for why they should be allowed to continue to use technology in education.

#### Further Violation (if use is reinstated)

\*Any further violation suspends the privilege of BYOD participation for the remainder of the year.

# Acknowledgement Page

Please print and return with your admissions or readmissions application to Beth Betz in the School Office.

I have received, read, and agree to uphold the  
2017-2018 Southeast Christian School  
Parent-Student Handbook.

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Parent Signature(s)

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Date

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Student Signature (6th-8th)