

# Southeast

CHRISTIAN SCHOOL



2024-2025

K-8

## Parent-Student Handbook



47 YEARS OF

**SERVICE**

**EXCELLENCE**

**LEADERSHIP**



ACSI is the largest Christian school accrediting body. Southeast Christian School has met the requirements to be accredited through ACSI.



COGNIA is the largest education improvement organization in the world. Its accreditation process is based on a set of rigorous research-based standards and evidence-based criteria. The process examines the whole institution, including its policies, programs, practices, learning conditions, and cultural context to determine how well the parts work together to carry out the institution's vision and meet the needs of every learner. Accreditation isn't about passing a one-time inspection; it recognizes education providers that demonstrate and sustain their commitments to continuous improvement and better learner outcomes.



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.

## **TABLE OF CONTENTS**

<b>1 INTRODUCTION</b>	<b>5</b>
1.1 Statement of Faith	5
1.2 Our Mission	6
1.3 Our Core Values	6
1.4 Family Commitment	6
1.5 Handbook Policy Exceptions	8
1.6 Changes in Policy	8
<b>2 ADMINISTRATIVE POLICIES</b>	<b>8</b>
2.1 Admissions/Enrollment Priorities	8
2.2 Enrollment Contract	9
2.3 Withdrawal	9
2.4 Denial of Admissions	9
2.5 Students Losing Admissions Status	9
2.6 Financial Obligation	10
2.7 Legal Requirements for Private School Mandatory Reporting	10
2.8 Blended/Restricted Family Situations	10
2.9 Parent Led Organizations	10
3.1 Contributions	11
3.2 Variable Tuition	11
3.3 Incidental Billing	12
<b>4 SCHOOL SCHEDULES AND COMMUNICATION</b>	<b>12</b>
4.1 Office Hours/School Day	12
4.2 Contacting the School	13
4.3 Communication Platforms	13
4.4 School Closing/Delays	14
4.5 Visiting School	14
4.6 Lost and Found	15
4.7 FACTS-SIS (Student Information System)	15
4.8 Problem Solving	15
4.9 Grievance Procedures	16
<b>5 SCHOOL DAY POLICIES</b>	<b>16</b>
5.1 Drop Off and Pick Up Process	16
5.3 Signing Out	18
5.4 Attendance and Tardies	18
5.5 Fundraising	19
5.6 Health and Medication Policy	20
5.7 Immunization Requirements	21
5.8 Service Animals	21
5.9 Exclusion from School	21
5.10 Accidents and Emergencies	22
5.11 After-Hours Policy	22

5.12 Co-Curricular Attendance Policies	22
5.13 Field Trips	22
5.14 Inclement Weather and Forced School Closure	22
5.15 Lockers/Locks	23
5.16 Class Assignments	23
5.17 Pets	23
5.18 Student Belongings from Home	23
5.19 Child Welfare	24
<b>6 BEHAVIOR POLICIES AND PROCEDURES</b>	<b>24</b>
6.1 Philosophy of Discipline	24
6.2 Student Biblical Code of Conduct	24
6.3 Discipline Procedure:	25
Level 1- Teacher Handled/Managed (Minor)	26
Level 2- Office Managed (Major)	27
Level 3 - Discipline Committee (Major)	28
6.4 Explanation of Consequences	28
6.5 Bullying/Hazing	29
6.6 Off Campus Behaviors	31
6.7 Positive Behavior Interventions and Supports	31
6.8 School Threats	31
6.9 Non-Violent Crisis Prevention and Intervention	31
6.10 Drug Prevention	31
6.11 Electronic Communication Devices/ Cell Phones/ Smart Watches	31
6.12 Food, Drink, and Chewing Gum	32
6.13 Respect for Property	32
6.14 Search and Seizure (At School, School-Sponsored Events, or In School Uniform)	32
6.15 Security Footage	32
6.16 Playground Rules	32
6.17 Public Display of Affection	33
<b>7 Uniform and Grooming</b>	<b>34</b>
7.1 General Grooming	34
7.2 Standardized Uniform	34
7.3 Uniform Guidelines	35
8.1 Expected Student Outcomes	36
8.2 Philosophy of Curriculum and Instruction	37
<b>Plan</b>	<b>38</b>
<b>Teach and Assess</b>	<b>39</b>
<b>Analyze Data and Student Work</b>	<b>39</b>
<b>Adapt Teaching and Reassess</b>	<b>40</b>
8.3 Southeast Christian School Intervention Services	40
8.4 Academic Integrity	41
8.5 Progress Reporting	42
8.6 Explanation of Grading Scale	43
8.7 Retention	44

8.8 Parent/Teacher Conferences	44
8.9 Standardized Testing	44
8.10 Academic Probation	44
8.11 Eligibility Standards (Co-Curricular Participation)	44
8.12 Athletics Policy	45
8.13 Grade Computation Procedures	45
8.14 Student Recognition and Awards	45
8.15 Late Work Policy	46
8.16 Homework Guiding Statement and Principles	46
8.17 Test Make-Up Policy	47
8.18 Graduation	47
8.19 Highly Qualified and Accredited Instructional Staff	47
8.20 Southeast Strategic Leadership Team (SSLT)	48
8.21 Technology	48
8.22 Online Media Policy	49
<b>9 VOLUNTEER HOUR REQUIREMENT</b>	<b>50</b>
<b>10 OTHER POLICIES</b>	<b>51</b>
<b>11 APPENDICES</b>	<b>53</b>
Appendix A - SCS Uniform Pictorial Guide	53
Appendix B - Technology Use Agreement	54
Appendix C - 1 to 1 Chromebook Policy (Grades 4th - 8th)	61
Appendix D- Student Chromebook Use Agreement Form	62
Appendix E - Volunteer Confidentiality Agreement	63
Appendix F - Southeast Christian School Homeschool Program	65
Appendix G - Continual Enrollment Agreement	66
Appendix H - Waiver and Indemnity	67
Appendix I- Report Form: Complaints of Harassment, Bullying, or Intimidation	69
2024-25 SCS K-8 Parent-Student Handbook Signature Page (Signed via DocuSign)	70

# 1 INTRODUCTION

## 1.1 Statement of Faith

Southeast Christian School was founded and functions upon the basic fundamental principles of the Word of God, and holds a Biblical worldview as presented in the Bible. The following statements of faith and practice are believed in and lived out by every Southeast Christian School employee and by which every school family agrees to support and abide.

- We believe the Bible is God's word to us. Human authors, under the supernatural guidance of the Holy Spirit, wrote it. It is the inspired and only written infallible, authoritative, without any mixture or error, Word of God (**Biblical References:** II Timothy 3:16; II Peter 1:21).
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (**Biblical References:** Genesis 1:1; John 10:30; John 10:37-38).
- We 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 (**Biblical References:** 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).
- We believe that humankind is marred by an attitude of disobedience toward God called sin. Regeneration is only possible by relationship with Jesus Christ and indwelling of the Holy Spirit through salvation which is essential for Christ's Kingdom on earth. (**Biblical References:** Romans 3:19, 23; John 3:16-19; John 5:24; Ephesians 2:8-10; Titus 3:5-6).
- We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is able to live a Godly life (**Biblical References:** Ephesians 5:18; Ephesians 4:30; I Corinthians 3:16; I Corinthians 6:19-20).
- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect and value all human life (**Biblical References:** Ps 139).
- We believe that God wonderfully and immutably creates each person as male or female. (**Biblical References:** Genesis 1:26-28; Genesis 5:12). These two, distinct, complementary genders together reflect the image and nature of God. (**Biblical References:** Gen 1:26-27.) We do not believe that a person should reject his or her birth gender.
- We believe that the term "marriage" has only one meaning; the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture. (**Biblical References:** Gen 2:18). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (**Biblical References:** 1 Cor 6:18, 7:2-5; Heb 13:4). That all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, bisexual conduct, use of pornography or otherwise, is outside of God's boundaries for our life and therefore sinful. (**Biblical References:** Genesis 2:24-25; Exodus 20:14, 17, 22:19; Leviticus 18:22-23, 20:13; 15-16; Matthew 15:18-20; Matthew 19:4-6, 9; Romans 1:18-31; I Corinthians 6:9-10, 15-20; I

Timothy 1:8-11; Jude 7).

- We believe in the resurrection of both the saved and the lost—those who are saved unto eternal life and they who are lost unto eternal damnation (**Biblical References:** John 5:28-29). We believe in the spiritual unity of believers in our Lord Jesus Christ (**Biblical References:** Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
- We believe that in order to preserve the function and integrity of Southeast Christian School as an expression of the Body of Christ, and to provide a Biblical role model for our staff, student body, parents and community, it is imperative that all persons associated with the School, in any capacity, or who serve as volunteers, agree to support and abide by this Statement of Faith and with the school's right to teach what it deems to be the fundamental tenets of Christianity and beliefs, including that of marriage, gender identity, and sexuality (**Biblical References:** Matthew 5:16; I Corinthians 5:1-5, 9-12; Philippians 2:14-16; I Thessalonians 5:22).
- We believe that God offers redemption and restoration to all who confess, repent of sin, and seek His mercy and forgiveness through Jesus Christ (**Biblical References:** Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11).
- We believe that every person must be afforded compassion, love, kindness, respect and dignity (**Biblical References:** Mark 12:28-31; Luke 6:31). Hateful or harassing behavior or attitudes directed towards any individual should be repudiated as they are not in accordance with the Scriptures; nor are they in accordance with the core values of Southeast Christian School.

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

## 1.2 Our Mission

Preparing minds and hearts to know and serve God, for His glory alone

## 1.3 Our Core Values

**Service** - Selfless Generosity ~ Solutions Mindset ~ Heartfelt Joy

**Excellence** - Exceeds Expectations ~ Growth Mindset ~ Stewardship of Time, Talents & Treasures

**Leadership** - Mission Driven ~ Self-Aware ~ Biblical Integrity

## 1.4 Family Commitment

For SCS to flourish as a spiritual and educational environment, we must have the full support and cooperation of both our students and their parents regarding administrative decisions and operations. Together with your enrolling child, please prayerfully and thoughtfully review the following expectations.

1. I agree with the Core Values and Statement of Faith of SCS as outlined in the Parent-Student Handbook and in the Admission Application, and I commit to pray for SCS students, faculty and administration. I commit to following the biblical problem-solving guidelines as listed in the handbook

and as discussed in Matthew 18.

2. I will always speak well of SCS and its stakeholders -- we are on the same team!
3. I will always assume the best intent in others -- we have the same goal!
4. I acknowledge it is always my responsibility to initiate a meeting or conversation if something is bothering me -- We all want to grow and have healthy relationships!
5. Recognizing that private education requires strong parental support, I agree to regularly participate at school events, including fundraisers, as I am able. I understand that fundraisers are optional but encouraged. At any time I may choose to make a tax-deductible donation to the school in lieu of my participation in fundraisers. I may also freely choose to not participate.
6. I will help my child succeed by: being on time, facilitating homework, communicating properly with necessary staff/teachers, reading weekly folders and correspondence, and sending necessary materials such as forms, money, etc.
7. I understand our continuing admission at SCS is dependent upon the student's spiritual growth and academic progress, as well as the parents and/or student behavior and attitude that demonstrate sympathy with all SCS goals, whether academic, social, or spiritual.
8. For the benefit and welfare of the entire student body, I agree to adhere to SCS's policies, rules and regulations, as described in the Parent-Student Handbook, including disciplinary action. I understand my continued enrollment is based upon a positive working relationship with Southeast Christian School leadership and staff.
9. I invest authority in SCS to discipline my child as necessary in accordance with the Parent-Student Handbook. I agree to cooperate with and support the school's disciplinary action regarding my child's attitude and behavior by further addressing such issues at home. Failure to abide by official school disciplinary decisions will result in loss of admission for the family.
10. If my child has difficulties with other students or with the school's rules of behavior, I will not register any disputes with the other student families involved, realizing such discussions could breed contention rather than resolution. Rather I will discuss the matter with the Head of School, Principal or involved staff.
11. I agree that SCS has full discretion over grade placement and teacher assignments for my child.
12. I understand that assessments will be made to cover any damages to school property. If my child is found responsible, I agree to reimburse the school in a timely fashion.
13. I agree to abide by the Volunteer Code of Ethics, a copy of which is detailed in the Parent-Student Handbook.
14. I agree to submit a Background Screening Authorization Form every two years as required.
15. I agree to invest 30 hours per family per year in volunteer service at SCS. I understand that I have a choice to opt out of this service and pay a volunteer fee (\$18/hr.). Partial completion will result in the fee being prorated at the discretion of the administration.



#### Volunteer Service:

- As is currently the case, each volunteer job will be assigned a sponsoring staff person who will be the resource person for questions about the various duties, and also will provide verification of service. At no time will volunteers be solely responsible for the supervision of SCS students.
- Volunteers will abide by the Volunteer Code of Ethics, as outlined in the Parent-Student Handbook, while supporting SCS goals.
- A volunteer coordinator will keep a list of volunteer opportunities accessible on-line, and help administration oversee the program. Volunteer service opportunities can be performed during summer months and for preschool.
- I will record my volunteer hours in my family's RenWeb/FACTS account.
- Volunteer service fee balances will be invoiced and sent home by the Accounting Office at the end of the school year.

## 1.5 Handbook Policy Exceptions

This Parent-Student Handbook is an effort to detail the policies that will govern the operation of Southeast Christian School 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 Southeast Christian School 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.

## 1.6 Changes in Policy

This Southeast Christian School Handbook supersedes all previous Parent-Student Handbooks. While every effort is made to keep the contents of this document current, Southeast Christian School reserves the right to modify, suspend, or terminate any of the policies, and/or procedures described in the Southeast Christian School 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.

Southeast Christian School has adopted a continual enrollment model (see Appendix G). Family registration fees will be collected via FACTS Incidental Billing. Families who provide written notice of withdrawal by the set deadline may reapply for admission but will not be given priority over previous applicants.

#### Denial of Enrollment

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. SCS

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.

## 2.2 Enrollment Contract

Enrollment contracts will be entered into by Southeast Christian School, the parent or guardian (sponsors) of the child, and FACTS Tuition Management Program. Parents may withdraw from the contract prior to January 15th of the enrolling year. After that date, parents/guardians are bound by all the contractual provisions, including to pay tuition as specified in the contract.

Contracts should be submitted with the non-refundable registration fee as set forth by the Board of Directors. Contracts are processed in the order they are received, however SCS reserves the right to prioritize contracts based on the school's needs and alignment. Contracts received after a class is full, or without the registration fee, will be put on a waiting pool until the school determines that there is available space.

Contracts are null and void unless signed by at least one parent/guardian. When signed, the contract supersedes any previous contract covering the same school year. The Head of School may release a parent from a contract due to unforeseen circumstances as presented by the parents through formal documentation. The Head of School may present the appeal for release to the board.

## 2.3 Withdrawal

### WITHDRAWAL/REFUND POLICY:

- a. Any withdrawal occurring after January 15th **DOES NOT** relieve the enrolling parent or legal guardian (undersigned) of the responsibility for tuition payment for the entirety of the upcoming school year. A withdrawal prompted by the enrolling entity must be provided in writing to the Head of School's office.
- b. Should a student be expelled from school for serious misconduct, the enrolling entity shall remain responsible for payment of tuition and fees for the entire school year.
- c. Registration and application fees are non-refundable.
- D. Tuition Insurance: All 24-25 enrolled K-8 students are automatically covered with a 50% tuition insurance policy. This policy will be enforced upon withdrawal and covers each student where the financially responsible party will be responsible for paying in full (at the time of exit from the school) 50% of the remaining tuition balance. If tuition was already paid in full at the start of the school year, 50% of the prorated remaining tuition will be reimbursed to the financially responsible parent.

All K-8 students were offered the opportunity to increase to 100% tuition insurance coverage at a flat rate of \$150 per student to be paid by the end of day 8/13/24. All requests for additional insurance after 8/13/24 will be denied.

Any K-8 student who is enrolled after the first day of school will be offered the opportunity to increase to 100% insurance coverage. This option will be available up to the first day of attending classes. If requesting additional insurance after the first day of attending school, the request will be denied.

All withdrawals that occur after the last day of school but before the first day of the next school year will be penalized per the agreed upon withdrawal penalty policy that was agreed upon at the time of enrollment.

## **2.4 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. Southeast Christian School 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.

## **2.5 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.

## **2.6 Financial Obligation**

In the event that your account goes past 45 days past due and you have not created a financial plan with the business office to settle past due amounts, your student(s) will no longer be permitted to attend regular daily classes.

## **2.7 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 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](#). 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.

## **2.8 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 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.

## **2.9 Parent Led Organizations**

Parents serving alongside Southeast Christian educators and students are a crucial component to our mission and purpose. We encourage all parents to find one or more of the following areas to serve and be involved.

### **2.9.1 Parents in Prayer**

Parents of Southeast Christian School come together weekly to passionately pray before God for the lives of our children, teachers, staff, and all of the Southeast Christian School families. If you don't feel comfortable

praying out loud in a group, you can still attend and pray along! It is a powerful way to support the school!

### 2.9.2 Care Team

The Care Team is designed to enrich, pray, and be a support system for Southeast Christian School families (students, teachers, staff and/or families) who are dealing with minor injuries to major life-changing events.

### 2.9.3 Eagle Pride

This middle school club encourages middle school spirit through unique social events, locker decorations, and spirit initiatives.

### 2.9.4 Parent Community Organization

Building community at Southeast Christian School, PCO advocates for the students & the school, meets regularly, conducts fundraisers, coordinates school activities, and promotes a Christian community.

### 2.9.5 Parent Advisory Council

The purpose of the PAC is to inform, encourage, and provide opportunities for parents and community members to be involved in the planning and implementation of the school's strategic plan. The PAC is an opportunity for the parents to provide feedback and input on a quarterly basis. The meetings will be set for evenings. If you are interested in serving on the PAC, please contact the Head of School at

[heather.klusek@sechristianschool.org](mailto:heather.klusek@sechristianschool.org).

### 2.9.6 Room Parent

Each classroom has a volunteer coordinator who assists the teacher in activities, parent communication, and events for the school year. Primary contact: Vicki Wass ([vwass11@gmail.com](mailto:vwass11@gmail.com)). For more information on involvement as a room parent [please review this document](#).

### 2.9.7 Security Team

Under the leadership of the Director of Safety & Security, parents with training and a passion for school safety are engaged to support safety at all school events throughout the year. Primary contact:

[james.quest@sechristianschool.org](mailto:james.quest@sechristianschool.org).

### 2.9.8 Team Parent

Each year our athletics teams benefit from the direct support of parents. Team parents play an integral role by assisting with snacks, transportation, and communication.

## 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, stated in the Enrollment Agreement as follows: Upon acceptance, I understand and agree that my child(ren) is/are enrolled for the full school year. I recognize that Southeast Christian School may not be open on all dates set forth in its calendar for reasons including, but not limited to, weather and/or the inability to use facilities. There will be no deduction

in tuition for snow days, breaks, holidays, illnesses or absences.

## 3.1 Contributions

For those interested in donating to the school, Southeast Christian Church 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).

## 3.2 Variable Tuition

Current or new families may apply for variable tuition at any time during the summer or school year as a need arises. Additionally, Southeast Christian offers a ministry leader variable tuition program.

Variable Tuition is typically:

- Based upon needs of applicants (both custodial and non-custodial parents) and availability of funding.
- Given for one year at a time.

Who is eligible for the Ministry Leaders Variable Tuition:

- Full time ministry leaders including lead, worship, youth, children's directors, adult, family life, and teaching pastors and full time missionaries serving in an accredited missions organization.
- The applicant must provide a written statement from the employing church staff or accredited mission organization validating full time employment.
- Existing or new families PS-8 with current SCS accounts and completed enrollment.

Award Levels Vary:

- Families must demonstrate a financial need in order to qualify for tuition assistance.
- Families seeking a Ministry Leader tuition discount are required to complete the Grant & Aid application through FACTS (please see the Variable Tuition Guidelines).
- Additional awards may vary from year to year based on family circumstances, funds available, and needs.
- All families are expected to contribute a portion of the tuition.

How to Apply:

- Fill out the FACTS Grant & Aid application.
- Notify Katy Brumley at [katy.brumley@sechristianschool.org](mailto:katy.brumley@sechristianschool.org) or (720) 842-5540 of your intent to apply as a ministry leader.
- Submit documentation of your ministry employment.

Important note:

- All information is confidential.
- Recipients must remain in good standing with the school including attendance, passing grades, good behavior, and volunteer hours.

## 3.3 Incidental Billing

All SCS families are required to set up a FACTS account to be used for incidental billing for fees that fall outside of regular tuition. Incidental billing allows families to pay student fees (tech fees, damaged textbooks,

athletic fees, etc.) through their online account and eliminates a silo-based infrastructure with a single system to capture all tuition and fees. A nominal annual fee will be billed by FACTS for this service.

## 4 SCHOOL SCHEDULES AND COMMUNICATION

### 4.1 Office Hours/School Day

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

The regular school day starts promptly at 8:20 AM and ends at 3:20 PM.

Soft start begins no earlier than 8:00 AM with teachers on duty in their classrooms.

- From 8:00-8:20 AM, K-5 students will report to their respective homerooms.
- 6th-8th students will be allowed to go directly to the Middle School hallway upon entering the school building.

All students are expected to be in their seats, ready to learn by 8:20 AM.

Regular School Office Hours: 8:00 AM-3:30 PM Monday-Friday.

Scheduled absences or absence due to illness may be reported to the school attendance line: 720-842-5670

Students who are not picked up by 3:30 PM may be placed in after-care and charged via incidental billing for aftercare services.

### 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 email: [notetoschool@sechristianschool.org](mailto:notetoschool@sechristianschool.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. Security Office Number: 720-842-5648 or James Quest: [james.quest@sechristianschool.org](mailto:james.quest@sechristianschool.org)

### 4.3 Communication Platforms

#### 4.3.1 - Southeast Christian School App

Our primary communication platform is the Southeast Christian School app (by Apptegy). This app allows families to stay informed of events, provides a place for teachers/staff to send out individual updates, post

photos, and more.

### 4.3.2 - Parent Text Alerts

Parent Text Alerts may be utilized on occasion for significant events or time-sensitive information. Text alerts may also be utilized during an emergency situation. This gives us the ability to send a text message, e-mail, and/or automated voice mail. The following terminology reflects the emergency protocol in place at Southeast Christian School.

HOLD - In your room or area

SECURE - Get inside. Lock Outside Doors.

LOCKDOWN - Locks, lights, out of sight.

EVACUATE - (A location may be specified)

SHELTER - Hazard and safety strategy

**\*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. Parents attempting to gain access to their children, during an emergency event, will be redirected by law enforcement until the scene has been made secure.**

### 4.3.3 - FACTS Family Portal

Families can access grades, calendars, announcements, and more.

### 4.3.4 - Social Media

SCS families are invited to like and follow the school on the following social media platforms:



<https://www.facebook.com/southeastchristianschool>

## 4.4 School Closing/Delays

When circumstances necessitate the closing of school, parents will receive a Text Alert through our Parent Text Alert system. In the event school is to be dismissed before regular closing time, announcements will be made through Parent Text Alert. Parents should endeavor to pick up their children as soon as possible.

## 4.5 Visiting School

To ensure student confidentiality, Southeast Christian School asks that visits be pre-arranged and approved by teachers and/or staff. 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. Parents should not interrupt class nor engage with a teacher when that teacher is expected to be supervising students.
- Southeast Christian School 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 Southeast Christian School staff.
- The school reserves the right at its sole discretion to deny a parent and/or volunteer participation in any school sponsored event and/or access to the campus.
- Visitors should identify the purpose of the visit and the destination.
- Visitors must report to the designated appointment location.
- SCS does not allow parents or outside visitors to the lunchroom. Visitors who wish to have lunch with a student may sign out their student and eat in the church coffee shop area.

## **4.6 Lost and Found**

Southeast Christian School 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 will be donated to charity at the end of each month. Southeast Christian School strongly suggests that all clothing items be labeled with the student's name for easy identification.

## **4.7 FACTS-SIS (Student Information System)**

Southeast Christian School provides students and parents a web-based service called FACTS-SIS. 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 FACTS-SIS 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**

Southeast Christian School 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.

Please contact your child's teacher first before contacting an administrator to conference in person or over the phone. If there is a concern involving another student or family, please contact that family first and exhaust all efforts to resolve the concern before contacting a teacher or school administration. Although fast and effective, email or text messages can be a difficult tool for communicating thoughts and emotions. There is no substitute for voice or face-to-face contact by concerned parties.

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. Southeast Christian School reserves the right to discontinue enrollment of 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 Southeast Christian School 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**

**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 are discouraged from engaging 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 and Head of School will be updated by the teacher concerning the issue.

**Step 3: Head of School Involvement:** Should the issue still not be resolved, a conference with all involved will be scheduled with the Head of School. The party requesting the conference must put in writing the specific issue, measures taken and resolution being sought.

**Step 4: Appeal to the School Board:** Should the issue still not be resolved, the grieving party may appeal to the school board. The appealing party must put in writing the specific concern, measures taken to resolve, and the resolution being sought. The appeal must be submitted to the board chair within 10 days of the conference with the Head of School.

# 5 SCHOOL DAY POLICIES

## 5.1 Drop Off and Pick Up Process

**NOTE: The school office will close at 3:00 p.m. to begin dismissal. Please refrain from entering the school building between 3:00 and 3:30 p.m. while dismissal is underway. Early sign outs should be completed prior to 3:00 p.m.**

### Morning Drop Off

- Students may be dropped off to enter the building, beginning at 8:00 AM.
- The school day begins at 8:20 AM.
- 6th-8th students will be allowed to go directly to the Middle School area upon entering the school building.
- Prior to 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

- Dismissal is at 3:20 PM.
- Drive Through is a **cell-phone free zone!**
- Enter off of Wintergreen from the furthest eastern entrance to the parking lot and proceed to the front of the building in two drive through lines; lines will merge into one just before pick up.
- Pull up as far as possible to accommodate as many cars as possible on the first loading; do not leave the vehicle unattended in the drive through line.
- School-issued identification cards should be visible either in the passenger window or visor until exiting the 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.
- If you are waiting for multiple students and they do not all load at the same time, once current students are loaded you will be instructed to pull forward and the process will repeat itself until all students are loaded.
- To exit, you may proceed north on Jordan or at the last lane of the parking lot you may turn left and head back to Wintergreen.

### Park and Walk Up

- Park in the parking lot and proceed to the side entrance for walk up dismissal.
- 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.
- Please use crosswalks at all times.

### Indoor Pick-Up for Inclement Weather

- In inclement weather, pick-up will be conducted inside the Gym.
- All parents will need to park and come in using the church entrance.

- Bring your school-issued identification card or driver's license with you.
- Please enter room 100 at the double doors.
- Upon entering room 100, please show your school-issued identification card for student names to be called.
- You will proceed to the west exit of room 100 where your children will meet you at the door so that you may exit together.

#### Release of Students:

Students in K-5th 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's 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-5th 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-5th 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 6th, 7th and 8th Graders:

All 6th, 7th and 8th graders are considered self-release. 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 6th, 7th and 8th grade students after dismissal. 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.
- Students may not "cut through car pick-up lines".
- Only 6th, 7th and 8th 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. Parents/Guardians are required to park and enter the building with their child.

## 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 attempt to sign out your student after 3:00. After 3:00, 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 Southeast Christian School:

Excused Absences - absences due to illness, family-related illness, family emergencies, funerals, and other pre-approved absences arranged with the Principal. All work may be made up for full credit.

Unexcused Absences - absences due to truancy, suspension, oversleeping, or other unapproved reasons. Work will not be able to be made up.

### Taking Attendance:

Students are tardy beginning at 8:20 AM. Classroom teachers will have attendance recorded no later than 8:30 AM in FACTS-SIS. Maintaining accurate attendance records are vital to promoting good attendance. During inclement weather, administration will communicate how to handle tardies/absences.

- K-5: Students who arrive after or leave before 11:00 AM will be marked absent for the entire day.
- MS: Students who are absent for 4 or more periods will be marked absent for the entire day.

### Late Arrival To School:

Parents must sign in their students at the front office if they arrive after 8:20 AM. Failing to sign in upon arriving late to school, the student will remain absent until that individual has gone to the front office to receive a tardy pass.

### Interventions and Action for Chronically Tardy Students:

1. If a student is tardy more than 10 times, cumulative through the trimester; and/or if a student's tardies or absences are significantly impacting his/her performance or creating undue stress on the staff the Principal or designee may contact the parents to request a meeting.
2. Middle School Only - Students who are tardy to classes throughout the day will be assigned detention on their 3rd tardy per class.

### 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 (per year) allowed. Children who are chronically ill are required to have a health plan in place, with doctor's verification to receive interventions and supports.
2. Students who miss extended amounts of time or who have exceeded the 10% (18 school days) absent threshold will be considered chronically absent and continued enrollment may be forfeited.
3. When a student becomes chronically absent, the Principal will meet with the attendance committee to determine next steps. The committee may choose to exempt the student (if subject mastery is demonstrated) or

assign any of the following: summer school, additional tutoring, or retention of students. All fees associated with the assigned remediation will be paid by the responsible family.

4. Students must accept responsibility for obtaining make-up work from teachers.
5. Teachers are not required to provide work in advance for planned absences.

#### 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 Health and Medication Policy

Southeast Christian School wants to ensure the health, safety, and medical needs of students. As such, the school contracts with a qualified registered nurse to manage health/wellness services and standards. The nurse provides resources, training, screening, and medication/health oversight, and is available to discuss your child's needs and coordinate care. School health is a team effort in the school environment and research supports that health and academics are related. (CDC. (2014, May). *Health and Academic Achievement*. Retrieved 3/1/18 from: [https://www.cdc.gov/healthyyouth/health\\_and\\_academics/pdf/health-academic-achievement.pdf](https://www.cdc.gov/healthyyouth/health_and_academics/pdf/health-academic-achievement.pdf))

Southeast Christian School's policies and practices for health services follow applicable current federal and state laws. Some of the Colorado governing bodies may include Public Health (CDPHE), Department of Education (CDE), Board of Health, Board of Education, Board of Nursing, and the Department of Human Services (DHS), along with accrediting agencies and associations.

Local governments may override some policies if/as necessary for public health. (6 CCR 1010-6, 6.3A3 pg.2) Please refer to other policies and procedures the school may have regarding medications, self-carry, field trips, overnight events, sports, out-of-country trips etc. "A non-public school is considered a private business", and not all public-school health services may be offered or provided. (Colorado Non-Public Schools. (n.d.). Retrieved 3/1/18, from [http://www.cde.state.co.us/choice/nonpublic\\_index](http://www.cde.state.co.us/choice/nonpublic_index))

If your child has a health condition and you choose to not share that information with the school, or you choose to not provide daily or emergency medication and applicable permission forms if needed or prescribed, the undersigned parent(s) or guardian(s) hereby agree to release the school and its personnel from any and all claim(s), which they now have or may hereafter have arising regarding the consequences of this choice, and are aware that 911 may be called in an emergency.

Please contact the school nurse consultant, Alicia Tormoehlen ([alicia.tormoehlen@sechristianschool.org](mailto:alicia.tormoehlen@sechristianschool.org)) regarding questions or concerns about your child.

### School and Child Care Illness Policy

We are unable to care for ill children. You may not send your child to school until they have been symptom free for 24 hours. If a child shows signs of illness after arriving, we will separate the ill child from the other children. The child will be sent home if any of the following are present:

- A temperature over 100.4 within the last 24/hours
- Contagious skin or eye infection
- Diarrhea or vomiting
- Contagious disease (chicken pox, measles, strep, etc.)
- Rash
- Is not rested and alert enough to participate in classroom activities
- A child on an antibiotic for a contagious illness less than 24/hours

We will endeavor to give each child a wellness scan as they come to class. If a child becomes sick during school, he/she will be isolated in the Office and made to feel as comfortable as possible. The Principal, Office Manager, or teacher will contact the parent/guardian and inform them of the symptoms and request that the child be picked up from school. If a parent cannot be reached within 30 minutes, the child's emergency contact numbers will be called.

Likewise, our staff will not be allowed to work if they have a communicable illness or infection.

For a detailed list of excludable illnesses, see [CDE's School and Child Care Illness Policy](#)

### 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 FACTS-SIS. 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 full time 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.

4. Expired medications will not be given to students and must be picked up or will be disposed of immediately.

## **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 Service Animals**

Southeast Christian School reserves the right to accept students whose needs require a service animal as evidenced by professional care providers. Administration will work directly with any impacted teacher and/or classroom on the logistics of having a service animal on the property. The service animal can only be a dog. The service animal must wear proper identifying vests at all times. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animals work or the individual's disability preventing using these devices. In that case, the individual must maintain control of the animal through voice, signal or other effective controls. If the service animal demonstrates any type of aggressive behavior with staff or students, the service animal will not be allowed to return to school.

## **5.9 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 or is throwing up, please keep them home from school.

## **5.10 Accidents and Emergencies**

Accidents and emergencies must be reported immediately to emergency services (911) if necessary, and to the Head of School, Principal, security and school office. Emergency contact information must be on file for all families. Changes in this information should be revised in FACTS-SIS and/or reported to the school office.

## **5.11 After-Hours Policy**

Normal school hours are from 8:00 AM - 3:20 PM. 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.

## **5.12 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.

## 5.13 Field Trips

A variety of field trip experiences designed to extend the curriculum will be offered to Southeast Christian School 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.

Uniforms are required for all field trips. Cell phones will not be allowed on 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 and may be required to submit a formal application. Forms are available in the school office and on FACTS-SIS.

Only parents and legal guardians, whose background checks have been cleared, may transport students on field trips. All drivers must also submit to a motor vehicle report and pass SCS guidelines before being cleared to drive. Parents or legal guardians wishing to transport their own children may do so, but should not be considered field trip chaperones. Parents are only to drive to the designated location and back with no stops. Movies may not be shown in the vehicle.

## 5.14 Inclement Weather and Forced School Closure

The duties and obligations of Southeast Christian School may be suspended immediately, without notice, during all periods that Southeast Christian School 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 Southeast Christian School, in its sole discretion, may safely re-open. It is the policy of Southeast Christian School 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 Southeast Christian School, 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 house prepared for the elements. School closures will be communicated via our FACTS-SIS Parent Alert.

The school uses 20 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 FACTS-SIS's Parent Alert System. Parents/guardians are to come to the gym 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.

## 5.15 Lockers/Locks

Lockers will be assigned by school staff to all Southeast Christian School 6th – 8th grade students. Student



requests for a locker location will not be honored unless for a medical reason. Lockers may be searched at any time with reasonable suspicion of misconduct.

## **5.16 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. Parents are given an opportunity to provide feedback regarding class placement but do not make teacher requests. 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/classroom 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.

## **5.17 Pets**

Parents should know that pets are not allowed anywhere on the property of Southeast Christian School.

## **5.18 Student Belongings from Home**

Labeling personal items including clothing, calculators, special pencils, PE clothes, hoodies, etc greatly simplifies returning items misplaced or lost. Southeast Christian School is not responsible for any personal belongings that children bring to school and discourages children from bringing games, technology, toys, sports equipment 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 school's. Children are asked to not bring money unless it is required for a special event. If money is brought, the school is not responsible if it is lost prior to being given to the appropriate person.

## **5.19 Child Welfare**

SCS will comply with all requests from the Colorado Department of Human Services Division of Child Welfare and there are times when SCS is required to provide access to students without parent notification. Parents are always welcome to follow up with administration to address any questions or concerns.

# **6 BEHAVIOR POLICIES AND PROCEDURES**

## **6.1 Philosophy of Discipline**

The root word of *discipline* is "disciple," which comes from the Latin word *discipulus* meaning "student." The word "discipline" is from the Latin word *disciplina*, meaning "instruction and training." It is derived from the root word *discere*—"to learn." Therefore, the desired outcome of all discipline at SCS is for the student to study, learn, train, and apply a system of standards. The expectation of SCS is that discipline starts in the home. Our desire is to work with families in raising children who apply these standards as they follow Christ.

## **6.2 Student Biblical Code of Conduct**

Southeast Christian students are called to a high standard of behavior based on honoring Christ and honoring one

another. As stated in the Enrollment Agreement and Family Commitment Policy signed by parents as a condition of enrollment, parents agree that students must adhere to the school's policies, rules and regulations as described and referenced in the Parent Student Handbook. For SCS to fulfill its mission and to flourish as a spiritual and educational environment, SCS requires the full support and cooperation of both its students and their parents with all school policies and procedures, including any administrative decisions and operations. Parents acknowledge and agree that such full support and cooperation is a condition of continued enrollment. Parents further agree that while this Code of Conduct contains administrative guidelines that the school in its sole discretion may follow in addressing disciplinary concerns, nothing in this Code of Conduct limits whatsoever the unilateral right of the school to require disciplinary action for a student at any time for any reason, as a condition of continued enrollment. Cultivating a thriving student culture begins with a strong trusting bond between the students and the school community. When students truly believe that their community supports and cares for them it allows times of conflict to be opportunities for growth and lifelong change. The basis of a thriving student culture are clear expectations combined with high support.

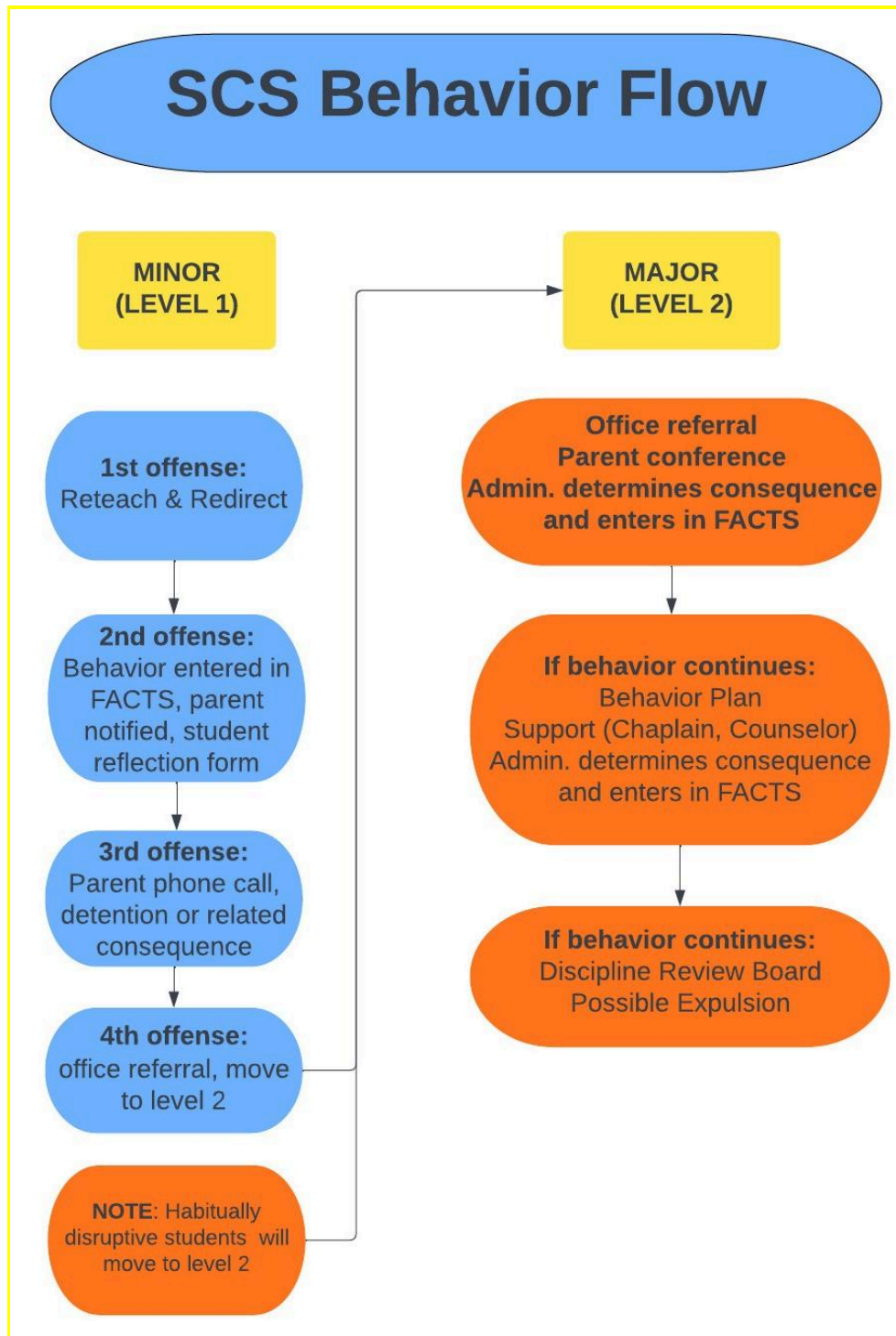
Southeast Christian School believes it is important to be clear to our students regarding the expectation to uphold high standards of Biblical conduct, both professionally and personally. SCS has adopted the following Biblical Code of Conduct which we expect our students to uphold:

- I will conduct my personal life and personal affairs in a way that will not bring shame or reproach to the name of the Lord, Southeast Christian School, or its staff and families. Rather, I will speak to bring glory and pleasure to God and encourage others to do likewise (1 Peter 1:14-16, 2:12, 4:11).
- I will speak the truth in love (Ephesians 4:1-16).
- I will recognize and respect what the Lord is doing through other individuals and organizations while refraining from unnecessary criticism of them (1 Peter 3:8-9).
- I will not knowingly speak falsely against anyone (Exodus 20:16).
- I will live in peace with all those around me to the extent that is within my ability (Romans 12:18).
- I will show commitment to a work ethic that honors God and pursues excellence (Colossians 3:23-24).
- I will refrain from any sexual conduct or lifestyle which is inconsistent with Scripture, or any promotion of the same (Romans 1:24-32; Genesis 19; Leviticus 18:22; Exodus 20:14; John 8:1-11).
- I will practice sacrificial giving of my time, talents, and treasure to the church I weekly attend (2 Corinthians 9:7).
- When I believe a fellow student has sinned against me or against God, or has violated this Biblical Code of Conduct, I will follow the principles and procedures set forth in Scripture found in Matthew 18:15-17.
- I will dress in conformance with my biological sex as defined at birth (Genesis 1:26-28).
- I will only use the restrooms, locker rooms, and changing facilities conforming with my biological sex as defined at birth (Genesis 1:26-28).
- I will abstain from all intimate sexual conduct outside the marital union of one man and one woman. (Leviticus 18:22; 1 Corinthians 6:18)
- I will commit to following the guidelines and expectations regarding cheating, stealing, respect for authority, et.al as defined in the parent-student handbook.

## 6.3 Discipline Procedure:

Being at Southeast Christian School is a privilege - not a right. In keeping with this privilege, Southeast Christian School has set basic rules and regulations as appropriate standards of behavior. Infractions of some rules are considered more serious than others. SCS follows a progressive model of discipline with the goal of restoration. Students and families who are not responsive to or in agreement with the progressive discipline process and restorative practices aligned to our statement of faith may face immediate termination of school services.

Possible offenses (not limited to):	Possible consequences (not limited to):
<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>-Uniform violation</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>-Dishonoring God</li></ul>	<ul style="list-style-type: none"><li>-Warning</li><li>-Parent call</li><li>-Practice of desired behavior during student's time (recess, lunch, specials, etc.)</li><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>



## Level 1- Teacher Handled/Managed (Minor)

Level 1 discipline is dealt within the setting the behavior occurred in.

1st offense:

Redirect and reteach

2nd offense:

Behavior recorded in FACTS and parent notification sent home; student completes behavior reflection form

3rd offense:

Parents notified via phone, detention or other related consequence assigned

4th offense:

Teacher compiles documentation of prior interventions, completes/submits office referral form, and student moves to Level 2

**NOTE: Habitually disruptive behavior will result in an office referral for further disciplinary action (see section on Habitual Disruption).**

## **Level 2- Office Managed (Major)**

Level 2 offenses will result in a referral to school administration and consequences will be assigned accordingly. Parents/Guardians will receive communication from the school administration regarding level 2 misconduct. The goal of level 2 discipline is to understand the heart of the student and the reasons for their behavior. Students will be provided with various support services including: school chaplain, school counselor, principal, access to a behavior plan, and other services as deemed necessary. (Note: when students work with/talk to the school counselor, the information is not confidential and will be shared with school staff that have a compelling reason to know the information for the benefit of the student). These offenses typically require immediate suspension, investigation, and possible law enforcement involvement. The Head of School and leadership team will collaborate to determine next steps which may include expulsion. Students may be placed on level 2 discipline for any of the following:

The following conduct, occurring at school or on school grounds, at school-sanctioned activities or events, while being transported by school-approved vehicles, or occurring off school property when the conduct has a direct and intended connection to school, may be subject to suspension or expulsion:

- Continued, willful disobedience or open and persistent defiance of proper authority.
- Willful destruction or defacing of school property.
- Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel including behavior which creates a threat of physical harm to the student or to others.
- Declaration as a habitually disruptive student.
  - “Habitually disruptive student” means a student who has caused a material and substantial disruption three or more times during the course of the school year – on school grounds, in a school vehicle or at a school activity or sanctioned event.
  - Disruptive behavior means behavior which is initiated, willful and overt on the part of the student.
- The use, possession or sale of a drug or controlled substance.
- Bomb threat or detonation of an explosive device
- Verbal threat against students or staff
- Arson
- The commission of an act which if committed by an adult would be robbery or assault pursuant to applicable state law.
- Possessing a dangerous weapon without the authorization of the school. In accordance with federal law, expulsion shall be mandatory and for no less than one full calendar year for a student who brings or possesses a firearm at school. The Head of School or designee may modify the length of this federal requirement on a case-by-case basis. Such modification shall be in writing. For purposes of this paragraph, “dangerous weapon” means:
  - A firearm.
  - Any pellet gun, BB gun, or other device, whether operational or not, is designed to propel projectiles by

spring action or compressed air.

- A fixed blade knife with a blade that exceeds three inches in length or a spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
- Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.
- Repeated interference with a school's ability to provide educational opportunities to other students.
- Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property without the authorization of the school or school district.
- Possession and/or use of intoxicants or controlled substances
- Extortion
- Choices that are contrary to our statement of faith.
- Making a false accusation of criminal activity against a school employee or representative.
- Making or engaging in any sexually inappropriate remarks or actions.

Additionally, students who fail to correct behavior and persist in violating the school's expectations for Christ-centered behavior will not be eligible for re-enrollment and could be immediately expelled depending on the nature and severity of the infraction.

## 6.4 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 (1st offense) will be returned after a \$25 fee has been received by the Principal's office (charges will be placed on student's FACTS billing account and notice will be sent home). Continual abuse of policy will result in escalated penalties (\$50 for second offense, \$100 for third offense). Any faculty member may confiscate items that are not allowed.

PARENTS: Please refrain from calling/texting students during the school day as this is disruptive to the learning environment and will result in confiscation of your student's cell phone.

2. **Habitually Disruptive Students:** Schools are required to implement policies for allowing a teacher to remove a disruptive student from the classroom. At a minimum, the teacher or principal must contact the student's parent as soon as possible after a removal to request that the parent attend a student-teacher conference. The policy must include a provision that permits the school's principal or designee to develop and implement a behavior plan for any student removed from a classroom based on behavioral issues. A behavior plan is not required after one incident but becomes mandatory once a student is removed a second time. The law also allows a teacher to remove a student permanently once the student has been removed from the same classroom at least three times.

A student may be declared habitually disruptive if the student "causes a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event three or more times during the school year." Once a school determines that a student is habitually disruptive, it must provide the student and parents with written notification. The notification must advise the student and parents of the definition of habitually disruptive and must specify the incidents that resulted in the habitually disruptive determination. (<https://coag.gov/app/uploads/2023/03/2022-AGs-Colorado-School-Safety-A-Legal-Manual.pdf>)

3. **Detention:** Detention will be served during student lunch periods on the day of the offense (when possible).

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, the student will face consequences as determined by the Principal. Any faculty member may assign detention.

**4. 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 will be required to complete a character-based curriculum and will also receive 50% credit on all work completed during ISS. (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 trimester 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.

**5. 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 50% credit for any missed work, and teachers will not consider suspension status in scheduling or rescheduling tests, projects, or daily work. Students who are assigned OSS are prohibited from being on Southeast Christian School property or attending any Southeast Christian School 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 trimester in which the offense occurs. OSS will be assigned through the Principal. Students placed on OSS must complete a re-entry meeting with involved staff and administration prior to returning to school.

**6. Expulsion:** In case of a possible expulsion, the student will be suspended indefinitely while the discipline committee examines the situation and makes a final judgment as to whether the student is to remain at SCS. The committee's decision will be final, as will expulsion if deemed necessary. Students may be expelled from Southeast Christian School for a prescribed amount of time or indefinitely. Expelled students are prohibited from ever being on Southeast Christian School property or at Southeast Christian School 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 Southeast Christian School 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.

## 6.5 Bullying/Hazing

SCS seeks to provide a Christian environment where students, teachers and staff can work together to learn and develop the gifts that God has given each of us. As a part of this, no form of harassment or bullying will be tolerated at SCS. Harassment or bullying means any repeated and intentional verbal, written, physical, or electronic act or gesture that is intended to dominate, coerce, intimidate, and cause physical, mental or psychological distress.

The staff of SCS will exercise care and discretion in the use of terms "bully" or "bullying", so that more general forms of misbehavior or foolishness are not casually labeled "bullying". The term "bullying" will be reserved for specific cases of bullying that meet the established definition.

Bullying includes but is not limited to: Physical violence, Physical, verbal, or sexual harassment, Threats, Intimidation, Public humiliation, Gossip/Spreading rumors, Cyber Bullying, Destruction of property

Students must report harassment or bullying to any faculty or staff member, who must report any complaint to the administration. Families who desire to report bullying should complete the Harassment, Bullying, or Intimidation form and submit to the Principal (see Appendix I). Any act of bullying should be reported immediately. The administration will promptly begin an investigation. Dealing with the problem may involve counseling with the goal of reconciliation of all parties involved. However, age-appropriate consequences will occur and may include a warning, detention, suspension, or expulsion. Peers have a significant influence on harassment or bullying, either to support or deter such activities. Any student who witnesses or is aware that such acts are occurring should constructively attempt to stop them if possible and immediately report them to a teacher or staff member. Failure to act is passive support of such acts.

### **BULLY ASSESSMENT FLOW CHART**

When a student is involved in an incident staff will follow the bully assessment flow chart below. Any attempts at retaliation against any person who reports an act of harassment or bullying will be regarded as a serious breach of school policy and will be grounds for discipline. Any retaliation or suspected retaliation should be reported immediately to the administration.

<b>1. Was there aggression?</b>	<b>If the answer is NO</b>	<b>If the answer is YES</b>
<b>PHYSICAL AGGRESSION</b> Hitting, shoving, or threatening injury?	This incident was not bullying.	Proceed to Question #2
<b>VERBAL AGGRESSION</b> Teasing or name calling?	This incident was not bullying.	Proceed to Question #2
<b>SOCIAL AGGRESSION</b> Spreading rumors, exclusion, or shunning?	This incident was not bullying.	Proceed to Question #2
<b>2. Was there dominance?</b>	<b>If the answer is NO</b>	<b>If the answer is YES</b>
<b>DOMINANCE</b> Was the aggressor stronger or dominant over the other? Was one side outnumbered?	This incident was not bullying.	Proceed to Question #3
<b>3. Was there persistence?</b>	<b>If the answer is NO</b>	<b>If the answer is YES</b>
<b>PERSISTENCE</b> Was there more than one incident or did the aggressor fail to stop when asked?	This incident was not bullying.	DISCIPLINARY ACTION IS NEEDED.



## **6.6 Off Campus Behaviors**

Off-campus or after-hours behavior that negatively impacts the reputation of Southeast Christian School (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. 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.

## **6.7 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 Southeast Christian School is on maintaining an atmosphere, which is conducive to learning, working, achieving, and developing Christian values. We strive to teach, instill, and celebrate our core values of service, excellence, and leadership.

Southeast Christian School 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.

## **6.8 School Threats**

SCS will follow the state of Colorado's Threat Assessment Protocol when dealing with school threats.

## **6.9 Non-Violent Crisis Prevention and Intervention**

SCS has adopted The Crisis Prevention Institute's training and approach to de-escalation. The Crisis Prevention Institute's mission is "to reduce the likelihood and severity of workplace violence incidents. We advance our mission by training professionals in time-tested strategies, by equipping organizations with confident and productive employees, and by helping you give the people you serve a safe and compassionate environment in which to live, learn, and thrive. Through staff training, premium resources, and unrivaled support, we set the global standard for behavior management training, and help you make life better for people all around the world." (<https://www.crisisprevention.com/About-Us>)

## **6.10 Drug Prevention**

The Head of School and/or Principal may partner with local law enforcement as necessary.

## **6.11 Electronic Communication Devices/ Cell Phones/ Smart Watches**

SCS is a cell-free zone. Students may not have a cell phone visible, audible, or on their person 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. Devices may include: iPads, Kindle, laptop, Smart phones, and Smart watches. 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 \$25 fee the first time, \$50 fee the second time, and \$100 fee for the third occasion. Student devices may be searched at any time with reasonable suspicion of unapproved activity.

Smart watches that are used for electronic communication (calling, texting) will be confiscated and assessed a fine. During the school day, students are allowed to use only the phone in the school office.

## **6.12 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.

## **6.13 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 Southeast Christian School. We are called to be stewards, and respect for property is part of that. Students are expected to clean up after themselves. Students should not be in the work rooms nor beyond the locked brown doors of the school without adult supervision.

Students should respect the church and sanctuary. Students should not take pens or cards from the sanctuary seat backs nor write on them for non-church use. Students should keep their feet off the seats and respect that the sanctuary is a place of worship.

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

The Southeast Christian School Administration reserves the right to search a student's purse, backpack, 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 Southeast Christian School is open to search and seizure.

## **6.15 Security Footage**

SCS utilizes CCTV to enhance safety and security of students, staff, and visitors. Footage is the property of SCC and will not be released or made available for viewing outside of school approved personnel.

## **6.16 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 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 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.

#### Snow mounds

- Students should not play on snow mounds during recess

#### Boots/Shoes

- If the amount of snowfall requires boots, only students with boots may play in areas where snowfall has accumulated. Those without appropriate footwear need to stay in the shoveled/plowed areas. Playground

#### Entry and Ice

- Since the entry area gets heavily trafficked, please use the bucket of snow melt near the exit to the playground. This area will remain open as long as the problem can be easily addressed to ensure student safety.

## 6.17 Public Display of Affection

Students engaging in inappropriate public displays of affection will incur consequences. As age appropriate, students are expected to refrain from any public displays of affection while on campus or at any school sponsored function or activity. Public displays of affection (PDA) include: hand holding, embracing, lap sitting, or kissing.

# 7 Uniform and Grooming

All students should label clothing for easy returning. We donate all unclaimed lost and found items at the end of each month.

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. Students are expected to dress according to their biological gender. Detailed, specific uniform requirements are explained below. Additionally, please note the following:

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

**UNIFORM ENFORCEMENT** - All uniform 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). Uniforms will be checked during the first period each morning and those students who are not in compliance will be sent to the front office to change into appropriate attire.

Parents are encouraged to model modest and appropriate dress while at Southeast Christian School.

All Southeast Christian School uniform requirements are to be followed during the school day and on all school trips.

## 7.1 General Grooming

- No extreme makeup, tattoos, decals, pencil or pen markings on the body
- No costumes except for school related events
- Clothing must be clean, fit properly (not skin tight) and be free of holes or tears that show skin
- No gang related clothing or attire
- Sunglasses, head coverings, silk caps, hats, and pocket-chains are not to be worn within the building
- No clothing in opposition to SCS lifestyle statement or statement of faith

## 7.2 Standardized Uniform

The purpose of our uniform is to reflect 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
- Encourage the virtues of moderation and consideration of others
- Dress in a manner that glorifies God.

## 7.3 Uniform Guidelines

### Pants/Shorts:

- Pants, shorts are restricted to black, khaki, gray or navy or SCS approved uniform plaid (available only from Educational Outfitters).
- Pants may be cuffed (jogger-style) or straight-legged but no fleece or sweat pant material is permitted.
- Shorts must be no shorter than fingertip length
- Bottoms must fit no more than 1 size larger and must cover all underclothing.
- Pants that are skin tight do not follow the uniform guidelines and are not permitted.

### Dresses/Jumpers/Skirts:

- Must be no shorter than fingertip length.
- Dresses, jumpers must either have a collar or be worn with a collared shirt.
- Dresses, jumpers, and skirts are restricted to black, khaki, gray, light blue, or navy or SCS approved uniform plaid (available only from Educational Outfitters). Non-uniform plaid is not considered appropriate uniform.

### Tights, leggings:

- Tights and leggings are to be worn UNDER uniform appropriate skirts/jumpers/shorts ONLY and are restricted to solid colors in black, navy, white, or gray.

### Shirts:

- Shirts must be solid in color and are restricted to the following colors: royal blue, light blue, navy, white, black, and gray. Shirts must have collars and buttons. Brand logos smaller than 1" are allowed.
- Shoulders must be covered.
- Southeast Christian School approved and endorsed spirit wear shirts may be worn on Fridays only.
- All students must purchase a short sleeve, royal blue polo which is to be worn on field trips and for special events.
- Non Southeast Christian School items (sweatshirts, coats, etc.) are not to be worn inside the school building.
- Sweaters/Cardigans (hooded or non-hooded) may be worn on top of a collared shirt but must be solid in color and are restricted to the following colors: royal blue, light blue, navy, white, black, and gray.

### 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, croc-style, 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. Tennis shoes must be worn on PE days.

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

PE uniforms are to be purchased by parents through Educational Outfitters only if your child takes a PE class. These uniforms are mandatory for participation and completion of Southeast Christian School PE.

### Uniform Non-Compliance:

Issues not specifically stated above that contradict any purpose of this uniform will be deemed inappropriate. While a student may be "technically" in compliance with the uniform, they may be in violation of the spirit or purposes of the uniform. 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 uniform, it is expected that they come into immediate compliance. Students may be asked to come into compliance before going to class.

#### Spirit Days on Fridays:

Unless notified differently, all students will be allowed to wear the regular school uniform or dress in spirit wear on Fridays. Spirit wear is defined as: any shirt with Southeast Christian School logo or uniform shirt and jeans or appropriate length shorts. No jeans with rips, tears or frays that show skin 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 expectation and core values of school discipline outlined in the document.

#### Special Events Uniform:

Uniform is required for all field trips and school-sponsored trips unless specified by the trip sponsor and approved by the Principal. The teacher will coordinate and communicate expected dress per the needs of the trip. For the safety of our students, teachers may request for all students to wear the royal blue polo with the school logo while away from campus.

#### Other:

On occasion, students may be provided with an option for variance from certain uniform requirements (ex: reward day, class project, class trip, theme day). These variances will be communicated in advance and uniform guidelines will still apply unless specific variance is defined.

#### Dress Down Days:

The following policy applies to students who earn or are provided with a dress down pass as an incentive.

- No leggings, yoga, stretch, or jegging pants allowed unless under a skirt or shorts.
- No pajamas
- No hats
- No rips in jeans
- No slippers
- No costumes/cosplay attire

#### Restrictions:

Due to branding restrictions, students may not create their own SCS apparel items at home or through any non-SCS approved vendors. Any use of the SCS logo/brand must be approved by the administration.

## 8 ACADEMIC POLICIES AND PROCEDURES

### 8.1 Expected Student Outcomes

From a distinctively Christian perspective, all staff demonstrate a commitment to the development of the whole child—spiritually, intellectually, physically, emotionally, and socially (Luke 2:52). The following school-wide expected student outcomes serve as the foundation for instruction and curriculum.

#### Spiritual Development:

- Student will be able to understand and commit to a personal relationship with Jesus Christ.
- Student will be able to personally respond to carry out the Great Commission locally and around the world in a culturally sensitive manner.
- Student will be able to know, understand, and apply God's word to daily life.
- Student will be able to articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.

- Student will be able to understand the worth of every human being as created in the image of God.
- Student will possess apologetic skills to defend their faith.

#### Intellectual Development:

- Student will be well prepared in all academic disciplines and skilled in reading, writing, speaking, listening, and thinking.
- Student will be proficient in mathematics and science.
- Student will have a knowledge and understanding of people, events, and movements in history, and the cultures of their people and places.
- Student will appreciate literature and the arts and understand how they express and shape the student's beliefs and values.
- Student will be able to utilize resources - including technology - to find, analyze, and evaluate information.
- Student will be committed to life-long learning.
- Student will be able to explore, create, experiment, plan, analyze, reason, investigate, and question.

#### Social/Emotional Development

- Student will be able to embrace and practice justice, mercy, and peacemaking in family and society.
- Student will be able to value intellectual inquiry.
- Student will have the skills to question, solve problems, and make wise decisions.
- Student will be able to have an appreciation for the natural environment and practice responsible stewardship of God's creation.
- Student will be able to enjoy and initiate friendships with a variety of individuals.
- Student will be able to take pride in their work.
- Student will be able to show empathy and kindness to others.
- Student will be able to engage with others in learning activities.

#### Physical Development

- Student will be able to recognize that their body is created by God and that special responsibility is needed to care for it.
- Student will engage in physical activities meant to promote long term habits and health.

## 8.2 Philosophy of Curriculum and Instruction

### Our Collective Belief and Commitments

Southeast Christian School recognizes and values each student as uniquely created by God for a purpose within God's kingdom. As each student is created with unique gifts and talents, teachers must approach instruction with the individual needs of students in mind, while adhering to the instructional values of **Biblical Worldview Shaping, Academic Rigor, Standards Based Learning, Data Informed Instruction, and Differentiation.**

#### Terms Defined:

Biblical Worldview Shaping- learning to view God's world through the lens of God's word for the purpose of fulfilling God's creation as He intended it.

Academic Rigor-the educational experience that engages students in content appropriate to their academic level and helps them learn to analyze, evaluate, and ultimately create

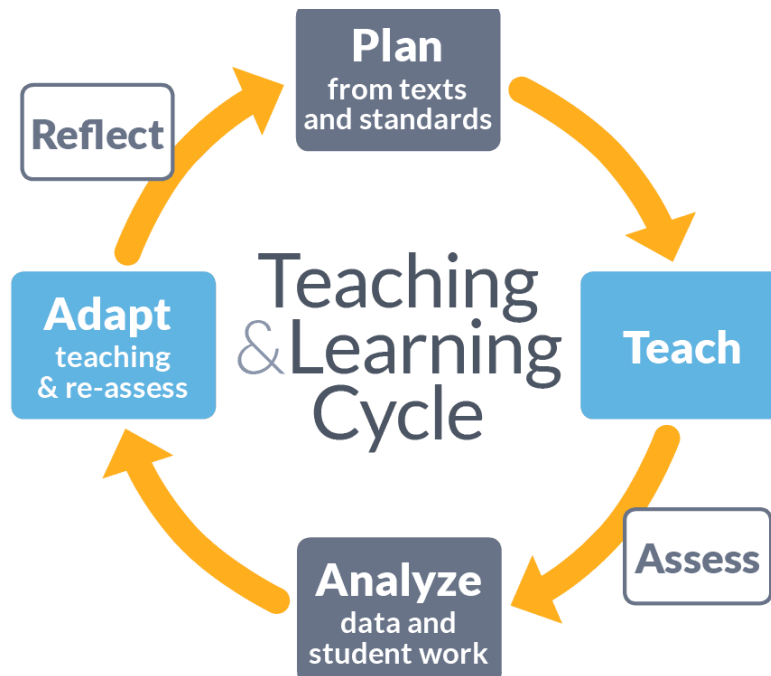
Standards Based Learning- aligning instruction and reliable assessments to a selected group of critical concepts

Data Informed Instruction- making instructional decisions based on student data

Differentiation- adjusting instruction to meet individual student needs

These foundational principles form the school's approach to curriculum and instruction and should be followed within the Teaching & Learning Cycle. SCS faculty should continuously seek to operate within the 4 stages outlined below:

1. Plan
2. Teach (and assess)
3. Analyze
4. Adapt



The manner in which staff should engage with each stage of the Teaching & Learning Cycle is described in detail:



## Plan

SCS staff will:

1. Develop and shape a Biblical Worldview throughout all instruction.
2. Use a variety of Biblical and *appropriate* 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. SCS must use the [Curriculum Resources Rubric](#) to analyze potential resources for use in the school and/or classroom. Only resources meeting or exceeding expectations in Category 3 and 4 will be considered for primary texts in Social Studies, Science and Literacy. Some resources that are not aligned may be used in upper elementary and middle classes for the purpose of Apologetics discussions. School wide curriculum is regularly reviewed within a 5 year cycle. SCS may seek the input of various stakeholders to review, deliberate and choose an appropriate publication.
3. Use selected Critical Concepts as the foundational standards within each grade level in regard to minimum expectations for learning. These critical concepts, and the corresponding proficiency scales, must be used daily to inform instruction and assessments.
4. Plan with the end in mind: What must students know and be able to do by the end of the lesson or unit?
5. Seek to collaborate with grade level team and PLC members. Considering the unique make-up of each classroom, teachers must prioritize the needs of their students. However, grade level teams must collaborate on a regular basis to ensure a consistent learning experience for all SCS students, regardless of their homeroom teacher.

## Teach and Assess

SCS Staff will:

1. Teach for mastery learning. As a school, we focus on what students need to know and be able to do, and what we can do as educators to create environments that are the most conducive to learning and the methods in which knowledge is constructed. Depth of Knowledge, Bloom's Taxonomy (Higher Order Thinking Skills), Socratic Questioning, interdisciplinary integration, and student inquiry are just some of the tools SCS utilizes to create rigor and strive for mastery learning for all students.
2. Use technology to *enhance* student achievement and learning, not to *replace* instruction.
3. Use the curriculum selected by SCS to support Biblical Worldview Shaping and ensure a consistent learning environment and vertical alignment within a given subject area.
4. Seek to assess students within a wide variety of age appropriate formative and summative formats, such as project based learning and authentic assessments in addition to traditional tests and quizzes.

## Analyze Data and Student Work

SCS staff will:

1. Collect formal assessment data using STAR and IOWA Classic screeners.

2. Participate in Professional Learning Communities (PLCs)/ Data Teams to review data, calibrate rubrics and grading expectations, collaborate on planning, and design differentiated instruction in addition to learning new strategies.

## **Adapt Teaching and Reassess**

SCS Staff will:

1. Differentiate instruction. As the body of Christ, we value instruction that is targeted to meet the needs of the whole child for all students to achieve at least one year's growth. Students connect their learning with interests, learning styles, talents, and aspirations. As such, these individual needs and interests must be considered when instructing students. SCS teachers are expected to utilize Tier 1 and Tier 2 interventions as outlined in our MTSS Guide. For students with more specific academic and behavioral needs and accommodations, teachers must collaborate with the MTSS team and *follow all* accommodations outlined in a student's IAP, 504, or ALP.
2. Utilize Proficiency Scales to reteach and reassess as necessary in order to support students' progression towards mastery of a critical concept.
3. Follow specific SCS grading practices as outlined in the K-5 and Middle School manual.

## **8.3 Southeast Christian School Intervention Services**

Vision:

Southeast Christian School cherishes all children and has a heart to provide Christian education to children with individualized needs. It is our desire, and we believe God's desire, to reach out and serve all the children that we can, including those with learning challenges. It is the desire of our intervention and support services staff to help each student reach his or her God given potential through targeted interventions and classroom support.

We are not able to provide services for every child with special needs due to the limitations on our finances, expertise, size, facilities, etc. Admission will be based on the extent to which our resources can help your child succeed. Your communication to us about your child's needs and submission of records and testing information is essential and will help us better determine our ability to accommodate his/her challenges. In an effort to make the most informed decision regarding our ability to serve a student, testing must be completed prior to admission. All documentation of prior Early Childhood Services, 504 services, Behavior Intervention Plan, or Individual Education Plan must be received prior to admission.

As a private school, Southeast Christian School does not receive any state or federal funding to support an intervention program. Therefore, Southeast Christian School is not legally bound to follow existing educational plans; however, the goals and recommendations will be considered in the development of a Learning Accommodation Plan.

Policies:

All students who receive pull out intervention services or behavioral supports are expected to pay additional fees based on the intensity and duration of services by the Southeast Christian School support staff. All support services availability is dependent on enrollment and staffing and subject to change from year to year. Intervention services may include both individual and small group interventions.

If a parent is unwilling or unable to agree to the level of services recommended by the Southeast Christian School Administration and Support Team, the school may recommend that a different school be considered for their child's needs.

## Intervention and Outside Provider Policy

### Behavioral, Academic, Physical and Social Emotional Needs

- Southeast Christian School accepts children with learning needs on a case-by-case basis. Prior to enrollment, Southeast's administration will review all care plans (including medical or psychological) and any existing behavioral, medical, and academic plans to determine if the health, behavioral and educational needs of a particular child can be met by our support team. Administration will go over the IEP, health plan, or 504 with parents, observe the child, and consult with the teacher to determine if attendance at Southeast Christian School is a good fit and acceptable accommodations can be made.
- Ongoing communication between parents, teachers and administration will occur, when needed during the year, to share progress, concerns and to problem solve. If your child receives early intervention services, please inform the teacher and provide a copy of the IEP, health plan, or 504 so that we may provide a community of care. Once accepted, a student may be released from enrollment should the school and care team determine that specific needs are unable to be met at Southeast Christian School.
- Should a student be accepted on the basis of parents providing outside service support, the support must continue through the duration of enrollment unless agreed upon by the Southeast administrative team.
- Further assessments may be required.

### Outside Service Providers

- Southeast Christian School collaborates at the parent's discretion and expense with many outside service providers to best meet the needs of students.
- All outside service providers must be vetted by Southeast's Human Resources and follow Southeast's professional guidelines.

### Occupational Therapy Services

- Occupational Therapists help people across the lifespan participate in desired or needed daily life activities or "occupations". In a school setting the occupations that may be supported by an Occupational Therapist are: fine, gross and visual motor skills; self-regulation; social skills and executive function skills (organization and planning).
- The focus of OT services in a school setting is to promote functional independence or participation within the educational environment. These services are not intended to satisfy the medical needs of a student and therefore may not meet the total therapy needs of the student (families may wish to pursue therapy services outside of the educational setting).

## 8.4 Academic Integrity

Maintaining academic integrity is of vital importance for Southeast Christian School. Students must play an active role in maintaining their own personal academic integrity as well as the integrity of the school. Cheating and plagiarism are unacceptable behaviors that carry severe consequences. In order to discourage plagiarism/cheating, the following steps will be taken:

1. On the first offense, the student will lose credit on the assignment or test and parents/guardians will be notified.
2. On the second offense, the student will lose credit on the assignment or test and the student will serve an In-School Suspension.
3. On the third offense, the student will lose credit on the assignment or test and the student will be recommended for expulsion.

Note that the above steps will apply even if the incidences of cheating/plagiarism occur in different classes and/or different school years.

## **CHEATING**

While the definition of cheating may seem obvious, technological advances have made cheating easier and possibly blurred the line between acceptable and unacceptable behavior.

The following guidelines give a general overview of what constitutes “cheating”:

1. Copying, reproducing, or representing any or all of another person’s work as your own.
2. Using notes on a quiz or test without the consent of the teacher, including digitized notes being carried in a calculator, cell phone, or electronic device.
3. Sharing any information about an assignment, quiz, or test with students from a different class period. This would also include using camera phones and text messaging to pass information along to another student.
4. Acquiring or using completed and graded assignments, quizzes, or tests from other students or from students from previous years. It is “cheating” to use a sibling’s work from a previous school year. Teachers will be encouraged not to reuse the same quizzes and tests repeatedly. Regardless, possessing past work, quizzes, and tests is defined as “cheating”.
5. Sharing or giving homework to another student.

Receiving “help” from another student is generally unacceptable unless the student providing the assistance is designated as a “tutor.” Teachers will expect that students will only be receiving assistance from teachers, tutors, or parents. Students are only allowed to “work together” on an assignment with the expressed consent of the teacher who gave the assignment.

## **PLAGIARISM**

Plagiarism is simply defined as “claiming another’s work as your own.” Given the easily accessible nature of information (internet, digital libraries, etc.), it has become relatively simple to pass off another person’s work as your own.

The following actions constitute “plagiarism”:

1. Copying verbatim the work of another individual.
2. Copying and pasting sections of work from the internet or another person’s work.
3. Not referencing or citing quoted or paraphrased text in a paper or essay.
4. Using online term papers, book reports, or essays.

Teachers will instruct students on the proper methods of citation and referencing to help avoid plagiarism.

## 8.5 Progress Reporting

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

## 8.6 Explanation of Grading Scale

### Kindergarten- Fifth Grades

The following matrix guides our K-5 team as they help assess student's mastery of content in each subject area. However, our report card grades will be released as a letter grade A-F using the below correlation.

<b>Scores and Descriptors</b>	<b>Progression of Learning</b>
4.0 Advanced	Evidence clearly demonstrates knowledge and skills above the level the standards identified.
3.5	Evidence indicates growth in student knowledge and skills beyond proficiency in the standards.
3.0 Proficient	Evidence clearly demonstrates knowledge and skill that meets the standards.
2.5	Evidence indicates knowledge and skills beyond the foundations and moving toward proficiency in the standards.
2.0 Progressing	Evidence indicates knowledge and skills of the foundational concepts for the standards.
1.5	Evidence indicates growth in student knowledge and skills beyond beginning levels of understanding.
1.0 Beginning	Evidence indicates beginning stages of knowledge and skills with assistance from the teacher.

A+	3.75-4.00	B+	2.84-2.99	C+	2.34-2.49	D+	1.76-1.99
A	3.26-3.75	B	2.67-2.83	C	2.17-2.33	D	1.26-1.75
A-	3.00-3.25	B-	2.50-2.66	C-	2.00-2.16	D-	1.00-1.25
						F	Below 1.00

### Sixth – Eighth Grades

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

98-100 A+ Superior and outstanding performance

93-97 A

90-92 A

87-89 B+ Good performance

83-86 B

80-82 B

77-79 C+ Average performance

73-76 C

70-72 C

67-69 D+ Weak, but passing performance

63-66 D

60-62 D

59 and below 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.)

## 8.7 Retention

A student who fails a course may be required to repeat the course, attend a summer program approved by the Head of School and/or 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 Head of School and/or Principal.

## 8.8 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.

## 8.9 Standardized Testing

Every Spring, Southeast Christian School administers a standardized assessment for grades 3-8. Additionally, the STAR universal assessment for grades K-8 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. For more information on STAR, see: <https://www.renaissance.com/services/parent-resources/assessments-testing/>

## 8.10 Academic Probation

All students will be subject to academic review during their enrollment at Southeast Christian School. A minimum average of 70 in each course is expected. Students with averages calculated below 70 in one or more core content courses in a trimester 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 remains on academic probation for more than one trimester, SCS reserves the right to unenroll the student and/or not recommend for re-enrollment.

## 8.11 Eligibility Standards (Co-Curricular Participation)

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.

In order for students to be eligible for school extra-curricular activities, including school trips, they must have at least a '70' in all classes and be in good disciplinary standing. Students who attend extra-curricular school trips that have fees associated must also be current in their financial obligations to Southeast Christian School.

Eligibility is checked every Monday. Students are considered ineligible if they have; two or more classes with grades lower than a C, or any failing grade. Students are given until the end of the school day on Wednesday to submit a correction form, signed by their teacher, if they wish to be removed from the ineligible list. Any student who fails to complete a Corrections Form on time, remains ineligible until his/her grade is above a 70. The Athletic Director may extend this deadline to accommodate non-student days at his/her discretion. Students MAY NOT participate in athletic practice or games while ineligible. Students who are placed on ineligible status are not eligible for fee refunds.

## 8.12 Athletics Policy

Mission: To develop athletic skills, character, and sportsmanship in a Christ-like manner for the glory of God.

Competitive athletic opportunities for Southeast Christian School students begin in Grade 6. Southeast Christian School is a member school of the Front Range Charter League (<https://playpass.com/FRCL>). Athletics are not part of the tuition structure and, as such, the athletics program is a 100% fee-based program. All fees are used to pay program costs including: referees, uniforms, coaching stipends, equipment, and awards. Homeschool participation will be evaluated on a yearly basis. Southeast Christian School Athletics is a developmental program - meaning we don't make cuts. It is our goal to place students on teams best suited to their development. Both A Team and B Team programs are dependent on the number of total participants.

It is expected that all students, parents, and athletic event attendees follow the league's expectations of sportsmanship. Failure to do so may require removal from current and future athletic events.

## 8.13 Grade Computation Procedures

Grade computations for Southeast Christian School middle school students will be based upon a weighted system. In all core classes (English, Math, Science, History, Bible) end of year exams may carry a weight of up to 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.

## 8.14 Student Recognition and Awards

### Awards

In addition to the recognition aforementioned, students may be recognized in other ways reflecting the school

motto and values of Southeast Christian school. This recognition may include but is not limited to the following:

Title of Award	Description / Examples
Christian Leadership	Character Counts, Bible Leadership, Worship Leaders, Integrity, Respect, Responsibility, Love
Excellence	Honor Roll, Improvement, Behavior, Perseverance, AR Awards, taking initiative, Fine Arts, Sports, STAR growth, Athletics Awards, ACSI Awards; Valor Math, LUHI Scholarship (top 2 8th graders based on MS GPA), exceed SMART goal
Service	Presidential Volunteer Service Award, Serving, Service around the school, selfless

Eagle Award All around award: Arts; Athletics; Academics; Service; Excellence; Christian Leadership

## 8.15 Late Work Policy

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

### K - 5th

Since late work can reflect habits or traits other than knowledge, late work will be reflected as a conduct grade rather than in the student's mastery report. Teachers may still set deadlines for projects and expect students to demonstrate knowledge/learning in a timely manner.

### 6th - 8th

Late work not caused by absence from school will be subject to academic penalty as determined by the teacher. Late work will be reflected under the "work habits/ discipline" section of their gradebook which accounts for 10% of their overall course grade. Work that is more than 10 days late will not be accepted for credit.

## 8.16 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.

Our homework policy will follow National Guidelines and research based recommendations by researcher Harris Cooper: 10-20 minutes per night in the first grade in addition to twenty minutes of reading, and an additional 10 minutes per grade level thereafter (e.g., 20 minutes for second grade, 80 minutes for eighth). (see *Review of Educational Research*, 2006.) These times will serve as the maximum time for homework per grade. Should your child have excessive amounts of homework, you are encouraged to connect with the teacher to discern time management issues or communicate needs.

### 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 practiced 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 out of compliance but as an authentically engaging opportunity.
- Reading at



home is a school wide expectation for all students with a minimum of 20 minutes dedicated as 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. • 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 has a low 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 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.

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

## 8.17 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 FACTS-SIS he/she must take the test(s) the first day back to school. This rule may be amended at teacher discretion.

## 8.18 Graduation

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 an Head of School approved alternative online class is taken successfully. A student will not participate in graduation if the core content credit is not gained.

Additionally, students who have major disciplinary violations risk the surrender of their participation in 8th grade graduation.

## 8.19 Highly Qualified and Accredited Instructional Staff

Southeast Christian School is dual accredited by the Association of Christian Schools International (ACSI) and Cognia. 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 Southeast Christian School 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, peer observations, and peer exchanges.
3. Self-evaluate according to the Southeast Christian School staff evaluation rubric.
4. Create a professional growth plan proposing 2 primary goals aligned to Southeast Christian School annual goals and personal growth needs identified in the self-evaluation to support ongoing professional development to provide the highest quality instruction at Southeast Christian School
5. Participate in at least 3 informal walkthroughs and 2 formal observations 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 Head of School
8. Participate in a summative review and growth analysis based on the ACSI, Cognia and State Evaluation models
9. Review final evaluation rating and set goals for continued growth
10. Maintain documentation and continuing education for ACSI Certification and/or State Certification

#### 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 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.

## **8.20 Southeast Strategic Leadership Team (SSLT)**

The building leadership team consists of a cross section of staff to support the leadership team in establishing campus goals, systems, policies, curriculum tools, and desired outcomes for Southeast Christian School. The SSLT has worked closely with the administration team to create a clear vision, pathway and accountability system for the work for the school year. Our 2020-2025 broad goals for SCS are:

- Expand implementation of core values across all settings
- Cultivate and maintain partnerships with the community, families, and staff .
- Provide multiple pathways to learning grounded in a Biblical worldview to facilitate academic growth.
- Provide extra-curricular activities with relevant technology
- Sustain an exemplary safety and security plan.
- Continue to serve others through humble acts of service.
- Commit to strengthen financial health through stewardship, retention of students, and accountability to the community, parents, staff, and students.

## **8.21 Technology**

All parents and students must review and agree to the Technology Use Agreement (Appendix B) for the purpose of setting forth certain terms and conditions between Southeast Christian School 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 Southeast Christian School 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 Southeast Christian School. 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 the 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 iPads/Chromebooks/Teacher Devices:

- Students may be liable for the full cost of repair or replacement of a device if damage is a direct result of their negligence or abuse. Accidental damage does not necessarily exempt the student from this policy.
- \$25 cleanup fee if devices require excessive attention and cleaning due to food, grease, large scratches, liquid damage, etc.
- Accessories (cables/chargers/cases): 100% replacement cost

## 8.22 Online Media Policy

Southeast Christian School 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 Southeast Christian School 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 Southeast Christian School.

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 Southeast Christian School, 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.
- Use of school logo, pictures and/or 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 Southeast Christian School school, students, staff, faculty or parents. Such posts may be considered grounds for removal and separation from Southeast Christian School. (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/follow students via social media.

## 9 VOLUNTEER HOUR REQUIREMENT

### 30 HOUR REQUIREMENT

Southeast Christian School requires families to contribute 30 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.

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. Volunteers are to refrain from bringing their other children into the classroom so as to protect the integrity of the learning environment.

### 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 or contact the Head of School.

### 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:

- Agrees to abide by and support the Southeast Christian School statement of Faith.
- SCS chooses to follow the guidelines of FERPA when it comes to handling student data and privacy. A volunteer agrees to and follows all confidentiality and FERPA regulations. Click here for a [link to FERPA law](#).
- 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 the child's teacher and discussing their 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:

- When asked in good faith about a student's problems or progress, you must refer all such questions to authorized school personnel. You may not share information about a student even with members of your own family or the student's family.
- You may not share information about a student even with others who are generally interested and care for the student such as a pastor, nurse, scout leader, youth leader, etc. A grave medical emergency would be the only exception.
- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school employees. Even school employees should only be given information that is relevant to the student's educational and spiritual growth, safety, or well-being.

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

## 10 OTHER POLICIES

### ***Emergency Response Guide***

As part of staff development time at the beginning of the school year, teachers are trained in the Southeast Christian School Emergency Response Guide (ERG). Staff members will also receive an ERG booklet that is to be reviewed monthly and to be kept in an easily accessible location.

Our goal is to conduct a Safety drill once a month for fire evacuation, a lockdown drill each quarter, a shelter in place (tornado drill) each quarter, and annually an evacuation drill. It is recommended that the different types of drills be practiced in each classroom with students throughout the school year. Classroom teachers must include emergency response items in their sub folders.

In the event of an emergency on Southeast's campus, the recommendations in the ERG can be of assistance.

### ***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.

## ***External Marketing to School Families:***

Because we value the privacy of our families, Southeast Christian School will not provide family information to outside organizations for the purposes of sales, marketing, surveys, etc. We also ask our families to respect the privacy of others and not share Family Directory information to others outside of our school community.

# 11 APPENDICES

## Appendix A - SCS Uniform Pictorial Guide

### Southeast Christian

Polo Shirts | Choose Black, Navy, Royal, Light Blue, Ash Gray or White



 <p><b>Pique Short Sleeve</b> Youth \$21.75 Adult \$23.75</p>	 <p><b>Pique Long Sleeve</b> Youth \$24.75 Adult \$26.75</p>	 <p><b>Performance Short Sleeve</b> Youth \$23.95 Adult \$26.95</p>	 <p><b>Girls Pique Short Sleeve</b> Youth \$21.75 Adult \$23.75</p>	 <p><b>Gym Shirt Short Sleeve</b> Youth \$15.00 Adult \$17.00</p>	 <p><b>Gym Shorts</b> Youth \$15.00 Adult \$17.00</p>
--	---	--	---	--	--

<p><b>Sweaters   Choose Black, Navy, Gray or White</b></p>  <p><b>Unisex Vneck Cardigan</b> Youth \$37.95 Adult \$40.95</p>	 <p><b>Girls Cardigan</b> Youth \$37.95 Adult \$40.95</p>	 <p><b>Girls Fine Cardigan</b> Youth \$37.95 Adult \$40.95</p>	<p><b>Girls Blouses   White</b></p>  <p><b>Girls Peter Pan Short Sleeve</b> Youth \$17.95 Adult \$20.95</p>	 <p><b>Girls Peter Pan Long Sleeve</b> Youth \$19.95 Adult \$21.95</p>	 <p><b>9729 Dress</b> Navy, Black, Ash or Lt. Blue Youth \$30.95</p>
---	---	--	--	--	--

 <p><b>Boys Performance Khaki + Navy</b> Shorts start \$25.95 Pants start \$25.95</p>	 <p><b>Girl Premium MVP Khaki + Navy</b> Shorts start \$23.95 Pants start \$26.95</p>	 <p><b>Girls Traditional Black, Khaki + Navy</b> Shorts start \$22.95 Pants start \$24.95</p>	<p><b>Girls   Plaid 114, Black, Khaki, Navy, or Gray</b></p>  <p><b>134 Skirt</b> Solid Reg \$34.95 Solid Half \$36.95 Plaid Reg \$42.95 Plaid Half \$44.95</p>	 <p><b>5527 Skort</b> Plaid, Black, Khaki + Navy Solid Reg \$30.95 Solid Half \$32.95 Plaid Reg \$42.95 Plaid Half \$44.95</p>	 <p><b>1943 Skirt</b> Khaki + Navy Solid Reg \$37.95 Solid Half \$39.95</p>
--	--	--	---	---	--

<p><b>Accessories</b></p>  <p><b>Boys Premium MVP</b> Black, Khaki, Navy + Dark Gray Short start \$23.95 Pants start \$26.95</p>	 <p><b>Boys Traditional</b> Black, Khaki, Navy + Dark Gray Shorts start \$22.95 Pants start \$24.95</p>	 <p><b>1105 Skort</b> Black, Khaki + Navy Solid Reg \$30.95 Solid Half \$32.95</p>	 <p><b>1149 Skort</b> Khaki, Navy + Gray Solid Reg \$30.95 Solid Half \$32.95</p>	 <p><b>1194 Jumper</b> Plaid, Khaki, Navy + Gray Solid Reg \$34.95 Solid Half \$36.95 Plaid Reg \$42.95 Plaid Half \$44.95</p>
---	--	--	--	---

# Appendix B - Technology Use Agreement

## Student Acceptable Use Agreement (SAUA), and Google Workspace for Education User and Consent Agreements

### **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 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. Southeast Christian School 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 accounts and resources, Microsoft, FACTS-SIS, and many other 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 Southeast Christian School IT.

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. Parents who sign the handbook acknowledgement and receipt agreement are providing their consent to the Technology Use Agreement as well. By doing so, you indicate that you have read the terms and conditions carefully, understand(s) their significance, and agree to fully comply with them. CIPA, COPPA, and FERPA compliance information can be found online.

#### ***User Guidelines***

1. Use of all technology resources at Southeast Christian School 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. In addition to these guidelines, guidelines in the school handbook, from teachers, and procedures for specific devices may apply to users relating to technology resources.
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 Southeast Christian School resources or to improperly restrict or inhibit other members from using Southeast Christian School 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 Southeast Christian School resources any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, ethnically offensive or illegal material. The user further agrees to use Southeast Christian School 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 Southeast Christian School 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 Southeast Christian School resources is at the user's own risk.

Southeast Christian School specifically denies any responsibility for the accuracy or quality of information obtained through Southeast Christian School resources, and it exercises limited control over the content of the information residing on or passing through the system. Products or services may not be purchased through Southeast Christian School resources. Files stored on school servers, electronic mail, and the uses of Southeast Christian School resources are not private, and may be subject to inspection and/or monitoring. The school may publish student work and photos.

5. 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.

6. Vandalism shall result in cancellation of privileges. Vandalism includes any malicious attempt to harm, destroy alter data associated with Southeast Christian School resources, or **to alter system settings**. Attempts to access restricted data may result in termination of privileges and/or disciplinary action. Southeast Christian School 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.

To parents and guardians,

At Southeast Christian School, we use Google Workspace for Education, and we will provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At SCS, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and reach out to school administration if you desire that your student NOT be provided access to Google Workspace for Education before the beginning of the current academic year. Failure to do so will result in implied consent.

I give permission for SCS to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

### Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

Gmail; Calendar; Chrome Sync; Classroom; Cloud Search; Contacts; Docs, Sheets, Slides, Forms Drive; Groups; Google Chat; Google Meet; Google Talk; Jamboard; Keep; Sites; Vault

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following "Additional Services":

[YouTube, Blogger, Google Maps, Chrome Canvas, CS First, Google Alerts, Google Arts and Culture, Google Bookmarks, Google Books, Google Earth, Google Photos, Google Translate, Google News, Google Data Studio, Google Custom Search, Google Cloud Platform, Google Applied Digital Skills] . A list of additional services is available at <https://support.google.com/a/answer/181865>

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

### What personal information does Google collect?

When creating a student account, [insert name of school/district] may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number; log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address; location information, as determined by various technologies including IP address, GPS, and other sensors; unique application numbers, such as application version number; and cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other

settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising? No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

Can my child share information with others using the Google Workspace for Education account? We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools. With SCS. Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to: meet any applicable law, regulation, legal process or enforceable governmental request. enforce applicable Terms of Service, including investigation of potential violations. detect, prevent, or otherwise address fraud, security or technical issues, protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law. Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not

collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting [Corrie.Kozacek@sechristianschool.org](mailto:Corrie.Kozacek@sechristianschool.org). If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at [https://www.google.com/intl/en/work/apps/terms/dpa\\_terms.html](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html))].

**Acceptable Use** (Privacy and Safety) GWFE is primarily for educational use. Students may use GWFE for personal use subject to the restrictions below and additional school rules and policies that may apply. **Privacy** – The Southeast Christian School GWFE 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 GWFE system. **Limited personal use** - Students may use GWFE 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 any message they receive that is inappropriate or makes them feel uncomfortable.

- o Students are responsible for the use of their individual account 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**

Access to Google Workspace 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 GWFE 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 websites, 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/coppafaqs.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 GWFE 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/We hereby agree to comply with the terms and conditions described in Appendix B of the SCS Parent-Student Handbook and if a parent or guardian, hereby consent to my child's or ward's use of Southeast Christian School IT 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 my child or ward commit any violation, access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

I have read and consent to the Google Workspace for Education Notice to Parents and Guardians.

I give permission for Southeast Christian School to create/maintain a GWFE account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice.

By signing this handbook, I acknowledge that I have read and understand the foregoing Google Workspace for Education Agreement, and agree to comply with all of the terms of the Agreement, and that I have received a copy of the Agreement.

## **Appendix C - 1 to 1 Chromebook Policy (Grades 4th - 8th)**

*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 is a high demand for internet equipped devices to be used for research and data processing in the 21st century classroom environment; the following proposal/ guidelines are suggested to meet the needs and manage the behavior of students' electronic device usage in our 1 to 1 Chromebook program.*

### Expectations:

- Students will be assigned a Chromebook at the start of the school year. The student accepts responsibility for proper care and use of the device during the school day. The student will sign an agreement stating that they understand and accept this responsibility. The agreement can be found below in Appendix D.
- All devices will be stored in the designated Chromebook cart and must be returned to the cart by the end of each school day. Devices should be plugged in and charging when not in use.
- Students with 1:1 devices will only use the device that is assigned to them and not use or borrow another student's device. In the event that the assigned Chromebook is missing, the student will report it to the school's Educational Technologist.
- Devices are not to be used for personal e-mail, social media, texting, etc., but only for school designated purposes.

# Appendix D- Student Chromebook Use Agreement Form

Southeast Christian School

In the interests of furthering the educational goals at Southeast Christian, the school will provide a Chromebook for each 4th through 8th grade student while the student is enrolled. This device will stay at school and be available for the student's use. Chromebooks are 1:1, so each student will be the only one using a specific device. Chromebooks are intended for educational purposes only.

## 1. Care of Equipment

The student will exercise all due and reasonable care in handling and use of Chromebooks.

- Keep devices away from ALL food and drinks
- Proper carrying and storage of the device, including putting it away in the designated cart at the end of each day and charging it when not in use
- The student will find an available charge cord in the cart, even looking at the back for cords that have gotten stuck, and not unplug someone else's device
- The student will be responsible for damages when:
  - The student's negligent use or misuse causes damage
  - The damage is intentional

*\*\*Students should monitor the condition of the Chromebook while the device is in the student's possession. As soon as minor or major damage is observed the student should bring the device to Mrs. Kozacek.*

## 2. Rules of Use

The student agrees to:

- Not modify the Chromebook in any way - i.e. add extensions or elaborate backgrounds
- Not attempt to delete applications
- Not attempt to bypass the GoGuardian filter in any way, including power washing and proxy sites
- Not log in to ANY personal accounts (iTunes, email, social media, etc)
- Not apply any permanent marks, decorations, or modifications
- Not clear or disable browsing history or set password protection
- Not use profanity, obscenity or other language that may be offensive or abusive to another person
- Not remove any identifying stickers on the Chromebook, including numbers and student names
- Only use the device as directed by the teacher for the class's purposes
- Only use the Chromebook assigned to him/her unless given permission by Educational Technologist
- Failure to follow any of the above will result in immediate school discipline.

## 3. Understanding of Authority

The student understands that:

- All activity on the Chromebook is monitored by the school and subject to discipline if misused.
- The account of the student is ultimately owned by the school and the school can investigate student behavior and activity on the Chromebook at any time, including resetting the password and suspending the account.

---

Student Signature

Date

# of Chromebook

---

Print Name

Account Password



# Appendix E - Volunteer Confidentiality Agreement

## Volunteer Confidentiality & Non-Disclosure Agreement

This is an Agreement between (“You”) and Southeast Christian School (“School”).

As a volunteer with the School, You will often have access to and gain knowledge of confidential and proprietary information belonging to the School and regarding other people’s children. The term “Confidential Information” is defined below, but in general, it refers to any information related to the School including student information which is not known to the general public.

As an express condition precedent to your volunteering, You are required to agree to comply with the terms of this Agreement.

Therefore, intending to be legally bound, You agree to the following:

1. **Term of Agreement.** This Agreement is effective on the Effective Date, and shall remain in effect throughout the current school year. Certain provisions of this Agreement will continue beyond your term of volunteering.

2. **Confidential Information Defined.** As used in this Agreement, “Confidential Information” means confidential and/or proprietary information which is disclosed to You or which You otherwise learn of during the course of or as the direct or indirect result of your volunteering with the School. Confidential Information is information not generally known to the public or to others who could obtain economic value from their disclosure or use of the Information. All information related to the School which You gain during the time of your volunteering should be deemed confidential, unless clearly identified to be non-confidential. Any and all student performance information including discipline, grades, growth or instruction needs are confidential. Per FERPA law.

A. Confidential Information includes all proprietary technical, financial, parent/student, business or other information owned by or licensed to the School or any of its clients, customers, or vendors, including by way of illustration, but not limitation, parent/student lists, student data, student grades, student discipline, computerized data, maps, written material, drawings, photographs, organization charts, advertising materials, financial records and reports of the School or any enterprise affiliated with the School, and performance information.

B. Confidential Information includes all information that should reasonably be understood by You because of legends or other markings, the circumstances of disclosure, or the nature of the information itself, to be Confidential Information, regardless of whether such information is marked “Confidential.” All information gained during the course of your volunteering should be presumed confidential unless the information is clearly identified otherwise or the circumstances of disclosure demonstrate it not to be confidential.

C. Confidential Information includes, without limitation, Information which is made, written, discussed, developed, secured, obtained or learned (a) solely or jointly with others, (b) during the usual hours of the school day or otherwise, (c) at the request and upon the suggestion of the School or otherwise, (d) with the School’s materials, tools, instruments, or (e) on the School’s premises or otherwise.

3. **Return of Confidential Information.** You agree to promptly return all Confidential Information to the School upon the School’s request.

4. **Compliance with Rules.** You agree to comply with all reasonable rules established from time to time by the School for the protection of Confidential Information.

**5. Disclosure to the Company of Confidential Information.** You agree to promptly and fully disclose to the School any Confidential Information that You design, create, or develop, including, without limitation, any Information which is patentable or subject to copyright protection or which may be protected as a trade secret.

**6. Disclosure to the Government.** You are permitted by federal law to disclose Confidential Information *if You do so in complete confidence*, either directly or indirectly, to *a federal, state, or local government official or to an attorney*. Such disclosure is permitted, however, solely (i) for the purpose of reporting or investigating a suspected violation of applicable law; or (ii) in the context of a complaint or other document *filed under seal* in a lawsuit or other proceeding. This includes reports to Child Protective Services.

# Appendix F - Southeast Christian School Homeschool Program

## Mission

Building K-5 Homeschool family partnerships with the Southeast Christian School community to support the body of Christ through developing spiritual, educational, social, and athletic based relationships for all.

## Homeschool Programs

We offer an enrichment program meeting 1 day weekly on Tuesday, Wednesday, or Thursday excluding school holidays or breaks. The Enrichment Track provides a full day option to engage with peers in a variety of Christ-centered opportunities.

## Homeschool Policy

All add on options are based on availability of open student positions per grade level (classroom is not at capacity) and course offerings per year.

Homeschool families participating in any of the above services:

- Must submit an application and all current assessment data.
- Must sign the Parent/Student Handbook, Statement of Faith, all other forms in the enrollment and application process, and successfully complete a background check.
- Will pay an enrollment fee to engage in program options through Southeast Christian School.
- Will commit for one school year.
- Must participate in literacy and/or math assessment prior to admission into a core classroom program option for appropriate placement.
- Must be in uniform for all school activities which includes solid colored pants and solid polo shirt.
- Must, as a parent, volunteer 10 hours per year or pay a volunteer fee.
- May participate in Middle School Service Learning Days.
- Must participate in school fundraisers by raising funds in order to attend PCO community events such as Father/Daughter Dance, Mother/Son Event, Family Community Nights, etc.
- Will file a notification of intent to homeschool with the details of the established home-based education program with the school district in which they reside, or belong to an umbrella program.

Homeschool Coordinator: Alyssa Sellwood ([alyssa.sellwood@sechristianschool.org](mailto:alyssa.sellwood@sechristianschool.org))

# Appendix G - Continual Enrollment Agreement

## Southeast Christian School Continuous Enrollment Agreement

Please carefully review this Continual Enrollment Agreement, as your electronic signature will confirm your commitment to having your child continually enrolled at Southeast Christian School. This agreement shall automatically renew for each successive academic year until your child has graduated from Southeast Christian School. This Agreement will remain in force unless it is terminated by Southeast Christian School, which may occur at any time and for any reason, or until written notice from the undersigned. If you choose to terminate this Agreement, your written notice must be received on or before January 15th of the current academic year to avoid all financial penalties. If you withdraw your child for any reason after the January 15th deadline, you, the undersigned, agree to pay the full tuition for the following school year.

1. I recognize that Southeast Christian School may not be open on all dates outlined in its calendar for reasons including, but not limited to, weather and/or the inability to use facilities. There will be no deduction in tuition for early withdrawals, snow days, breaks, holidays, illnesses, or absences.
2. My interaction with school personnel will be conducted at all times in a manner pleasing to Christ. Degrading remarks, cursing, name-calling, threats, or intimidation will not be tolerated, and may result in the School disenrolling the student and terminating this Agt, which it may do in its sole discretion at any time and for any reason.
3. I agree to pay all tuition and fees for my child in accordance with the Tuition & Fees Schedule. I realize the entire school year's tuition must be paid or completed per my FACTS Agreement by June 30th of the school year.
4. I understand I must be in "good standing" with the School for my child to remain enrolled. "Good standing" means my financial account is current and unresolved matters are being addressed.
5. I agree to invest 30 hours of volunteer service at the School. I understand that I have a choice to opt out of this service and pay a volunteer service fee. Partial completion will result in a prorated fee at the discretion of the administration.
6. I have read and agree to abide by and uphold the K-8 Parent-Student Handbook.
7. WITHDRAWAL/REFUND POLICY:
  - A. Any withdrawal occurring after January 15th **DOES NOT** relieve the enrolling parent or legal guardian (undersigned) of the responsibility of making all tuition payments for the entire school year.
  - B. Should a student be expelled from the School, the enrolling parent or guardian (undersigned) shall remain responsible for payment of tuition and fees for the entire school year.
  - C. Registration and all other school fees are non-refundable.
8. PAST DUE ACCOUNTS/LATE AND INSUFFICIENT FEES:
  - A. Tuition payment is due and payable as outlined in the FACTS Management Agreement. Refer to your FACTS Management Agreement for all fees assessed by FACTS for returned transactions.
  - B. Any returned check written to Southeast Christian School for a second deposit or for insufficient funds will be subject to a return fee of \$40.00 by the School.
  - C. Delinquent accounts that are more than 45 days in arrears will be subject to a \$50.00 late fee and may impact a student's ability to remain in school.
  - D. Families who are experiencing financial difficulties should contact the accounting office or Head of School proactively to make arrangements.

## Appendix H - Waiver and Indemnity

In the acceptance of my child as a student at SCS, and having satisfied myself that supervision and attention to safety are prudent and reasonable, I agree to indemnify, defend, and hold harmless SCS and its agents, employees, and representatives against any and all actions, claims, costs, expenses, and damages of any kind (including legal fees), made by me, my spouse, or the legal guardian of the child on behalf of the child arising out of any school activities, including transportation to and from those activities. I understand that my child may incur personal injury or bodily harm while participating in school sponsored activities.

**Activities Release:** I hereby permit SCS and/or its agents to take my child to functions, lunches, sports outings, and other field trips beyond the church grounds. In your transport of my child to and from these activities I release you from any and all liability in the event my child is injured during an accident associated with SCS or its agents.

I hereby permit SCS to allow my child to view television and videos, within reasonable limits, as deemed beneficial by SCS. Viewing will be done in accordance with the curriculum, with a specific learning purpose and/or as recreation. I understand videos shown to my child will primarily be rated "G."

I hereby understand that, when my child is engaged in outdoor activities (e.g. field trips, camps, etc.), SCS will encourage my child to bring and apply his/her own sunscreen and take appropriate precautions for sun exposure.

**Medical Release:** In case of illness or accident, I give SCS permission to provide any emergency care for my child deemed necessary, including, but without limitation, treatment by public or private facilities or personnel. It is understood that a conscientious effort will be made to locate me (or the emergency contact persons designated by me) before any action is taken. I accept and agree to pay any charges incurred by SCS for such care. Any provider of care can rely on this Waiver as conclusive authority to treat my child, as appropriate, and to bill me directly for the costs therein.

I hereby permit SCS to receive any information necessary from my child's doctor to provide proper school guidance for medical support and academic instruction. I further understand it may be necessary for SCS to communicate about my child's health (which, otherwise, will be kept confidential) directly to appropriate teaching staff and administration, in which case I permit SCS to use its discretion in communicating about my child's health to his/her teachers. I also agree to provide complete immunization records as required by the state.

**School Photographs/Video Release:** I give SCS permission to use photographs or video images of my child for the purpose of occasional promotion of the school in print, electronic media, or on the school website ([www.sechristianschool.org](http://www.sechristianschool.org)). I understand students' last names will not be published without specific parental approval. This agreement constitutes permission to use photographs and video footage of my child in presentations about the school. All photographs and video footage shall remain the sole property of Southeast Christian School. I understand that no compensation will be made to me for such use. If you prefer your child's photograph not be used for these purposes, your signature confirms your intent to notify the Safety and Security Department of your decision.

I have read and understand this Waiver and Indemnity Agreement, and have willingly placed my signature

below as evidence of my acceptance of all the conditions contained herein. I further attest that I have full authority as parent or legal guardian of the above child to enter this agreement.

# Appendix I- Report Form: Complaints of Harassment, Bullying, or Intimidation

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home phone: (\_\_\_\_\_)\_\_\_\_\_ Cell Phone: (\_\_\_\_\_)\_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Did the incident(s) involve any of the following:

- ☐ Sexual harassment      ☐ Racial Harassment      ☐ National or Ethnic Origin Harassment  
☐ Disability Harassment      ☐ Age Harassment

Give the name(s) of the person(s) who you believe harassed or was violent toward you or another person:

\_\_\_\_\_

If the alleged harassment or violence was toward another person, identify that person:

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (attach additional pages as necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where and when did the incident(s) occur? \_\_\_\_\_

\_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

This complaint is filed on the basis of my honest belief that \_\_\_\_\_ has harassed or has been violent to me or another person.

I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief. I agree to keep this complaint confidential during the investigation. I have read the school's bullying policy and understand the procedures the school will follow.

Complainant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Complaint received by (name): \_\_\_\_\_ Date: \_\_\_\_\_

## 2024-25 SCS K-8 Parent-Student Handbook Signature Page (Signed via DocuSign)

By signing this document, I acknowledge that we as a family have read and agree to abide by the guidelines as stated in this handbook and have willingly placed my signature below as evidence of my acceptance of all the conditions contained herein. I further attest that I have full authority as parent or legal guardian to enter into this agreement.

Note: Only one parent signature is required per family.

Child(ren) Name(s): \_\_\_\_\_

Grade(s): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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