



**SEVEN RIVERS**  
CHRISTIAN SCHOOL

**2011-2012**  
**Student-Parent**  
**Handbook**

## THE VISION OF SEVEN RIVERS CHRISTIAN SCHOOL

Seven Rivers Christian School seeks to offer an academically rigorous and spiritually transformative education that challenges students to develop their intellect, embrace God's redemptive grace, and participate in the restoration of our culture.

### OUR MISSION

Seven Rivers Christian School is a PreK-12 college-preparatory school committed to challenging minds by offering distinctive academics grounded in the Christian faith, changing hearts by presenting the gospel of grace, and shaping lives by fostering an authentic community with a shared pursuit of truth.

In fulfilling our mission, we strive to create a culture that is academically rigorous, spiritually transformative, and relationally authentic – where learning is considered an expression of worship, the redeeming work of Christ is celebrated, and high value is placed on a relational approach to issues and people.

### SRCS CREED

Seven Rivers Christian School is a ministry of Seven Rivers Presbyterian Church. We believe in the inerrancy of Scripture; thus the following Creed is based on scriptural principles. We also subscribe to the Westminster Confession of Faith and are subject to the Session of the church.

#### **God is Triune**

Father, Son, and Holy Spirit are together one God in three distinct persons.

#### **God is Creator**

God created everything out of nothing, and everything He created is good. God created man in His own image, thus giving man dignity and worth.

#### **God is Sovereign**

God is the supreme ruler, absolutely in control of everything. He sustains all things by His power and orders all things for His own glory.

#### **God is Truth**

God is the source of all truth, which He reveals to man through His Word and through general revelation.

The Bible is God's holy, infallible, and inerrant Word and is our only authority for life. Through the Bible, God reveals Himself to man so that man can understand, know, believe, and follow God.

#### **God is Personal**

God has no need of anything, yet He chooses to be actively involved with His creation, seeking personal relationship with His chosen people.

#### **God is Merciful**

Because of man's fall from his original sinless state, every part of man is now affected by sin, rendering him unwilling and unable to come to God on his own, and leaving him destined for eternal separation from God.

Because of sin, no one deserves salvation, and there is nothing one can do to earn it, but because of God's unfathomable love and mercy, He chose to rescue man from this fallen condition. This rescue was possible only through the death and resurrection of God's son, Jesus Christ.

Through the leading of the Holy Spirit, those who respond to Jesus' death in repentance and faith are cleansed from sin, the righteousness of Christ is applied to them, and they are given the gift of eternal life.

## CORE VALUES

In that SRCS exists as a ministry element of Seven Rivers Presbyterian Church, the core values relevant to school ministry are framed by the corporate values of the church. These beliefs guide us in establishing a distinctly biblical philosophy and defining a commitment to covenant community.

Recognizing that we tend to embrace the world and ourselves rather than God and the Scriptures, we consciously embark on a journey to construct a school reflective of a biblical model of education. While much could be said in describing such a model, we believe that essential elements include a growing understanding of our adoption as children of God, a relational approach to issues and people, and a commitment to discipleship. The following core values further illustrate Seven Rivers Christian School's particular approach to conducting education.

### **Covenant Community**

We strive to live in partnership and harmony with each other, understanding the relationship among the church, family, and school. We acknowledge that God alone is great and that the truth of the Gospel is the fabric of that community, urging us to rely on God rather than ourselves. Our motivation flows from God's grace in our lives, causing us to pursue accountability, sacrifice, service, and love. We acknowledge that the community takes precedence over the individual.

### **Culture Impact**

The primary end of Seven Rivers Christian School is to equip students to transform culture. We recognize that in accordance with the Dominion Mandate (Genesis 1:26-28), God's people are to serve as agents of Kingdom transformation. With that in view, SRCS serves as a preparatory environment to train the next generation of the church.

### **Dynamic Scholasticism**

Our community embraces life-long learning among its members, recognizing the responsibility of every believer to develop a Christian mind (Mark 12:30 and Romans 12:2). Thus our academic program will focus on sharpening our students' literacy and their ability to think critically and communicate effectively in our world. The faculty also engages in activity designed to both press their own minds toward a biblical worldview and expand their professional competence.

### **Integrated Program**

At SRCS, we strive to build a program that acknowledges the whole man. Thus, academics, the arts, and athletics serve as key elements of our school. We are committed to pursuing the connection between hearts and minds, developing a program of nurture and discipleship. We understand the importance of both vertical and horizontal integration in constructing such a system, and strive to establish an effective balance of these elements.

### **Leadership and Governance**

We are committed to the practice of entrusting leadership and holding it accountable. While we understand that parents hold the primary responsibility for the education of their children, we are also committed to the provision of a Christian school to partner with parents in bringing up their children in the discipline and instruction of the Lord. Thus school leadership is responsible for the execution of the school program, in full view of, but not subservient to, this partnership.

## PRINCIPLES OF LEARNING

1. SRCS provides a liberal arts education that places high value upon biblical and cultural literacy, responsible citizenship, and technological proficiency.
2. We teach a core body of knowledge, defined in our curriculum guide, that is:
  - specifically stated in measurable objectives.
  - delivered in a manner that develops higher-order thinking skills.
  - measured with varied, multiple, and curriculum-aligned assessments.
3. Instruction is consistent with and faithful to the school's well-defined scope and sequence.
4. All academic instruction and discussion stem from biblical truth.
5. All academic instruction deliberately incorporates reading proficiency.
6. We employ a variety of classroom teaching methods to effectively reach and engage all students.
7. SRCS values and promotes self-governance: that is, performing all duties in the teaching and learning process with distinction and in submission to God.
8. We are compelled to conduct ourselves with dignity in all relationships because each one of us is an image bearer of God.

## ORGANIZATION

### **Administrative Prerogative**

The intent of this handbook is to outline general guidelines for the students and parents. The administration reserves the right to exercise its administrative prerogative in responding to new situations or circumstances not covered in the handbook.

Seven Rivers Christian School believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential to accomplishing the school's educational mission. The school accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the action of a parent or guardian makes such a positive and constructive relationship impossible or otherwise seriously interferes with the school's accomplishment of its educational purposes.

### **Accreditation**

Seven Rivers Christian School is fully accredited through Christian Schools of Florida and AdvancED (formerly SACS). SRCS has been recognized for meeting the CSF Standards of Excellence. CSF holds active membership in Florida Association of Academic Non-Public Schools (FAANS) and the National Council for Private School Accreditation (NCPSA). Hence, CSF provides an identity and protection for member schools and a significant voice influencing legal decisions that affect Christian schools at both the state and national levels.

### **School Colors and Mascot**

The school colors of Seven Rivers Christian School are navy blue and Carolina blue, and the mascot is a Warrior.

### **School Board**

The school is a ministry of Seven Rivers Presbyterian Church and is governed by a Board of Directors approved by the Session of the church. SRCS is accountable to, and under the authority of, the Session, as are all other ministries of the church. The School Board is made up of SRPC members, SRCS parents, and at least one Session member.

The School Board sets policy for the school under the supervision of the Session. The Board is comprised of nine voting members, each serving a three-year term. The Board members serving for the 2011-2012 school year are as follows:

Mr. Hein deBeer – Chairman	Mrs. Debbie Donovan
Mr. Chris Nast – Vice Chairman	Mr. Jamie Gage
Mr. Stuart Green – Secretary	Mr. Dana James (ex officio)
Mrs. Lisa Andes	Mr. Glen Loughridge
Dr. Mike Bennett	Mr. Shaun Saint

### **Faculty and Staff**

The administrators, teachers, and staff at SRCS are selected after careful consideration of their spiritual and academic qualifications. The administrators and teachers possess the minimum of a Bachelor's Degree, and some hold a Master's Degree. All full-time teachers meet the standards for the AdvancED and CSF accreditation agencies. All teachers must be scripturally sound in their teaching and lead exemplary Christian lives.

Headmaster	Dana James
High School Principal	Scott Jackson
Business Director	Margaret Whitchurch
Athletic Director	Gary Dreyer
Admissions Coordinator	Donna Nelson
Academic Advisor	Shennen Bowman
Administrative Assistant	Florence Julias
Administrative Assistant	Kim Esckelson
Tuition/Fees/Accounting	Cynthia Humphrey
Library/Media Center	Debra Redmond
Library Aide	Lynn Bresson
School Nurse	Sue LaTorraca

### **Preschool Faculty:**

Director	Jan Boll
PreK-3	Monica Winstead
PreK-4	Marianne Parks, Tricia Marble
Aide	Nancy James

### **Grammar School Faculty:**

Kindergarten	Shari Huey, Alexandra Robison
1st Grade	Polly Ebert
2nd Grade	Donna Morrison
3rd Grade	Robin Barlow
4th Grade	June Dreyer
5th Grade	Chuck Woods
6th Grade	Wendy Cash, Nancy Glessner
Aides	Andrea Everts, Tricia Marble, Monica Winstead, Paul Roher
Science	Sue LaTorraca, Felicia Roher

History	Sheila James
Art	Gail Roberts, Lana Moes
Music	Georgia Jekabsons
Physical Education	Tim Bowman
Technology	Georgia Jekabsons
Resource Center	Kim Oakley, Jean Giles

**Upper School Faculty:**

English Department	JoAnn Gardner, Jennifer Jeffes, Shawn Hassen
Math Department	Lynn Bresson, Rachel deBeer, Scott Jackson, Dana James
Science Department	Felicia Roher, Ben Crofchick, Chris Eckart, Kandy O’Quinn
Social Studies Department	Jennifer Jeffes, Ken Wackes, Jennifer Welter
Foreign Language	Dan Shipes
Bible	Chris Eckart, Dan Shipes, Gary Dreyer
Band Director	Jenny Gill
Fine Arts	Lana Moes, Wendy Cash, Kim Esckelson
Physical Education	Tim Bowman, Gary Dreyer
Technology	Julie Poling
Resource Center	Donna Nelson

**PARENT/SCHOOL RELATIONS**

**Communication**

As a school family, we must utilize effective and regular communication to best achieve the goals and objectives we have established for our school. Communication may come in many forms throughout the year: Student-Parent handbook, RenWeb, website, e-mail, regularly e-mailed school updates, report cards, conferences, phone calls, and/or notes sent home.

All parent questions, concerns, or insights regarding their child and his or her program of study are best addressed to the particular teacher involved. If an issue arises that has been addressed but not resolved between parent and teacher, the parent may address the administration.

**Parent Organizations**

Two active parent organizations are an integral part of the annual programs and activities of our school. Both of these organizations provide parents with opportunities to use the interests and talents that God has given them to serve SRCS. We prayerfully request that each SRCS family become involved in one or both of the following organizations:

Parent Association (PA): The PA provides opportunities for parent fellowship throughout the school year. Key goals of the PA are communication, education, and service. All parents and children enrolled at SRCS are members of the PA. The PA is led by a council consisting of President, Vice-President, Past President, and Secretary/Treasurer. The council will establish ad hoc teams throughout the year to respond to appropriate projects and service support.

Warrior Booster Club: The Warrior Booster Club provides direct support for the various athletic teams through special projects and fund-raising events, concession sales, and promoting school spirit.

**School Contact Information**

It is our desire to be accessible to the students and parents as much as possible. The list below gives the school’s contact information. Please do not hesitate to contact the school office should you have any

questions. Employee email addresses all begin with the person's first initial, then the last name, and @sevenrivers.org. For example, the email address for Dana James would be djames@sevenrivers.org.

School Office: (352) 746-5696

Fax Number: (352) 746-5520

E-Mail: srcs@sevenrivers.org

### **Change of Address**

Please notify the school office as soon as possible regarding any change in a family's address, telephone number, or email address. This information is essential for our emergency and health information records. It is also important to notify the school office in the event of a job change.

### **Visitors on Campus**

Non-SRCS students are permitted to visit the campus as guests of SRCS students upon approval of the administration. Parents of the host student or visitor must make arrangements at least one day in advance. Guest students should dress appropriately, bearing in mind the SRCS dress code. All visitors to the school must sign in at the school office and receive a visitor badge before visiting classes.

Parents are welcome to visit classes after making arrangements with the school office. The office will check in advance with the particular teacher to be visited. Parents are always welcome to attend Chapel, assemblies, pep rallies, or any other school-related activity during the school day after first signing in at the office.

### **Parental Concerns**

If parents have concerns about anything regarding their child or the school's operation, they should make an appointment to speak with the teacher, staff person, coach, or supervisor of the area of concern. If communication with this person does not resolve the matter in a reasonable time period, parents may pursue communication with his/her supervisor. The Headmaster may meet with parents about their concerns, but not before the parents meet with those directly involved first.

## **FINANCIAL POLICIES**

### **Tuition Payments**

Monthly tuition payments are due on the first of each month for twelve (12) months, beginning on June 1 for grades K-12. Monthly tuition payments for students accepted after June 1 may be divided over the remaining months of the school year. Monthly tuition payments for Preschool students are due on the first of each month for ten (10) months, beginning on August 1. All final tuition payments for each school year are due on May 1. Prepayment of all or any portion of the annual tuition is accepted at any time, but there are no prepayment discounts.

Tuition payments must be received in the school office on or before the 10th of each month. Teachers cannot accept tuition payments at any time. Students should not be entrusted with the delivery of tuition payments. The following methods of payment are accepted: cash (if personally delivered to the Business Office), checks or money orders payable to SRCS (hand-delivered or mailed to school), automatic bill-pay from your bank, or by bank draft through RenWeb (85¢ charge). The drop box on the Business Office door is for checks or money orders only.

Registration materials include tuition schedules that can be used for reference in determining tuition payment amounts. Families receiving financial aid will receive notification of their monthly payment amount by letter before June 15 or within a week of acceptance. Be sure to put family/student information on checks, bill-pays, or money orders so payment will be posted correctly.

### **Seven Rivers Church Membership**

Tuition billing for families who join Seven Rivers Presbyterian Church during the school year will be adjusted to the church member rate on the first of the month following the date they join the church.

### **Delinquent Accounts**

All accounts not paid by the 10<sup>th</sup> of the month will be assessed a late fee. The late fee for grades K-12 is \$25.00 per family. The late fee for Preschool is \$10.00 per family. Statements on past due accounts will be mailed between the 15<sup>th</sup> and 20<sup>th</sup> of the following month.

A grace period up to 30 days may be granted when requested in advance from the Business Office. Requests for an extended grace period must be made by an appointment with the Business Office and Headmaster prior to the date payment is due. Students whose accounts are two or more months in arrears without prior approval may not be readmitted for the next quarter's classes.

No report cards or other school records will be released until all tuition and fees are paid in full. Registration for the following school year will not be accepted until all financial obligations are met from the previous year.

### **Returned Checks**

A \$25.00 charge will be assessed for all returned checks. After the second returned check on an account, we will only accept payments made by cash, money order, or bank check. Late fees will be charged if an account becomes delinquent as a result of a returned check.

### **Withdrawal Policy**

Should a student withdraw from SRCS for any reason after classes have begun, the parents are responsible to pay the full tuition for that quarter. Re-enrolled students who are withdrawn during the summer must pay June's tuition in addition to non-refundable re-enrollment fees paid. Student records will not be released until all outstanding tuition balances or other financial obligations are paid in full.

A parent authorization is required for students to withdraw from school. A written form is provided which requires signatures from teachers and other school personnel. All textbooks and library books must be returned before the school will send student transcripts.

### **Expulsion**

If a student is expelled, the tuition for the remainder of the school year will be waived. Tuition for the remainder of the month will not be reimbursed.

## **ATTENDANCE**

Each school day provides new learning experiences and opportunities to grow. In addition, the social and relational aspects of the learning process are as significant as the content and subject matter. While some elements of a missed classroom experience may be repeated or recovered, certain other facets are lost, to the student's detriment. **Therefore, it is expected that students attend and participate in all classes.**

Understanding that parents are ultimately responsible for their child's education and in keeping with the SRCS Core Value of Covenant Community, the following attendance procedures will be utilized.

### **Grammar School Absences**

1. It is the student's responsibility to complete all missed assignments and arrange to take all missed tests and quizzes within the number of days equal to the number of days absent.

2. A Student Support Team meeting may be held when a student reaches twenty (20) absences to assess the student's situation and progress. Absences in excess of twenty (20) per school year may affect the student's promotion to the next grade level.

### **Upper School Absences**

1. It is the student's responsibility to determine and complete all missed assignments and arrange to take all missed tests and quizzes within the number of days equal to the number of days absent.
2. The absent/late work policy for Dual Enrollment courses is determined by individual instructors. Students will receive these policies and procedures in their course syllabi.
3. If a student misses more than 35 minutes of any class, they will be considered absent for that class.
4. Any student absent from a class more than twelve times in one semester (6 times in a block class) will not be given credit for that course.
5. Appeals process for excessive absences: When a student exceeds the absence threshold due to exigent circumstances, the family may appeal to the Headmaster, or a designated administrator, for an exception to be granted. The appeal must be submitted in writing within one week of the end of the grading term. The appeal will only be considered if the student meets all academic requirements missed during his/her absence. Generally, exigent circumstances include unanticipated hospitalization, serious injury or illness prohibiting school attendance at the instruction of a physician, or the like. Such absences must be consecutive and evaluated as a whole. Exceptions are not granted for accumulated absences from multiple incidents.

### **Tardiness**

One of the school's objectives is to create an environment that is conducive to learning. Tardiness is contrary to this objective. Tardiness is also contrary to the principles of discipline, accountability, and consideration for others. Therefore, students arriving after class begins will be considered tardy, unless the tardiness is excused due to illness, doctor's appointment, etc.

1. Grammar students who arrive at school after 8:00 AM, and Upper School students who are not IN CLASS prior to the 8:00 AM start bell, must report to the school office for a pass and will be marked tardy. Also, Upper School students who are late to any class throughout the day will be marked as tardy.
2. On the fourth and following tardy violations, the student will serve morning detention from 7:15 - 7:45 AM. Students who arrive late to morning detention after 7:15 AM must serve lunch detention that same day and also morning detention again the following day. Students who are a "no-show" for detention will move immediately to a more serious level of discipline.
3. After six tardy violations, the Principal will meet with the student and contact the parent. The Principal will determine appropriate disciplinary measures, which may include in-school suspension, work detail, etc.
4. Any "in-season" student-athlete missing more than 35 minutes of any class period the day after a mid-week game for any reason other than medical appointments, health-related issues, or situations that may be classified as "emergencies" by the Athletic Director, will not be allowed to practice that day and will be ineligible to compete in the next game.
5. A student-athlete cannot miss more than the first 2 hours of the school day following a day when no game was scheduled and still be eligible to play or practice that day, with the exception of medical appointments, health-related issues, or situations that may be classified as "emergencies" by the Athletic Director.

### **Leaving School During School Hours**

1. If a student becomes ill, he/she must request a pass from the teacher to go to the clinic. Parents will be notified when the student has a fever or it is deemed necessary by the school nurse that they go home.

2. Prior to leaving campus, the student must be signed out by an authorized adult at the school reception desk. Students must report to the office when returning on the same day to be issued an admittance pass.
3. Students who leave school without permission or who do not sign out at the school reception desk will be considered as skipping class.
4. Students who leave school during the day for an illness may not return after school to participate in or observe any sports practices, games, or other extracurricular school-related activities. Please do not return the student to school until his/her temperature has been normal for 24 hours and he/she has been illness-free for 24 hours without the usage of medication.
5. **Student drivers must have a note from their parents, and approval from a school official, in order to sign out during the day.**
6. Only seniors may leave the campus at lunchtime. Seniors must sign out upon leaving and sign in upon returning. Seniors who are late returning from off-campus lunch will lose their off-campus lunch privilege for the following week.

## GENERAL POLICIES

### **Arrival**

Students in grades K-2 should report to Mrs. Giles in Room 8 if they arrive between 7:45 AM and 7:55 AM. All other students arriving early should report to the gymnasium. At 7:55 AM students are dismissed to their classrooms. All Grammar students must wait outside the classroom door until the teacher indicates they may come in. **Students should not arrive on campus prior to 7:45 AM. SRCS provides no supervision before 7:45 AM.**

### **Birthdays**

Your Grammar School child may celebrate his/her birthday at school with class friends. Arrangements must be made with your child's teacher regarding the date and time. The parents are to furnish all the refreshments, with teacher approval. Children are not to hand-deliver party invitations or gifts unless all students in the child's class are included.

### **Building and Grounds**

We are blessed with a beautiful campus through the generous prayer, energy, and contributions of those dedicated to Christian education and the development of our facilities. Each of us must assume a personal responsibility for the care and upkeep of the buildings and grounds of our school. Any damage to the buildings, grounds, or furnishings of SRCS or Seven Rivers Presbyterian Church must be repaired and/or replaced at the expense of those causing the damage. Students will also be subject to disciplinary action if they willfully or negligently cause the destruction of school or church property.

### **Dismissal**

Grammar School students are dismissed at 2:30 PM. It is imperative that parents are prompt in picking up their children. Upper School students are then dismissed at 2:45 PM. The remaining Grammar students are taken to the school office at 2:45 PM for their safety. Parents arriving after 2:45 PM to pick up their Grammar students must come into the office and give notice that they have picked up their child.

### **Early Dismissal**

In times of emergencies due to tornado or hurricane warnings, SRCS will close school early. Parents will be contacted as quickly as possible, and dismissal will be coordinated with priority being given to our students' safety.

### **Field Trips**

Field trips provide enrichment to the learning experiences of our students and are part of the educational process. Prior notice will be given to parents for each event, with details of the trip. Students must have a signed permission slip from a parent in order to go on any field trip. Teachers will collect all field trip money; the office staff cannot accept any money for field trips. Medical release forms for all students will be taken on all field trips.

### **Hall Passes**

Upper school students in the halls during class periods are required to have a lanyard pass. Upper school students traveling to the office for early dismissal are not required to have a pass.

### **Holidays in the Grammar School**

SRCS respects the right of parents to celebrate the holidays of Halloween, Christmas, and Easter with their families as they wish. Within the school program, however, the following principles will serve as our school guidelines:

- Halloween: SRCS emphasizes a harvest theme at this time of year and recognizes Reformation Day. The traditional Halloween themes and symbols, including witches, monsters, ghosts, death, superstition, and fear, will be de-emphasized. In general, smiling pumpkins, stalks of wheat, displays of produce, and the like are acceptable harvest symbols.
- Christmas and Easter: SRCS treats these holidays as joyous times of the year to celebrate and emphasize both the birth of Jesus Christ and His resurrection. Activities and symbols that complement these emphases are prominent in our classrooms. Myths and symbols, such as Santa Claus, elves, the Easter Bunny, etc., which compete with these are de-emphasized.

### **Lockers**

A locker is assigned to each student in 3<sup>rd</sup> – 12<sup>th</sup> grade. Students are expected to keep their locker organized and clean, particularly never leaving food in the locker overnight. Although the locker is for the use of the individual student, faculty and administration may periodically check lockers and contents if deemed necessary.

Decorating lockers with pictures is permissible if tastefully done. Pictures that are not offensive to the SRCS community may be posted with masking tape inside the locker. Decals and stickers are not permitted. Students may lock lockers with a combination lock provided by the school for a rental fee of \$1.00. No outside locks are permitted.

### **Lost and Found**

Lost and found items are located in the school office and in the Upper School teacher workroom on the third floor. Items will not be kept for more than four weeks; after four weeks, any unclaimed items (except for textbooks and SRCS clothing) are donated to charity.

**It is highly recommended that all items of clothing be clearly marked with the student's name. SRCS clothing that remains unclaimed at the end of the year is made available for resale in the used uniform sale.**

### **Lunch/Food Policy**

SRCS does not provide a lunch program, so students must bring their lunch from home each day. We may offer pizza from a local restaurant on occasion, or the Student Council may offer lunch items as a fundraiser. Students will be notified of those occasions in advance so they can place an order or bring appropriate payment. Also, the Warrior Booster Club Snack Shack will be open each day during the Upper School lunch period with snack-type food items available for purchase.

Students may not eat or drink during class time with the exception of water. Coffee, soda, power drinks, etc. are not permitted. Grammar School students eat lunch and scheduled snacks in their classroom, and food is occasionally brought into the classrooms for parties or other special occasions. No food should be brought into an Upper School classroom except for special occasions (parties, etc.). Students may not eat in the hallways, restrooms, stairwells, etc. Gum chewing is only allowed in the Upper School at the discretion of the classroom teacher.

### **Pets on Campus**

Pets must be kept in cars or left at home except when they are part of a lesson. In that case, the adult owner of the pet must have direct control of the pet at all times. The pet must be taken off campus or kept in a car immediately after the end of the lesson. **Pets are not to be brought to car line.**

### **Public Display of Affection**

Wholesome friendships are encouraged at school, but students are to refrain from public displays of affection such as kissing or prolonged embracing at all times on school grounds. Any such offense is subject to disciplinary action.

### **Rain Day Car Line Procedures**

1. K – 2<sup>nd</sup> Grade: Pick up from the classroom
  - K: Room 9
  - 1<sup>st</sup> Grade: Room 5
  - 2<sup>nd</sup> Grade: Room 6
  
2. 3<sup>rd</sup> – 6<sup>th</sup> Grade: Pick up under overhang
  - Vehicles need to pull as far forward as possible and be willing to drive back around if their student is not ready for pick up.

### **Re-Enrollment**

The re-enrollment period for the next school year usually begins in January, and all necessary forms and fees are due by the stated deadline. Currently-enrolled students and their siblings are given preferential status until the re-enrollment deadline. Re-enrollment is contingent upon continued satisfactory academic and behavioral performance.

### **School Bus**

While students are riding the school bus, they are under the authority of the school and the school bus driver. The following guidelines will be observed while riding the bus:

1. Respect the driver and follow instructions.
2. Remain seated, head and arms inside bus, and keep your hands to yourself.
3. Keep door and aisle clear of obstacles.
4. Do not throw anything, at anytime, on the bus.
5. Be absolutely quiet when the dome lights are on.
6. Hold quiet conversations, no screaming.
7. Complete silence shall be maintained at all railroad crossings.
8. **Students are responsible for cleaning the bus after all trips.**

### **School Closings and Severe Weather**

There will be no school when a hurricane warning or mandatory evacuation is in effect 16 hours prior to the start of school. There will be school when a tornado or hurricane watch is in effect. An SRCS administrator will call school closings in to Citrus 95.3 FM radio station no later than 6:00 AM. A message indicating school closing will also be on the school's answering machine and on the school website.

### **School Hours/After-School Supervision**

1. School office hours are from 7:30 AM - 3:30 PM.
2. Grammar School hours are from 8:00 AM - 2:30 PM.
3. Upper School hours are from 8:00 AM - 2:45 PM.
4. Students should not be on campus prior to 7:45 AM or after 3:00 PM unless they are participating in an extracurricular activity.
5. Students who are not involved in a supervised after-school activity and are not picked up by 3:00 PM will be supervised by an SRCS teacher until picked up by their parent (or designee). A charge of \$5.00 per 15-minute increment of supervised time will be billed to the student's account.

### **School Pictures**

School pictures will be taken in the fall by an approved photographer. Students must wear standardized school uniforms.

### **Search of Personal Property**

School officials may conduct a search of a student's person, car, locker, or any other storage area on school property without a warrant if they have reasonable cause to believe that illegal, prohibited, or harmful items or substances may be concealed on the student's person or in such areas. This includes, but is not limited to, tobacco, drugs, drug-related items, weaponry, and pornography. Students have no reasonable expectation of privacy with respect to personal property while on SRCS grounds.

### **Student Drivers and Parking**

Being allowed to drive to and park at school is a privilege that comes with important responsibilities. Student drivers must use great caution at all times. As our school grows, so does the number of drivers and cars on campus. Our school serves children of all ages, and young children are often not aware of the potential danger around them from traffic. It is, therefore, incumbent upon drivers to pay extra attention to people walking through the driving and parking areas. Guidelines for student drivers include:

1. Students may park in designated areas only, as assigned by the administration.
2. The speed limit on campus is 10 mph.
3. Loud music may not be blaring from vehicles on campus.
4. Students may not drive off campus during school hours for any reason without parental and administrative permission.
5. Students may not go to their vehicle during school hours without administrative permission.
6. School officials have the right to inspect the interior, exterior, or any compartment of any vehicle brought on campus if it is suspected that the vehicle may contain items that are illegal or prohibited.
7. Driving and parking is at the student's own risk. Seven Rivers will not be held responsible for any damage incurred because of another person's recklessness.

At any time that a student's driving, parking, or misuse of a vehicle puts the safety of others at risk, driving privileges will be suspended. Students who choose to disregard these guidelines will receive disciplinary action.

### **Student Placement**

Understanding that there are many variables that determine the character of a class and the learning of the individual students therein, the class selection process is given serious, prayerful consideration. Class selection is considered a school prerogative and is non-negotiable. The administration reserves the right to change a student's class placement at any time it is deemed necessary and prudent.

### **Telephones/Cell Phones**

1. Students may use the school reception telephone only in the case of an emergency with permission from the receptionist. Students may not use classroom or church telephones.

2. Students will not be called to the school reception telephone except in the case of an emergency. Parents may leave messages with the receptionist concerning transportation, which will be delivered to the student.
3. Only Upper School students may bring cell phones on campus, and the use of cell phones is limited to before and after school and during lunch. At all other times, cell phones must be silent and out of sight. Students violating these guidelines will have their cell phone confiscated and turned in to the administration until the end of the day. Phones will only be returned to a parent. Repeated violations could result in a \$15 fine to retrieve the phone, extended time before the phone will be returned, loss of the privilege of having a cell phone on campus, or more serious measures. The content on a confiscated phone may be examined, including phone numbers called, pictures stored, and text messages sent and received. Inappropriate materials found may result in further action.

### **Textbooks**

Most textbooks are the property of SRCS. Students are responsible for the care and protection of textbooks and will be charged for any books that are lost or unreasonably worn or damaged. Report cards will be withheld until the textbook charge is paid.

## **STUDENT CODE OF CONDUCT**

### **Philosophy of Discipline**

The word *discipline* in Scripture refers to the training of the heart. True biblical discipline doesn't aim for outward conformity to external rules, but places its focus on the condition of the heart because the heart is the source of everything we say, desire, and do. This is what we call being a community of grace. Grace is often misunderstood as meaning no consequences, but withholding proper discipline is not an act of grace. Being a community of grace means not settling for a temporary external "fix" but striving to create lasting change in a student's heart. We do this by not stopping with the imposed consequence, but going deeper to help the student understand the condition of his own heart. We believe that only God can change a person's heart, but as adults who are invested in students' lives, we can be used in that process.

SRCS acknowledges that parents hold the primary responsibility for the discipline of their children and that parental involvement in the discipline of their children within the framework of the SRCS program is integral. Given this, it is also understood that for the continued integrity of the SRCS program, school leadership maintains the right and responsibility to administer discipline as it sees necessary and prudent. In all disciplinary action, we strive to teach and model biblical repentance, forgiveness, and restoration.

School discipline is generally administered through three means.

1. The classroom teacher is charged with primary responsibility for student discipline. Classroom discipline is carried out through counsel with students, parental contact, and direct interventions including sanctions and consequences.
2. Administrative discipline (dress code violations, tardiness, etc.) is issued through the Principal's office.
3. Students are referred to the Principal for disciplinary action for consistent classroom infractions, gross misconduct, and moral and/or ethical offenses.

Failure to serve any assigned discipline will result in additional disciplinary action. Seven Rivers Christian School is not required to follow a certain progression of disciplinary action and may proceed immediately with expulsion as circumstances warrant.

### **Student Responsibility**

As members of a community who are concerned for one another, students are expected to follow the guidelines of Matthew 18:15-17 when aware of violations of the school standards. First, confront the person

directly and encourage him/her to stop the violation and to make known the problem to those in authority. Don't spread information to other students who are not immediately involved. If the first step is unsuccessful, others who are aware of the problem should be encouraged to confront the person. If the offending party still refuses to stop the behavior, the other students have a responsibility to report the violation to school authorities.

### **Student Misconduct**

Student misconduct at SRCS will be cause for discipline deemed appropriate by the administration. Conduct that could warrant immediate referral to an administrator, resulting in disciplinary action (work detail, detention, suspension, etc.) includes, but is not limited to, the following:

1. Disrespect to a staff member
2. Blatant disobedience in response to instructions
3. Profanity, obscenity, and/or vulgar speech
4. Striking with the intent to harm another
5. Bullying
6. Lying or other deception
7. Serious class disruptions
8. Inappropriate physical contact between students
9. Skipping class or school
10. Entry into "off limits" areas of the building: kitchen, closets, stage, church offices, and storage areas

Acts of serious misconduct could result in a student's suspension or expulsion. Reasons for such action include, but are not limited to, the following:

1. A serious breach of conduct (including violation of civil law)
2. Continued disrespect, disobedience, or rebellion that is unchanged after much effort by the school staff
3. An act endangering the lives of others
4. Vandalism of school property (including pulling fire alarm)
5. Theft of personal or school property
6. Possession and/or use of alcoholic beverages, illegal drugs, or tobacco products on campus or at school-sponsored events
7. Possession of a weapon: Defined as any instrument or object deliberately used or intended for use to inflict harm upon another person or used to intimidate another person, including, but not limited to, knives, gun, chains, pointed instruments, razor blades, etc.
8. Sexting: Defined as the taking, sending, receiving, or transferring suggestive, sexually explicit, obscene, or otherwise illegal photos, images, or messages via cell phone, computer, or other digital device. Persons engaging in such actions will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and prosecution. Students aware of such actions are required to notify a teacher or administrator.

### **Off-Campus Behavior**

The behavior policies that are based on moral or legal issues are applicable to SRCS students at all times, whether on or off campus, both during the school year and school breaks. It is unavoidable that student behavior off campus will ultimately have an effect on the on-campus school environment, and so it must be of concern to the school leadership. Therefore, the administration may deem it necessary to take action regarding off-campus behavior.

### **Detention**

Students may be issued detention by the teacher, according to the classroom discipline plan, or the administration. Detentions are assigned for procedural offenses (tardiness, dress code, etc.) and/or conduct

offenses. Both procedural and conduct detentions can accumulate and progress to behavior contracts, suspension, and/or expulsion.

1. The student will be issued a Disciplinary Notice, which he/she will sign and take home to inform his/her parents. The notice includes the date and time that the detention is to be served.
2. The notice must be signed by a parent or guardian and returned by the student at the beginning of the detention period.
3. Morning detention will be held prior to the start of the school day from 7:15 - 7:45 AM. Students who arrive to morning detention late (any point after 7:15 AM) must serve lunch detention that same day and morning detention again the following day. Students who are a "no-show" for detention will move immediately to a more serious level of discipline.

#### **Work Detail or In-School Suspension (ISS)**

Students who are assigned work detail or In-School Suspension will also be given a Disciplinary Notice that must be signed by a parent and returned to school. Additionally, the cost of the person hired to supervise the In-School Suspension will be charged to the parent's account.

#### **Out of School Suspension (OSS)**

A student may be suspended for up to 10 days for behavior violations. Students suspended from school are prohibited from being on any school property or attending school-sponsored functions or activities. It is the student's responsibility to complete all academic assignments missed during OSS.

#### **Behavior Contract (Upper School)**

A student who consistently displays behavior or attitudes in opposition to the standards of SRCS or has flagrant violations of the code of conduct may be placed on a Behavior Contract.

1. Students will be placed on a Behavior Contract at the discretion of the school administration after careful evaluation, prayer, and discussion with parents.
2. The probation period will last for the remainder of the year.
3. The Behavior Contract must be signed by the student, a parent/guardian, and a school administrator. The contract will describe the behavior problem and the conditions for improvement. Parents' failure to sign the contract will result in the submitting of the student's name to the School Board for recommendation of expulsion.
4. A Behavior Contract may specify that the student on probation will not represent SRCS as a member of any extracurricular team, activity, or group.
5. Any student who has been expelled from Seven Rivers Christian School and returns to SRCS will be placed on a Behavior Contract for that year.

#### **Expulsion**

Students who do not respond to corrective measures and continue to exhibit negative behavior and/or attitudes, or who are involved in very serious misconduct, or who bring discredit to SRCS, could be expelled. Parents may appeal the expulsion decision to the headmaster in writing within ten (10) days of the expulsion.

Students who are suspended or expelled from school may forfeit their right to receive public recognition for earned awards at various award functions at school.

SRCS reserves the unilateral right to deny admission or continued enrollment to any student if it is not in the school's best interest to allow admission or continued enrollment.

#### **Academic Honesty**

SRCS students are expected to maintain the highest standards of academic honesty and integrity.

Cheating is to give or receive unauthorized help on assignments for credit, to submit someone else's work as your own, or to use unauthorized materials in an assignment for credit (e.g., Cliffs Notes, literature guide, movies, etc. as a substitute for a complete reading of a book).

Plagiarizing is to intentionally or unintentionally take another person's words, images, or ideas and present them as your own without giving appropriate credit. When you use facts or ideas originating from the work of someone else, you must make a clear distinction between what is your original work and what is not. Whether work is copied directly from a source or an author's words are simply paraphrased or restated, the source must be credited and proper documentation must be used. Some basic forms of plagiarism are to:

1. Misquote
2. Quote without using quotation marks
3. Quote without a correct citation immediately following the quote
4. Paraphrase incorrectly
5. Paraphrase without a correct citation immediately following (or imbedded within) the paraphrase
6. Copy images/material without permission and citations
7. Misrepresent your own work (its intentions to fulfill an assignment, or its originality)

Regardless of other disciplinary measures taken, work that was completed through the use of cheating or plagiarism will receive a failing grade.

### **Social Networking Sites**

The use of social networking sites on computers is tremendously popular among students, and although these sites offer the opportunity for positive connections to friends and family, there is also abundant opportunity for misuse of these sites. SRCS prohibits the use of social networking sites during school operations and on school computers (refer to Internet Use Policy), and allows parents to monitor their children's use of this Internet communication outside of school. However, students are responsible for their use of the Internet, and if the school is made aware of inappropriate use of a grievous nature, the school will take the necessary action to involve parents, school officials, and local authorities as necessary to resolve the issues. Inappropriate use could include such things as publicly denigrating the school, school staff, or fellow students in a malicious manner; harassment; slander; making threats; and posting suggestive material or photos.

### **Pregnancy Policy**

When the administration becomes aware of a pregnancy, the student(s) involved will be suspended for an indefinite period of time to allow for an investigation of the facts, a discernment of the spiritual condition of the student(s) involved, and the appropriate response of the school. Continued enrollment at SRCS will be contingent upon the approval of the administration and the School Board, and further contingent upon full cooperation with the following stipulations.

1. The student(s) must reside with parent(s) or legal guardian(s) under ordinary circumstances. Married students will not be permitted to continue enrollment at SRCS.
2. The student(s) and parent(s) must be willing, under ordinary circumstances, to enter into a working relationship with the school and their church, if the family has a regular church of attendance. If so, the administration will make contact with the student's pastor to assess the spiritual condition of the student(s) and their parents, and to form a cooperative plan with the intent to bring the student(s) back into a proper relationship with the Lord and to encourage appropriate behavior.
3. Student(s) involved in a pregnancy and their parents must support open, timely, factual communication to the SRCS student body and parent community.
4. In addition, student(s) involved in a pregnancy may later be asked to pursue homebound instruction and/or be restricted from representing SRCS in school-sponsored performances, which include

athletics, music, and leadership positions. Normally, those students will be permitted to participate in graduation exercises and receive all appropriate academic honors.

### **Sexual Harassment Policy**

Sexual harassment of students by other students or by employees of Seven Rivers Christian School is unlawful and contrary to our commitment to provide a safe learning and working environment. School authorities will not tolerate any sexual harassment of students. It is the policy of this school that all contact between students, teachers, and other adult employees be in keeping with respect for the individual students, be of a nature that does not make a student feel uncomfortable, and be conducive to creating a stable environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

School authorities will immediately investigate all such reports. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from the school if they are a student, or termination from employment if they are an employee. Criminal charges will be handled by civil authorities.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this school is required by law to report child abuse to the appropriate social service agency, which protects the rights of individuals in such cases.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by this school, by a fellow student, or by a member of the public, the student should immediately report this concern to a teacher or administrator, as well as discuss this concern with his/her parents or guardians.

Students are encouraged to report any conduct that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

### **DRESS CODE**

Seven Rivers Christian School's dress code is intended to be a practical, simple, and standardized expression of the principles of neatness and modesty. We believe that standardized guidelines result in fewer distractions for teachers and students and, therefore, provide an environment most conducive to the learning process. These guidelines also foster a more unified learning community. The personal appearance of each member of the student body reflects upon the entire school, so we encourage students to take pride in and responsibility for their physical appearance.

Dress code standards begin as soon as a student arrives on campus and do not end until school is dismissed. Any time a student is on campus during school hours, the dress code must be observed. Seniors with early dismissal privileges must follow the dress code until they are off campus. Every effort has been made to present clear standards; however, the school administration will have the final say in all matters of interpretation. Anything that causes a distraction to or disruption of the educational process will be interpreted as a violation of the dress code.

### **General Guidelines**

1. School attire is available through Sunshine School Uniform. A list of grade level appropriate clothing is available at the school office.

2. Upper School students may wear non-Sunshine brand khaki or navy long pants (not shorts) provided they look like the standard uniform pants and are loose-fitting, in excellent repair, and not low-cut. Cargo pants are not acceptable.
3. Only Upper School students may wear shirts untucked.
4. Students in 4th – 12th grade physical education, personal fitness, or weightlifting classes are required to wear Sunshine Uniform P.E. attire.
5. Students should not in any way seek to alter the appearance of the uniform attire. The school emblem on uniform attire shall not be removed or altered.
6. Hats, caps, sweatbands, bandanas, etc. may not be worn during the school day. Hats may not be carried around campus during the school day.
7. Dress code for field trips is the school uniform. Teachers may grant an exception to this, depending on the nature of the field trip. Students not properly dressed will not be allowed to go on the field trip.
8. Tattoos must be covered by clothing.
9. All apparel worn underneath the outer uniform shirt and extending past the neck or sleeve line must be a solid white or navy blue color.
10. Unusual hairstyles or unnatural hair colors will not be permitted.
11. Belts must be worn inside the loops of any garment having loops.
12. Grammar students (K-6) must wear shoes with a closed toe. Upper School students may wear any type of shoe/sandal.
13. Coats worn inside the building do not have to be purchased from Sunshine Uniform; however, coats must be plain in appearance with no patterns. Small pocket-sized brand logos (North Face, Columbia, etc.) are acceptable. Coats with attached hoods are acceptable, but the hoods may not be worn in the building.
14. SRCS reserves the right to send any student who is in gross violation of the dress code home to change.
15. SRCS reserves the right to have a student remove any item that is deemed to be an educational distraction or is in violation of the dress code.
16. All non-standardized dress days must be pre-approved by the administration.

#### **Guidelines for Female Students**

1. Girls are required to wear items appropriate for their size. No attire should be tight, form-fitting, or low-cut. Hemlines are to be no shorter than six inches above the knee (as measured from the kneeling position).
2. Earrings are the only body piercing ornamentation allowed. Three earrings are allowed per ear.
3. Leggings or stockings must be navy or white.

#### **Guidelines for Male Students**

1. Boys are required to wear items appropriate for their size. No attire should be tight or loose-fitting. Pants must be worn at the natural waistline.
2. The wearing of body piercing ornamentation is not allowed.
3. Hair should be trimmed neatly and attractively groomed.

#### **Casual Friday**

All students have the privilege of wearing non-uniform clothing on Friday each week. The privilege of Casual Friday, however, will be forfeited if a student does not follow the dress code on Monday-Thursday. All guidelines regarding neatness and modesty still apply on Casual Friday:

- Clothing must still be in good repair and fit modestly (girls' shirts must come within an inch of the collarbone, and midribs must be covered).
- No sleeveless shirts are permitted.
- No shirts with writing (except SRCS, college, or professional team spirit wear) are permitted.

### **Upper School Dress Code Violations**

Blatant infractions of the dress code may result in the student moving immediately to a more serious level of discipline without following the typical progression. Dress code violation counts will reset at the beginning of each new quarter.

1. Teachers will inform the student that he/she is being cited for a violation and will also report the violation to the office. If the violation involves the student being out of uniform or being immodest, the student must change into acceptable clothing immediately, or wait in the office for a parent to bring appropriate clothes. We reserve the right to instead have the student wear SRCS uniform clothing that the school has on-site.
2. The student will receive lunch detention for each dress code violation.
3. On the third and following dress code violation(s), the student will lose Casual Friday for that week, in addition to serving lunch detention.
4. On the sixth dress code violation, the student will lose Casual Friday for the rest of the quarter, in addition to serving lunch detention.
5. After six violations, the Principal will meet with the student and contact the parent. The Principal will determine appropriate disciplinary measures, which may include in-school suspension (school ISS supervisor at the parents' expense), work detail, etc.

## **PROGRAM OF INSTRUCTION**

### **Academic Advisor**

The Academic Advisor will be available to meet with students by appointment only. Students will be responsible for all class work missed while in the Academic Advisor's office.

### **Accelerated Reader**

Several studies suggest a significant correlation between the amount of literature-based reading students do and growth in their reading ability as measured by standardized reading tests. Also, it has long been a Seven Rivers goal to encourage the love of reading so that students might become life-long readers and learners. For these reasons, we try to provide students with multiple opportunities to practice reading, and the Accelerated Reader program is one of those opportunities. Accelerated Reader is a required part of our reading curriculum; it's an individualized program in which students read books at their appropriate level, and then are tested on their comprehension of the books by taking computer quizzes. The AR program allows students to read at a level that promotes optimum reading growth, and they excel at their own pace.

### **AP Coursework**

SRCS will offer select AP courses in both required and elective areas. If an AP level is offered in a required course, a non-AP level will also be offered. Criteria will be established for admittance into AP courses, but students not meeting the criteria may be admitted with permission of the Principal. The following additional guidelines apply for AP coursework:

1. Decisions regarding which course level to take will be made when regular scheduling takes place.
2. An additional five (5) days may be added to the drop/add deadline for AP courses, but students will not be allowed to drop/add an AP course after the fifteenth (15<sup>th</sup>) day of the school year.
3. At the end of the first semester, AP students will be allowed to change to the non-AP level of a required course for the second semester.
4. At the end of the first semester, AP students will be allowed to drop an elective AP course and reschedule another course after consulting with the Academic Advisor.
5. Students taking an AP class are required to take the AP exam at their own expense.

### **Athletic Eligibility Monitoring**

The Athletic Director and High School Resource Coordinator will monitor the grades of students participating in athletics. A required study hall will be in place for those with failing grades.

### **Chapel**

An integral part of student life at Seven Rivers is the weekly Chapel service each Thursday. Guest speakers, musical groups, films, drama presentations, as well as students and faculty members, are featured in these services. Chapel is intended to promote and enhance spiritual growth and to provide an opportunity to worship together as a school community. Parents are always invited to attend Chapel. Grades 4-6 meet for Chapel from 8:05 - 8:35 in the church sanctuary, Grades K-3 meet from 8:40 - 9:10 also in the sanctuary, and Grades 7-12 meet from 11:30 - 12:00 in the Student Ministry Building.

### **College Visitation**

High school students are allowed two days per year to visit colleges without penalty. Proof of the visit may be required. These days will not count against students in regard to absence totals for exam exemptions, etc. Students will, however, be responsible for making up any required assignments that are missed due to the visits. Students planning an upcoming college visit should notify the Academic Advisor, Mrs. Bowman.

### **Community Service Program (High School)**

All students in grades 9 – 12 are required to participate in a Community Service program. Each student must complete a minimum of 20 hours of community service (including 3 hours of service on campus) during each school year. Students may begin accumulating their community service hours during the summer prior to entering each grade. Each year, the 20-hour requirement must be fulfilled before second semester final exams. Hours that are served above the required 20 may not be applied to the next year's requirement. Report cards or transcripts will not be released until the community service requirement is fulfilled. Graduating seniors must also fulfill this requirement in order to receive their high school diploma.

### **Drop/Add Procedure (Upper School)**

Students may opt to drop or add a class if their schedule is too heavy or too light (only one study period per day is allowed), if they will be unable to successfully complete a course, or if they change their educational long-range plans. The following guidelines apply to the drop/add procedure:

1. Courses may be dropped or added only during the first ten (10) school days of a semester, except in emergency situations. Students adding courses after the 10-day window may need additional tutoring at the expense of the parents.
2. If considering drop/add, a student must meet with the Academic Advisor and complete the drop/add form together with her.
3. The form must be signed by a parent and the teachers from the class dropped and the class added.
4. The student must return the form to the Academic Advisor for final signature and authorization.
5. If the parents will not sign the form, no change will be authorized.
6. If the Academic Advisor will not sign the form, the student can appeal to the Principal.
7. If either teacher will not sign the form, further consideration is given by the Academic Advisor, whose decision will then stand unless appealed to the Principal by teacher or student.
8. Any student who is removed from class for disciplinary reasons after the first three weeks will receive a failing grade for the entire semester.

### **Failed Courses**

Students in 7<sup>th</sup> or 8<sup>th</sup> grade must have a passing yearly average in literature, writing, and math class in order to be promoted to the next grade level. In order to re-enroll, any 7<sup>th</sup> or 8<sup>th</sup> grade student who fails one of those courses for the year must make up the failed course prior to the start of the next academic year. The Principal must approve the plans for making up the failed course.

All high school students must meet the credit requirements set forth by the School Board in order to graduate from SRCS. Any student who fails a course is in jeopardy of not meeting these minimum requirements. A student may have difficulty making up a failed course during the regular school session; therefore, he/she is encouraged to earn the missed credit through an alternate means pre-approved by the Principal.

The transcripts of high school students who repeat a failed course during the regular school year or through FLVS will show a replacement of the failing grade with the new grade earned.

### **Graduation Requirements**

A minimum of 24 credits is required for graduation. Minimum **core** credits required for graduation for the class of 2012 are as follows: 4 English, 4 math, 3 science, 3 social studies, 3 Bible, 2 foreign language. Minimum **core** credits required for graduation for the classes of 2013 and later are as follows: 4 English, 4 math, 4 science, 4 social studies, 2 foreign language. Additionally, four years of Bible are required for all students except transfer students, who must take Bible each year in attendance if scheduling allows. Students should be advised, however, that these are minimum requirements and may not be sufficient for admission to more selective colleges. Further, students may not opt out of academic classes by using minimum requirements as a reason. The minimum requirements are designed to accommodate students who have failed classes. Seven Rivers' goal is to have students take the most challenging course load available.

### **Homework**

Homework is considered to be an essential part of the academic program of SRCS. Students in each grade will be assigned a reasonable amount of homework, at the discretion of the teacher, in order to enhance classroom learning, prepare for the next day's class, and establish traits such as self-discipline and responsibility. All K - 7<sup>th</sup> grade students are required to use the student agendas provided for them by the school at the beginning of the year. Each classroom has an accountability program specific to that level. There is an \$8.00 charge to replace any agenda. SRCS highly encourages our 8<sup>th</sup> – 12<sup>th</sup> grade students to continue using an agenda to organize them for success.

1. Homework assignments are expected to be handed in on time. Late assignments will receive a lowered grade or might not be accepted at all, depending upon the discretion of the individual teacher.
2. Students who are absent are required to hand in all missed assignments within the number of days equal to the number of days absent. It is the student's responsibility to determine what assignments were missed.
3. Students who are absent due to athletics or extracurricular activities are required to hand in all missed assignments at the next scheduled class.

### **Honor Roll**

Students in grades 4-12 who distinguish themselves through outstanding academic achievement may earn a place on either the Honor Roll or the Distinguished Honor Roll at the conclusion of each grading period. To be placed on the Honor Roll, a student must have a **cumulative average of 89.5 or higher based on the grades earned in his/her academic classes** for the grading period. To be placed on the Distinguished Honor Roll, a student must have earned a **grade of 90 or higher in each of his/her academic classes** for the grading period.

### **Internet Use**

Students must have an *Internet Acceptable Use Policy* form on file in order to use the computers on campus. All Internet usage must pertain to schoolwork.

### **Media Center**

One of the goals of Seven Rivers Christian School is to provide students with the tools necessary to think with the mind of Christ so they can view history, science, literature, social institutions, culture, and their own life from a biblical worldview. To that end, SRCS students are encouraged to make full use of the programs and materials available in the SRCS Media Center.

The Media Center has a wide selection of books, magazines, newspapers, reference materials, videos, and Internet access. Although we do have a considerable amount of Christian materials, our Media Center also contains secular items. While secular literature may at times contain offensive language or content, those materials may also contain significant information or ideas which stimulate growth in factual knowledge, literary appreciation, aesthetic values, and which may provide insight and understanding of self, others, the world, and the Christian responsibility toward all of these.

We recognize that as Christians we are given great liberty, while at the same time we are called to avoid license. What may be harmful for one person may not be harmful for one more mature and discerning. The Media Center circulates on a voluntary basis; therefore, we extend to our users the broadest right and freedom to read. As a parent, you may decide that your child should not view some of these items. It is not the intention of the Media Center to provide the student with learning experiences or activities that are in conflict with the values of his/her parents. For this reason, we encourage you to be aware of what your child is reading and be available to discuss it with them. It is our desire that the students of SRCS will learn to be discerning and to evaluate all materials from a Christian perspective. It is through a cooperative effort between the school and the parent that the most effective learning conditions can be obtained.

1. The library is open from 7:45 AM to 3:30 PM on school days.
2. Food and drinks are not allowed in the Media Center.
3. Three items may be borrowed at one time. If a student is working on special research assignments, more than three items may be borrowed upon request and approval by the media staff.
4. Reference materials can only be used in the Media Center. Copies of reference materials will be made upon request.
5. All items may be renewed before the due date. After the due date, all fines must be paid before items can be renewed.
6. Students are responsible for returning books by the due date, which is stamped in the back of the book. Items may be returned daily from 7:45 AM to 3:30 PM in the Media Center (Room 11).
7. Late fees are 30¢/day per item and continue to accrue until the item is returned. Fines do not accrue on weekends, holidays, or excused absences.
8. Students who have fines or have overdue items will not be permitted to borrow new items until all items are returned and fines are paid. Report cards will be held until all fees have been paid and items returned. Students who lose items should talk with the Media Center staff as soon as possible to initiate the procedure for repayment.
9. One overdue notice will be emailed to the parent(s) of Upper School students.
10. Two overdue and fine notices will be issued to Grammar School student(s), and then a notice will be emailed to the parents.
11. If a book is damaged or lost and has to be replaced, a replacement charge will be assessed at the cost of the book plus \$10.00.

### **National Honor Society**

The purpose of the NHS is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Membership in the SRCS Chapter is an honor and is based on scholarship, leadership, character, and service.

Candidates for selection to NHS include those students in grades 10 - 12 who have achieved a minimum cumulative grade point average of 3.5 on a weighted scale and have been in residence no less than one

semester. These candidates are notified of their eligibility by letter during the second semester of their sophomore year and must then go through a selection process. Candidates are required to submit an essay, topic to be determined by the Faculty Council, and a character reference from an adult outside their family or school. The Faculty Council will evaluate each candidate with regard to the student's leadership, character, and service. Selection of each member will be by majority vote of the Council. An induction ceremony for new members will take place during the spring semester.

NHS members from other chapters who transfer to SRCS are responsible for having a letter sent from their former school verifying their membership in good standing. The transferring members must meet the SRCS standards within one semester.

### **Parent-Teacher Conferences**

Conferences with a teacher at any time during the school year are both welcomed and encouraged. It is only through close home and school cooperation and communication that our educational goals can be achieved. Please contact the teacher directly or through the school office if you desire a conference with a teacher at any time.

Mandatory conferences between Grammar teachers and parents will be held at the end of the first quarter. Parents will get their child's first quarter report card directly from the teacher at this conference.

### **Physical Education**

Physical Education is an important part of each student's total development at SRCS and an integral part of our curriculum. Students in Kindergarten – 3<sup>rd</sup> grade will not dress out for P.E., but they are required to wear sneakers on P.E. day. All other students are required to wear P.E. attire from Sunshine Uniform.

Excuse Policy: A written excuse must be submitted to the P.E. teacher prior to class on the day of non-participation. The parental excuse should give the reason for not participating and be signed by the parent. Students with extended excuses (more than three days) will need written verification from both their parents and a medical doctor stating the cause and duration of the physical limitation, as well as possible moderate exercises that would be appropriate for the student.

**The gym is closed after school unless students are participating in a supervised activity.**

### **Report Cards and Grading Scale**

1. In the Grammar School, report cards are e-mailed to parents at the conclusion of each nine-week grading period, except for the first report card, which is personally given to the parent at the mandatory parent/teacher conference. Report cards may include comments and marks for behavior and work habits, and they may be held if financial accounts, including fines and fees, are not current.
2. Report cards are also emailed at the conclusion of each quarter to parents of students in grades 7-8. However, high school students are graded on the semester system, and parents of those students will be emailed a report card at the conclusion of each 18-week semester. High school parents may view a progress report on RenWeb after the first and third 9-week grading periods.
3. Weekly grade reports are posted on RenWeb for 4<sup>th</sup> – 12<sup>th</sup> grade students.
4. A student receiving an "Incomplete" in a class must determine from his teacher what is required to receive a grade.
5. Grades are earned by the student, calculated by the teacher, and are considered final. Any concerns about grades should be brought directly to the teacher.

## Grading Scale:

Grades K-3	Mastery Level	Grades 4-8	Percentage	Grades 9-12	Percentage
M	Mastery Achieved, indicating readiness for next level	A	90 – 100%	A	90 - 100%
		B	80 – 89%	B	80 - 89%
		C	70 – 79%	C	70 - 79%
P	Partial Mastery Achieved	F	0 – 69%	D	60 - 69%
N	Little or No Mastery Achieved			F	0 - 59%

### **Resource Department**

The Resource Department of Seven Rivers Christian School assists teachers and parents of children who exhibit a need for intervention in academic and/or behavioral efforts. This assistance is provided through identifying specific deficits or strengths and recommending appropriate options. These options may range from temporary to long-term and may include the acknowledgement by SRCS that it is not able to meet a student's specific needs.

If, while enrolled at SRCS, a student is identified by a classroom teacher as having repeated difficulty with academic or behavioral efforts, the student may be referred to a Student Support Team (SST) for evaluation. The Resource Department can provide opportunities for screening a student's abilities through developmental, achievement, placement, intelligence, and diagnostic tests. The SST may also require parents to obtain a professional diagnosis of their child's learning and/or behavioral difficulty. Educational options may be recommended for implementation prior to a request for professional diagnosis or while awaiting diagnostic results. Based on the results of the SST process, recommendations appropriate to the specific circumstances will be made to the parents.

The Resource Department has a growing library of information on various areas of exceptionality that is available to parents and faculty. It also keeps documentation of any relevant information regarding a student's challenge.

### **Student Council (Upper School)**

Upper School Student Council will play an integral role in the school activities at SRCS. The Student Council is comprised of representatives nominated by the students from each grade level. The Council is led by a faculty sponsor who assists each student in the successful completion of duties and commitments. Members of the Council must meet the following criteria:

1. A minimum grade point average of 2.0
2. Full participation in all activities
3. Fully execute all necessary duties
4. No behavioral suspension for the year

### **Student Records**

Cumulative files for students are kept in the school office and include such information as health records, report cards, standardized test scores, and disciplinary reports. The school maintains strict confidentiality of these records. To review student records, parents may sign a request form, and within two school days records will be available for review in the school office. Records will be released to another institution upon the written request of the parent or legal guardian, provided all financial accounts have been paid in full and all school materials have been returned.

### **Student Support Team**

The Student Support Team (SST) is comprised of different school personnel (such as Resource Coordinator, Principal, Headmaster, Academic Advisor, classroom teacher, etc.) and parents looking for solutions for a child in need. The SST provides input, support, documentation, and implementation of strategies for

academic/behavioral issues, and it serves as a vehicle for communication between students, parents, teachers, administration, and outside professionals. The SST meets only after the parent and teacher attempt solutions, and the student is still in temporary or permanent need of further assistance.

### **Summer Reading**

SRCS understands that it is vitally important for students to continue the learning process over the summer. In particular, we believe that using reading skills regularly to keep them finely tuned is critical to continued success in reading class and in other reading-related subjects. In fact, students who read regularly become better thinkers, better learners, and better performers in all academic areas. Therefore, the school has assigned summer reading for all students entering grades 1-12. The assignment is required, and the grade contributes to the student's first quarter/semester average (in grades 4-12).

### **Testing**

1. Students will be regularly evaluated on the subject matter taught. Teachers may use a wide variety of assessment tools: tests, quizzes, projects, demonstrations, reports, papers, etc. Teachers will grade assessment materials in a timely manner and will communicate the results to the student.
2. Final exams will be given at the end of each semester for all core classes receiving high school credit and will count 20% of the student's semester average.
3. Although teachers have the right to require all students to take a final exam, in courses in which exam exemptions are permitted, high school students may choose to exempt the final exam only if they have met these two conditions:
  - Student has had no more than five absences of any kind (college visitation absences for juniors and seniors will not count toward these five absences). Students in block classes should refer to their class syllabi for absence exemption information.
  - Student has achieved an average of 90 or better for the course preceding the exam period.
4. The exam exemption privilege may be used by underclassmen for only one of the two semesters in a given class. Seniors may exempt exams during both semesters of a given class.
5. SRCS conducts standardized testing of its students in the spring by administering the Iowa Test of Basic Skills to students in grades 2-8. This test compares SRCS students with students at the same grade level in public and private schools across the country. Make-up testing for the ITBS will be conducted only for students whose absence was due to unavoidable circumstances.
6. The PLAN (preliminary ACT) is offered to freshmen students in the fall, and the PSAT (Preliminary SAT) is offered in October to sophomore and junior students. Juniors taking the PSAT are eligible for the National Merit Scholarship Program.

### **Transcripts**

A student's academic transcript includes all high school courses taken and the semester grades earned in each course. It is intended to be a complete and accurate record and is, therefore, not subject to exclusion of any part of the student's academic history. High school credits earned in 8<sup>th</sup> grade will also be reflected on the transcript and will count toward graduation requirements and a student's grade point average. If a student enters SRCS after the 9<sup>th</sup> grade year, the high school credits and grades earned from another accredited school will count toward graduation requirements and the student's GPA. To request a transcript, students must submit the designated request form to the school office. After graduation, one final transcript will be sent to the student's selected college. There is a \$5 charge for additional transcripts.

## HEALTH AND SAFETY

### Assistive Devices

Students requiring assistive devices(s) while on campus must have a physician's prescription or a letter detailing the reason and the anticipated duration of use for the device. It is the parents' responsibility to provide this information to the school office prior to or at the time of the student's return. These devices would include, but are not limited to, wheel chairs, crutches, orthopedic braces, arm slings, or immobilization devices.

### Emergency Contacts

SRCS requires a home phone number for each student on file in the office, as well as a work phone number or the number of a close friend or neighbor who could be contacted in an emergency.

### Fire/Tornado/Lockdown Drills

Monthly fire drills and lockdown drills, along with twice-yearly tornado drills, are held to keep students well informed of safety precautions and to provide practice in the safe and efficient evacuation of the school buildings.

### Health Care Policies

1. Students who become ill during the school day will be taken to the clinic, and the parent will be notified immediately. No student whose temperature reaches 100 degrees will be allowed to remain in school. If the temperature is not 100 degrees but the child still seems ill, he/she may be removed from class anyway.
2. Parents are asked to cooperate with the school in minimizing the spread of communicable disease among children. Please do not bring your child to school if there is evidence of any of the following symptoms: fever, upset stomach, diarrhea, rash, bad cough, severe headache, vomiting, or a general sick feeling. **A STUDENT MAY NOT RETURN TO SCHOOL UNTIL HIS/HER TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS AND HE/SHE HAS BEEN ILLNESS-FREE FOR 24 HOURS WITHOUT THE USE OF MEDICATION.**
3. SRCS has developed a Communicable Disease Control Policy. Please contact the school office if you would like a copy of this policy.
4. Hearing and speech screenings will be available in the fall for all kindergarten students and any Preschool – 3<sup>rd</sup> grade student who is identified by their teacher as needing a screening.
5. SRCS will provide scoliosis screening for all 6<sup>th</sup> grade students. Students identified with possible scoliosis will be referred for appropriate medical follow-up.
6. Students who leave school during the day due to illness may not return after school to participate in or observe any sports practices, games, or other extracurricular activities.
7. A well-equipped clinic is maintained on campus for the care of all students. Care is administered for minor injuries according to Guidelines for School Health Rooms established by the Florida State Board of Health. First Aid will be administered; however, no medication (including Tylenol or aspirin) will be given.
8. Medication can only be administered by the school nurse or assigned designee. If a student is required by a doctor to take medication during the school day, the student must leave the medicine, along with a prescription signed by their doctor (or the label on the prescription bottle), in the clinic with the school nurse.
9. Guidelines for prescription medication:
  - a. All medication will be kept in locked storage in the clinic. Students will not be allowed to keep prescription medication in their possession during the school day. Certain prescribed medicine (inhaler, Epi-pen, diabetic management needs) can be carried if the prescribing physician has submitted a signed *Consent to Carry* form and a copy is on file in the clinic.
  - b. On the first day, the parent/guardian must bring the medication(s) to the clinic and complete the required form(s) for school medication administration. Each day thereafter, the student or parent

must bring the medicine to the school office first thing each morning and pick it up (if it is to go home daily) at the end of each school day.

- c. The label provided by the pharmacy on all prescribed medication will serve as the physician's script. Therefore, medicine(s) MUST be in the prescription bottle as prepared by the pharmacist. The label must bear the doctor's name, student's name, name of the medication, date, and directions for the amount and frequency of administration. A signed request from the parent/guardian must accompany the medication (forms are available in the school office). Any changes in the above orders must be in writing to the administration/school nurse and signed by the parent.
  - d. Medication will be dispensed only by the school nurse or assigned designee. Students are not allowed to self-administer any medication without written authorization or prior approval from the administration/school nurse. Teachers are not allowed to dispense ANY prescription medication except on field trips.
10. Guidelines for non-prescription medication: Any over-the-counter medicine brought to school will be treated the same as prescription medicine, requiring a physician's approval in writing in order to administer during school hours. Non-prescription medicine will also be dispensed only by the school nurse or assigned designee.

### **Health Records**

All students new to SRCS must have had a physical examination within a one-year period prior to their starting date at SRCS. Students must have all immunizations up-to-date prior to the first day of school each year. Updated physical examinations and immunization records must be on file by the first day of school.

### **Injury Off Campus** (school-sponsored activity)

Students who are injured off campus during a school-sponsored activity must notify the teacher in charge and then notify the school office the next school day. If the parents are not present at the time of the injury, they will be called. If the injury requires immediate care by a physician, and the parents are not available, 911 will be called. Also, if the injury requires a doctor's visit, the school insurance policy will help pay expenses after the parents' insurance has paid their portion. In that case, the financial secretary should be contacted for assistance in filing a claim with the school's insurance company.

### **Injury On Campus**

Students who are injured on campus must see the nurse to assess seriousness of injury, at which time parents will be called and appropriate forms filled out. If the student needs medical assistance prior to the parents' arrival, 911 will be called. However, if it is safe to wait for the parents' arrival, we will do so. Also, if the injury requires a doctor's visit, the school insurance policy will help pay expenses after the parents' insurance has paid their portion. In that case, parents should contact the financial secretary for assistance in filing a claim with the school's insurance company.

### **Excused or Limited Activity**

Any student requiring the restriction of activities (P.E. class, usage of stairs, walking to class, etc.) due to illness or injury must provide a letter or physician's prescription to the school office indicating the nature and duration of the restriction.

### **Medical Release Forms**

SRCS requires parents to complete an *Emergency Medical Treatment* form for each student, which allows a physician to perform emergency treatment in the event a parent or legal guardian cannot be reached. This form must be notarized prior to returning it to the office. *Emergency Medical Treatment* forms will be taken on all school-sponsored trips (including sports) in case of an emergency.

**Student Insurance**

Seven Rivers Christian School provides student accident insurance to all students, covering events during school hours and school-sponsored events. This is a supplemental insurance policy and requires parents to submit a claim first on their personal health insurance policy.

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