

**SEVEN RIVERS
CHRISTIAN SCHOOL**



**STUDENT-PARENT
*HANDBOOK***

2009 - 2010

SRCS Culture

“Seven Rivers Christian School exists to equip covenant children to transform culture in their area of responsibility for now and the future by instilling in them minds for truth and hearts for God.”

SRCS Vision and Mission Statements

ABOUT SEVEN RIVERS CHRISTIAN SCHOOL

It seems that our world is increasingly in need of people who are grounded in the truth and can apply their faith into the marketplace. This is our aim at SRCS. Three particular distinct characteristics set our school apart:

1. **Biblical literacy** – Across America, churches are populated with adults who do not know the Bible. Pastors scramble to figure out how to educate the adults. We are teaching our children to know the Bible so that they can impact our churches.
2. **Worldview instruction** – A first order task at SRCS is teaching our students to examine the world through the lens of Scripture – not through opinion or popular culture or the latest fad. We want them to be able to critically think and to impact our world in all fields and vocations.
3. **Intentionally prepare for college** – This is particularly unique in our area where most high school students do not matriculate to college. At SRCS, this is our goal. So we feature an academically rigorous program, including emphasis on athletics and the arts, and application of technology, to that end.

We earnest work to cultivate a distinct school culture that links all program aspects together. Among school leadership’s most critical priorities is culture construction and development. Three primary features of this culture are:

1. **Academic rigor** – Faculty and students alike seek to develop the Christian mind with a well-honed integrated worldview.
2. **Spiritually transformative** – Faculty, students, and parents become set free by the gospel to pursue the hearts of one another, recognizing our calling to a broken world.
3. **Authentic Community** – Relational harmony, stakeholder ownership, and a growing sense of commitment to the group mark members of the SRCS family

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

SRCS CREED

God's Sovereignty

We believe in the personal triune God of the Holy Scriptures who created all things out of nothing.¹ He is the supreme and absolute controller of everything that happens. In all His works of creation, providence, and redemption, God orders all things for His own glory.²

Everything He created is good, and He alone sustains His creation.³ Good is omnipresent, omniscient, omnipotent, and immutable. He has no need of anything, yet He chooses to be actively involved with His creation, seeking personal relationship with His chosen people.⁴ God is the original source of all truth, which He reveals to man through His Word and through general revelation.⁵ We believe that God, as the source of all knowledge, would have us pursue knowledge for His glory and for the benefit of His church.⁶

Image Bearers

God created us in His image, and man possesses the emotional capacity for relation, volition and the ability to reason, which is exclusive to man in all of God's creation. God gave man immortal soul, and they are endowed with the knowledge of God Written on their hearts.⁷ Since all men are created in God's image, every man possesses an innate dignity and reflects the glory of his Creator. God created man with these capabilities and in His image for His glory and to fulfill a purpose unique to man.

¹Hebrews 11:3: By faith we understand that the words were prepared by the word of God, so that what is seen was not made out of things which are visible.

²The personal triune God and the Bible is the supreme and absolute controller of all that happens (Westminster C.O.F., III.I). Matthew 10:29-30: Are not two sparrows sold for a cent? And yet not one of them will fall to the ground apart from your Father. But the very hairs of your head are all numbered.

³Job 34:14-15: If it were His intention and He withdrew His Spirit and breath, all mankind would perish together and man would return to dust.

⁴John 15:15: I (Jesus) no longer call you servants, because a servant does not know his master's business. Instead, I call you friends, for everything that I learned from My Father I made known to you.

⁵Psalms 19:1-2: The heavens are telling of the glory of God; and their expanse is declaring the work of His hands. Day to day pours forth speech, and night reveals knowledge.

⁶Psalms 19:1-2: The heavens are telling of the glory of God; and their expanse is declaring the works of His hands. Day to day pours forth speech, and night reveals knowledge.

⁷Philippians 1:9-10: and this is my prayer; that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless until the day of Christ.

⁸Romans 2:14-15: Indeed, when Gentiles, who do not have the law, do by nature things required by the law, they are a law for themselves, even though they do not have the law, since they show that the requirements of the law are written on their hearts, their consciences also bearing witness, and their thoughts now accusing, now even defending them.

The Cultural Mandate

God commanded the man and woman to rule and subdue the earth, having dominion over and being caretakers of His creation.⁸ Along with this cultural mandate, God gave a prohibition. Man could partake freely of any tree in the garden except one. Using their God-given will, man chose to disobey God, and sin entered the world. Sin has radically affected both man and all His surrounding creation.

As our original parents carried out the mandate to rule and subdue the earth in tending the garden,⁹ so too we have the privilege and responsibility of ruling and subduing through our vocations. The earth, though subsequently cursed by God,¹⁰ is not evil but good and one day God will recreate it.¹¹ The reality of the Curse of the earth and sin in the world makes the command to rule and subdue more difficult and absolutely crucial. We are to be in the world and not be of it. The study on the world God created is not a necessary evil, but part of our calling to transform this world for the kingdom of Christ

Total Depravity

Sin has affected man throughout, even to the extent that he is unable to come to God. He is naturally sinful,¹² defiled in his mind and conscience, unable to understand the truth of God.¹³ Deaf,¹⁴ and blind. Man is not sick with sin, he is dead in sin.¹⁵ All of his faculties have been corrupted. As a result, man's will is in bondage to sin, and his reason and emotions are also tainted.¹⁶ Every part of man has been affected by sin and he is unable, on his own, to obey the Law of God.¹⁷ Because of man's unrighteous state, he is separated from God and is unable to reconcile himself to a relationship with God. The Father God sent His son, Jesus Christ, to rescue us from this fallen condition.¹⁸

⁸Genesis 1:26-27: Then God said, "Let us make man in Our image, in Our likeness, and let them rule over the fish of the sea and the birds of the air and over every living creature that moves on the ground." So God created man in His own image, in the image of God He created him; male and female He created them

⁹Genesis 2:15: Then the Lord God took the man and put him into the Garden of Eden to cultivate it and keep it.

¹⁰Genesis 3:17: Then to Adam He said, "Because you have listened to the voice of your wife, and have eaten from the tree about which I commanded you, saying, 'You shall not eat from it': Cursed is the ground because of you; in toil you shall eat of it all the days of your life."

¹¹Romans 8:19-21: For the anxious longing of the creation waits eagerly for the revealing of the sons of God. For the creation was subjected to futility, not of its own will, but because of Him who subjected it, in hope that the creation itself also will be set free from its slavery to corruption into the freedom of the glory of the children of God.

¹²Psalms 51:5 Surely I was sinful at birth, sinful from the time my mother conceived me. II Corinthians 4:4: The god of this age has blinded the minds of unbelievers, so they cannot see the light of the gospel of the glory of Christ, who is the image of God.

¹³II Corinthians 2:14: But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of Him.

¹⁴John 8:42-43: Jesus said to them, "If God were your Father, you would love Me, for I came from God and now am here. I have not come on My own; but He sent Me. Why is My language not clear to you? Because you are unable to hear what I say."

¹⁵Ephesians 2:1: As for you, you were dead in your transgressions and sins.

¹⁶Romans 3:10-12: As it is written: "There is no one righteous, not even one; there is no one who understands, no one who seeks God. All have turned away, they have together become worthless; there is no one who does good, not even me."

Grace

With Man being dead in sin, salvation must be totally of the Lord.¹⁹ God sovereignly chose to save men from death, the penalty they deserve.²⁰ Not only did God choose the, but He planned the means by which they would be saved-through the death of His Son, Jesus Christ.²¹ Through Jesus' death, those who believe are justified and cleansed from sin in the eyes of God on the basis of Christ's imputed righteousness.²² The Holy Spirit applies the work of salvation to those who were chosen by God. He works a work of grace (regeneration) in the "dead" sinner, making him alive and thus able to respond to Christ through repentance and faith.²³ This does not mean

that we are now able to conform to God's law. God is in the process of progressively sanctifying us to Himself.²⁴ This grace has given us both the ability and desire to glorify God by transforming culture to more closely reflect God's original design.

Transforming Culture

Although the fall of man precludes complete fulfillment on the cultural mandate, "the decree that God gave to man to subdue the earth and exercise dominion over it has never been repealed...The Scripture assures us that one day it will be accomplished through Christ. Education of the redeemed man in Christ, therefore, is never complete, never adequate, until he is prepared to see the world., history, science, literature, social institution, and his own life through the eyeglasses of the Scripture and is thus informed to help shape his environment, family, profession, art, business, and government to conform to the teaching of God's revealed will."²⁵

¹⁷Romans 7:19-20: For what I do is not the good I want to do; no, the evil I do not want to do, this I keep on doing. Now if I do what I do not want to do, it is no longer I who do it, but it is the sin living in me who does it. So I find this law at work; when I want to do good, evil is right there with me. For in my inner being I delight in God's law; but I see another Work in the members of my body, waging war against the law of the mind, and making me a prisoner of the law if sin at work within my members.

¹⁸Romans 5:9-10: Since we have now been justified by His blood, how much more shall we be saved from God's wrath through Him! For if, when we were God's enemies, we were reconciled to Him through the death of His son, how much more, have been reconciled, shall we be saved by His life!

¹⁹Jeremiah 13:23: Can the Ethiopian change his skin or the leopard change his sport? Neither can you do good who are accustomed to doing evil.

²⁰Romans 6:23: for the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord.

²¹Matthew 1:21: She will give birth to a son, and you are to give Him the name Jesus, because He will save His people from their sin.

²³Ephesians 2:1: As for you, you were dead in your transgressions and sins.

²⁴Philippians 1:6: Being confident of this that He who began a good work in you will carry it on to completion until the day of Christ Jesus.

²⁵"Making Disciples"

Core Values of Seven Rivers Christian School

In that SRCS exists as a ministry element of Seven Rivers Presbyterian Church, the core values pursuant to school ministry are firmly couched in the corporate values of the church. Thus, the articulation of specific statements framing the school is made in that corporate context. These beliefs shape our presuppositions 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 Sonship with 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 context in conducting education.

Covenant Community

As part of the visible church, 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. Thus 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 constituents 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, ability to critically think, and to communicate in our world. The faculty also engages in activity designed to both press their minds toward a biblical world and life view and expand their professional competence.

Integrated Program

Recognizing our propensity to create false dichotomies in educational practice, we strive to build a program that embraces the whole man. Thus, academics, the arts, and athletics serve as key elements of our school. We are committed to seeking the linkage between hearts and minds, developing a program that nurtures the discipleship of covenant children. We understand the importance of both vertical and horizontal integration in constructing such a system, committing to establishing an effective balance of these elements.

Leadership and Governance

Believing that God gives gifts and that He wants them effectively employed, we are committed to an orientation of entrusting leadership and holding it accountable. While we understand that parents hold 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.

Objective Statements

1. Intentionally develop a cultural transformation ethos in faculty and students.
KINGDOM ORIENTATION
2. Provide a robust educational program that is committed to fulfilling established goals.
FULL-ORBED PROGRAM
3. Cultivate the appropriate level of tension between authentic community and the individual nature of the educational process.
BALANCED PERSPECTIVE
4. Nurture a growing gospel paradigm in students.
GOSPEL FOCUS
5. Actively participate as partners with parents and the church in the discipleship of their children.
COOPERATIVE RESPONSIBILITY

Seven Rivers Principles of Learning

1. 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.
2. Instruction is consistent with and faithful to the school's well-defined scope and sequence.
3. All academic instruction and discussion emanate from Biblical truth.
4. All academic instruction deliberately incorporates reading proficiency.
5. We employ a variety of classroom teaching methods to effectively reach and engage all students.
6. We are compelled to conduct ourselves with dignity in all relationships because each one of us is an image bearer of God.
7. SRCS provides a liberal arts education that places high value upon biblical and cultural literacy, responsible citizenship, and technological proficiency.
8. SRCS values and promotes self-governance: that is, performing all duties in the teaching and learning process with distinction and in submission to God.

ACCREDITATION

Seven Rivers Christian School is fully accredited with Christian Schools of Florida AdvancEd Ed (formerly SACS). The school is a church-run or parochial school and is a ministry of the Seven Rivers Presbyterian Church. The school 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. 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, which affect Christian schools at both the state and national levels.

ORGANIZATION

Administrative Prerogative

The intent of this handbook is to give general overall guidelines to be adhered to by the students and parents. Sometimes there will occur new situations or circumstances not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations.

Seven Rivers Christian School believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential to the accomplishment of 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.

School Board

The school is a ministry of Seven Rivers Presbyterian Church governed by a School Board, which is accountable to the Session 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 consists of ten voting members, each serving a three-year term. The Board members serving for the 2009-2010 school year are as follows:

Mr. Dale McCollough – Chairman	Mr. Jamie Gage
Mr. Stuart Green – Secretary	Mr. Joel Satterly (ex officio)
Mr. Hein deBeer	Mrs. Debbie Donovan
Mr. Jerry Pullen—Vice Chairman	Mrs. Lisa Andes (ex officio)
Mr. Gary Bryant	Dr. Mike Bennett

Faculty and Staff

The Administrators, teachers, and staff at SRCS are appointed by the Board after careful consideration of their spiritual and academic qualifications. The administrators and the grammar school and upper school teachers possess the minimum of a Bachelor's Degree, and some hold a Master's Degree. Exceptions are made in the area of specialization where teachers are in the process of earning a degree. All full-time teachers meet the standards for the AdvancEd Ed and CSF accreditation agencies. All teachers must be scripturally sound in their teaching and lead exemplary Christian lives.

Grammar School Faculty

Kindergarten	- Shari Huey
1st Grade	- Polly Ebert
2nd Grade	- Wendy Cash
3rd Grade	- Robin Barlow
4th Grade	- Carol Satterly
5th Grade	- Chuck Woods, June Dreyer
6th Grade	- Lisa DeHaan

Support Staff

Physical Education	- Tim Bowman
Technology	- Georgia Jekabsons
Library	- Debra Redmond
Art	- Julie Poling, Lana Moes
Music	- Gordon DeHaan
Elementary Spanish	- Maria Converse
Aide	- Beth Kuhn

Upper School Faculty Science Department

- Chris Eckart
- Jacqueline Benoist

Math Department

- Kandy O'Quinn
- Scott Jackson
- Lydia Toms
- Jacqueline Benoist

Social Studies Department

- Justin Benoist
- Jennifer Welter
- Ken Wackes

English Department

- Jennifer Welter
- Shawn Hassen
- Nancy Glessner

**Foreign Language
Fine Arts**

- Dan Shipes
- Julie Poling
- Lana Moes

**Physical Education
Bible**

- Gordon DeHaan
- Tim Bowman, Rayburn Greene
- Chris Eckart
- Dan Shipes
- Tim Mitchell

Support Staff

Resource Center

- Donna Nelson
- Kim Oakley

Technology

- Georgia Jekabsons

Library

- Debra Redmond

Academic Advisor

- Shennen Bowman

School Nurse

- Sue LaTorraca

PARENT/SCHOOL RELATIONS

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:

School Community Fellowship (SCF): The SCF provides opportunities for parent fellowship throughout the school year. Key goals of the SCF are communication, education, and service. All parents and children enrolled at SRCS are members of the SCF. The SCF 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 Club: The Warrior Club provides direct support for the various athletic teams through special projects and fund-raising events, concession sales, and promoting school spirit.

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. The communication will take on many forms throughout the year, i.e. this handbook, e-mail, regular 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.

Assistance Directory

It is our desire to be accessible to the students and parents as much as possible. The list below indicates areas in which parents and students will most likely need specific information or help from time to time, and the individual(s) who should be contacted. Please do not hesitate to contact the school office should you have any questions:

School Office - (352) 746-5696

E-Mail - srcs@sevenrivers.org

Headmaster
Dean of Students
Dean of Instruction
Athletic Director
Administrative Assistant
Administrative Assistant
Admissions, Absences, Tardies,
Illness During the School Day,
Athletic Schedules Information
Tuition/Fees/Accounting
Finance Director
Library/Media Center
School Nurse

FAX - (352) 746-5520

Mr. Joel T. Satterly
Mr. Scott Jackson
Mr. Tim Mitchell
Mr. Brandt McFarlin
Mrs. Florence Julias
Mrs. Kim Eskelson
Receptionist

Mrs. Cynthia Humphrey
Mrs. Margaret Whitchurch
Mrs. Debra Redmond
Mrs. Sue LaTorraca

Change of Address

Please notify the school office as soon as possible regarding any change in a student's address or telephone number. This information is imperative 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

1. Non-SRCS students are permitted to visit the campus as guests of SRCS students upon approval of the administration. **Parents of the visitor or host student must make arrangements at least one day in advance.**
2. **All visitors must check in at the school office and receive a visitor badge before visiting classes.**

Visitors should observe the SRCS dress code and be dressed appropriately.

3. 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 upon following the above procedures.

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. There are no prepayment discounts.

All 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.

Each family will receive notification of their monthly payment amount by letter before June 1, or within a week of acceptance. Registration materials include tuition schedules that can be used for reference in determining tuition payment amounts. Student account numbers will be included in the tuition notification letters and should be noted on each payment to ensure correct posting.

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 stand in church.

Delinquent Accounts

All accounts not paid by the **10th** 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 15th and 20th of the following month.

A grace period *up to* 30 days may be granted when requested *in advance* from the Finance Office. Requests for an extended grace period must be made by an appointment with the Finance 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

There will be a \$25.00 charge 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 that 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 balances 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

SRCS is committed to the philosophy of classroom academic instruction. 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 procedure will be utilized.

Grammar School:

Absences

1. When a student has been absent, for any reason, he/she must bring a note with a parent or guardian's signature explaining why he/she was absent. This note must be submitted within two days of the student's return to school.
2. It is the student's responsibility to complete all missed assignments for absences and arrange to take all missed tests and quizzes within the number of days equal to the number of days absent.
3. Absences in excess of twenty (20) per school year may impact the student's promotion to the next grade level.
 - a. A student study team meeting will be held when a student reaches twenty absences to assess the student's situation and progress.

Upper School:

Absences

Students who accrue absences in excess of three per quarter will lose one percentage point per absence from their quarter grade.

- When a student has been absent he/she must bring a note with a parent or guardian's signature explaining why he/she was absent.
- It is the student's responsibility to seek and complete all missed assignments for absences and arrange to take all missed tests and quizzes within the number of days equal to the number of days absent from any particular class. Tests and quizzes may be made up in after-school detention.
- If a student must be absent, a parent is required to notify the school office by phone (746-5696) or e-mail (fjulias@sevenrivers.org) before 9:00 a.m.
- If a student misses more than 35 minutes of any class they will be considered absent for that class.

Exception: Absent/ late work policy for Dual Enrollment course is determined by individual instructors. Students will receive these policies and procedures in their course syllabi.

*Note: School and church related absences do not accrue toward the three allowable absences per quarter. Also, Jr & Sr students are allowed **two** days per year for family initiated college visits.*

Appeals process for excessive absences

- When a student exceeds the absence threshold due to exigent circumstances, the family may apply to the Headmaster or a designated member of the administration 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 for multiple incidents.

Students missing ten or more days of class (20% of class time) per semester will not receive credit for that class.

Tardiness

Punctuality is a virtue that is highly valued and encouraged at SRCS. In order to best utilize their God-given talents, students are taught to be wise stewards of the time they are given each day. Punctual arrival to school each day, and to each class, is crucial to the effective operation of our school and to the enhancement of individual self-discipline. Tardiness will be addressed as follows:

1. Grammar School students who arrive at school after 8:30 AM must report to the school office and will be marked tardy.
2. Upper School students who are not IN CLASS prior to the 8:15 start bell must report to the school office for an admittance pass and will be marked tardy.
3. Upper School students who are late to any given class (without a pass) will be marked as tardy.
5. 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.
6. 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 any sports practices, games, or other extracurricular school-related activities.
5. **Student drivers must have a note from their parents in order to sign out during the day.**
6. Only Seniors may leave the campus at lunchtime. Seniors must sign out upon leaving and 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

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.

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. The teachers will collect all field trip money. The office staff cannot accept any money for field trips. Medical release forms will be taken on all field trips.

Hall Passes

Upper school students in the halls during class periods are required to have a pass.

Lockers

A locker is assigned to each student in 3rd through 12th grade. Students should keep their locker clean and neat. Although the locker is for the private 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 upper school room 304. Upper school students may reclaim their items at a charge of \$.50 per item (there is no charge for grammar school students). At the end of each academic quarter, all lost and found items (with the exception of textbooks and SRCS clothing) are displayed for a week. At the end of that week, all items that remain unclaimed 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

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 and is at the discretion of the classroom teacher.

Public Display of Affection

No public display of affection will be permitted on the school grounds. This includes holding hands, hugging, kissing, etc.

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 Hours/After-School Supervision

School office hours are from 8:00 AM - 4:30 PM.

Grammar school hours are from 8:30 AM to 3:00 PM. Upper school hours are from 8:15 AM to 3:15 PM.

Students should not be on the campus prior to 7:45 AM or after 3:30 PM unless they are participating in an extracurricular activity.

Students who are not involved in a supervised after-school activity and are not picked up in a timely manner (grammar – 3:15 PM; upper – 3:30 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.

Arrival

Grammar school students should report to the gymnasium if they arrive between 7:45 and 8:23 AM. At 8:23 AM they are dismissed to their classrooms. All grammar school students must wait outside the classroom door until the teacher indicates they may come in. Upper school students should report to the gymnasium if they arrive between 7:45 and 8:05 AM. At 8:05 AM they will be dismissed to their classrooms. **STUDENTS SHOULD NOT ARRIVE ON CAMPUS PRIOR TO 7:45. SRCS PROVIDES NO SUPERVISION PRIOR TO 7:45.**

Dismissal

Grammar school students are dismissed at 3:00 PM. It is imperative that parents are prompt in picking up their children. Upper school students are then dismissed at 3:15 PM. The remaining grammar school students are taken to the school office at 3:15 PM for their safety. Parents arriving after 3:15 PM to pick up their grammar school students must come into the office and give notice that they have picked up their child.

School Pictures

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

Severe Weather and School Closings

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.

Rain Day Car Line Procedures K-5th Grade

K – 2nd Grade: Pick up for the classroom

K: Room 9

1st Grade: Room 5

2nd Grade: Room 6

3rd – 6th 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.

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.

Search and Seizure

School officials may conduct a warrantless search of a student's person, car, locker, or any other storage area on school property, 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.

Student Drivers and Student Parking

Driving to school is a privilege for upper school students. Students may not “hang out” in the parking lot prior to the start of school, during lunch, or after dismissal. School officials have the legal right to inspect the interior, exterior, or any compartment of any vehicle brought on the school campus if it is suspected that the vehicle may contain items that are illegal or prohibited.

All student drivers must register their vehicles with the school office.

Student drivers may only park in the designated student parking area.

Telephones

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. Students are not to use the church reception telephone.
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. Students are only allowed to use cellular phones before and after school and during lunch.

Textbooks

Most textbooks are the property of SRCS. Students are responsible for the care and protection of textbooks. All hardbound textbooks are to be covered by the beginning of the second week of school. Clear Contact paper may be used for covering any books. The student 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.

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.**

Parties and 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 which 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.

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 CARLINE.**

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.

STUDENT CODE OF CONDUCT

STUDENT DISCIPLINE—PHILOSOPHY AND PROCEDURE

Philosophy (excerpts from SRCS Philosophy of Discipline)

The covenant community of believers seeks discipline because of the love the Father has for them, and they seek discipline because of the love the members of the community have for one another. This love for and within the covenant community leads us to understand that discipline within the community is a community responsibility. Since the primary ministry objective of SRCS is children and young people, it is perfectly appropriate and necessary for parents to be an integral part of the SRCS discipline process. Seven Rivers Presbyterian Church has full right to participate in the disciplinary process for those students who are communing members of the church.

SRCS is tasked with assisting in the training of the next generation of the church. An element of this training is student understanding and appreciation of the need for Biblical discipline. Discipline is administered at SRCS with the intent that students attain a grasp of the place of discipline in God's redemptive plan for His kingdom. It is desired that students leave SRCS with the ability to both receive discipline with a repentant spirit and to graciously exact discipline from those whom God places them over in authority.

We desire SRCS students to be able to think critically and communicate with a Biblical worldview. Therefore, we instruct them through discipline so they can become proper assessors of moral violations within their own community as well as worldwide. SRCS alumni should have the ability and passion to use the scriptures to critically examine culture's varying views on moral integrity and determine their administration of Biblical discipline within their realm of authority.

Recognizing that SRCS does not want to create false dichotomies, discipline must be a foundational aspect of the classroom, the athletic field, and the arts. Affirming the link between heart and mind in all areas of life, we also see the necessity for discipline to be present within that link as well. All those involved in the various aspects of training SRCS students must hold that biblical discipline, by necessity, be firmly rooted in all facets of student life.

SRCS acknowledges that parents hold the primary responsibility for the discipline of their children and that parental involvement in the discipline of their children for transgressions 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 exact discipline as it sees necessary and prudent.

Procedure

Discipline is generally administered through four 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 (i.e. dress code violations, tardiness, unpreparedness, etc.) is issued through either the classroom teacher or the Dean of Students depending on the situation.
3. Students are referred to the *Dean of Students* for disciplinary action for consistent classroom infractions, gross misconduct, and moral and/or ethical offenses.
4. The *Discipline Team* (chaired by the Dean of Students and consisting of two Grammar and two Upper School teachers) makes disciplinary recommendations to the Headmaster regarding students who demonstrate a consistent, rebellious and uncooperative attitude to previous disciplinary measures.

Student Responsibility

It is the responsibility of the student, in obedience to the Lord's command, to report a violation to school authorities so that the one who has committed the violation can be helped.

As members of a Christian community that are concerned for one another, students are expected to follow the guidelines of our Lord Jesus Christ (Matthew 18:15-17) when aware of violations of the school standards:

First: Personally confront the person and encourage him/her to stop the violation and to make known his/her problem to those in authority. The problem should not be communicated to other students who are not immediately involved.

Second: Others who are aware of the problem should be encouraged to talk to the person if the first step is unsuccessful.

Specific Rules at Seven Rivers Christian School

Student misconduct at Seven Rivers will be subject to discipline deemed appropriate by the administration. The following violations will result in serious disciplinary actions (suspension/expulsion):

1. Possession and/or use of alcoholic beverages, illegal drugs, and tobacco products on campus or at school-sponsored events.
2. Possession and/or use of dangerous materials such as matches, lighters, or fireworks.
3. Lying.
4. Deception.
5. Stealing.
6. Cheating
7. Setting a fire or pulling fire alarm.
8. Possession of a weapon: as 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.
9. Sexting: as defined as, the taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.), may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing...illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and prosecution.

The following violations will result in reprimand, work detail, detention, Saturday School, suspension, confiscation, or other forms of disciplinary action:

1. Profanity, obscenity, and/or vulgar speech.
2. Class disruptions, insubordination.
3. Use of radio, tape player, CD player, beepers, iPods, MP3 players, laptops (for entertainment purposes) or other electronic devices except during Upper School lunch
4. Possession and/or use of skateboards, skates, or roller blades on campus.
5. Horseplay in the halls or classroom.
6. Entry into certain "off limits" areas of the building: kitchen, closets, stage, church offices, conference room, and storage areas.
7. Public displays of affection and/or inappropriate physical contact between students.
8. Skipping class
9. Fighting.
10. Skipping School.
11. Use of cellular phones during school hours with the exception Upper School lunch.

Discipline

Detention

Students will be issued detentions by the teacher or Dean of Students. Detentions are assigned for procedural offenses (accumulation of demerits) 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 bring 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. **NO AFTER-SCHOOL DETENTION MAY BE SERVED WITHOUT A PARENT/GUARDIAN SIGNATURE ON THE DISCIPLINARY NOTICE.**
4. Parents must come to the detention room to pick up their children. Students shall wait inside the detention room until parents arrive.

After School Work Detail

In School Suspension/work Detail

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 do all academic assignments missed during OSS. The suspension will result in a one-point reduction in all quarter grades for each day of suspension for Upper School students.

Failure to serve any assigned discipline will result in additional disciplinary action.

Progression of disciplinary action will generally include, but is not limited to, suspension, behavior contract, and expulsion. Seven Rivers Christian School is not required to follow the foregoing progression and may proceed immediately with expulsion as circumstances warrant.

Behavior Contract (Upper School)

A student who consistently displays behavior or attitudes in opposition to the standards and requirements of SRCS or has flagrant violations of the disciplinary action guidelines will be placed on a Behavior Contract. The following conditions will define this procedure:

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.

Any student who has been expelled from Seven Rivers Christian School and returns to SRCS will be placed on a behavioral 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.

Pregnancy Policy

When the administration becomes aware of a pregnancy, the student(s) involved will be suspended for an indefinite period of time (not less than five days) 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 conditional upon the approval of the administration and the School Board. Such approval will include 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. 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, students involved in a pregnancy may later be asked to pursue homebound instruction and/or be suspended from the privilege of representing SRCS in school-sponsored performances, which include athletics, music, and leadership positions. Normally, those students will be permitted to participate in graduation and receive all appropriate academic honors.
5. In order to be considered for continuing enrollment, the student(s) and parent(s) must fully cooperate with the school's attempts to fulfill these conditions.

Sexual Harassment Policy

Sexual harassment of students by other students or by employees of Seven Rivers Christian School is unlawful and contrary to our beliefs and the commitment of this school to provide a stable 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 which 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.

All such reports will be investigated immediately by school authorities. Criminal charges will be handled by civil authorities. 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, termination from employment if they are an employee or criminal charges if they are filed.

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 the Headmaster 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.

**SEVEN RIVERS CHRISTIAN SCHOOL
DRESS CODE 2009-2010**

SRCS employs a standardized dress code as a means of improving the quality of its students' education. It is believed that standardized dress reduces classroom distractions and fosters a more unified learning community.

General Dress Code Guidelines for ALL SRCS Students

1. School attire is available through the Sunshine School Uniform and Supply. A list of grade level appropriate clothing is available at the school office.
2. Students in 4th through 12th grade physical education, personal fitness, or weightlifting classes will be required to wear Sunshine Uniform P.E. attire.
3. The dress code enforcement will **begin** when a student arrives on campus and will **remain** in effect until dismissal.
4. Grammar School chapel dress must be worn on designated chapel days.
5. The student should not in any way seek to alter or augment the appearance of the uniform attire. The school emblem placed on the attire shall not be removed or altered.
6. Hats, caps, sweatbands, bandannas, etc. are not to be worn during the school day. Hats are not permitted to be carried around campus during the school day.
7. Dress code for field trips shall be the school uniform. Special exceptions may be granted depending upon the nature of the field trip. These exceptions will be communicated by the teacher. 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 that extends past the neck or sleeve line must be of solid white or navy blue color.
10. Unusual hairstyles or colors, such as purple, orange, blue, green, pink, etc., will not be permitted.
11. Belts must be worn with any garment having loops and must be worn inside the loops.
12. During cold weather, students are permitted to wear jackets other than school jackets to school, but only approved outerwear may be worn in school.

General Guidelines for Female Students

1. Girls are required to wear items appropriate for their size. No attire should be tight or form fitting. Hemlines are to be no shorter than six inches above the knee (as measured from the kneeling position). Only upper school rugby-style shirts may be worn un-tucked.
2. Appropriate footwear is required to be worn. Flip-flops are only permitted in the upper school.
3. Earrings are the only body piercing ornamentation allowed. Three earrings are allowed per ear.
4. Leggings or stockings must be of solid color

General 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. Only upper school rugby-style shirts may be worn un-tucked.
2. Appropriate footwear is required to be worn. Flip-flops are only permitted in the upper school.
3. The wearing of body piercing ornamentation is not allowed.
4. Hair should be trimmed evenly or uniformly and should be attractively groomed so that it does not reach over the eyes or the top of the collar line of a collared shirt.
5. Long side burns (below the ear lobe) are not permitted.
6. Students are required to be clean shaven.

THE DEAN OF STUDENTS WILL MEET WITH STUDENTS AND/OR PARENTS OF STUDENTS THAT CONSISTENTLY VIOLATE THE DRESS CODE.

SRCS RESERVES THE RIGHT TO SEND A STUDENT HOME WHO IS IN GROSS VIOLATION OF THE DRESS CODE.

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.

ALL NON-STANDARDIZED DRESS DAYS MUST BE PRE-APPROVED BY THE DEAN OF STUDENTS.

PROGRAM OF INSTRUCTION

The following guidelines are to assist students:

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 1st through 6th graders are required to use the student agendas provided for them 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 9th – 12th 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 seek make up work
3. Students who are absent due to athletics or extracurricular activities are required to hand in all missed assignments at the next scheduled class.

Academic Advisor Office Procedure

The Academic Advisor will be available to meet with students on an appointment basis only. Students will be responsible and held accountable for all class work missed while in the Academic Advisor's office.

Upper School Drop/Add Procedure

Drop/add forms are available from the Academic Advisor. The following procedure will be followed:

Reasons for Change

1. Inability to successfully complete a course;
2. Too heavy a schedule;
3. Change in educational long-range plans;
4. Too light a schedule: students may have only one study period a day. Any exceptions are to be determined by the Academic Advisor, parents, and administration.

Procedures

1. Student consults with the Academic Advisor, and they fill out drop/add form together.
2. Parent signature is required.
3. Teachers sign, both from class dropped and class added.
4. Drop/add form is returned to the Academic Advisor for final signature and authorization.
 - If parents will not sign, no change is authorized.
 - If the Academic Advisor will not sign, the student can appeal to the administration.
 - If either teacher will not sign, further consultation will be made with the Academic advisor, whose decision will then stand unless appealed to the Dean of Students by teacher or student.

Drop/Add Time Period

1. Courses may be dropped or added only during the first 10 school days of a semester, except in emergency situations. Courses added after the 10 day guideline may be subject to adequate tutoring at the responsibility of the parents.
2. Any student who is removed from class for disciplinary reasons after the first three weeks will receive an F for the entire semester.

AP Coursework

1. We will continue to offer AP courses in both selected required and elective areas.
2. Required courses, e.g. U. S. History, will provide both AP and Non-AP (NAP) offerings.
3. A criteria will be established for admittance into AP courses. The criteria will also include the statement "...or with permission of the Dean of Students".
4. Advanced upper level courses that are electives will be stand-alone AP courses, e.g. Calculus, Recent European History, Literature and Composition. There will not be a NAP course taught in these subjects. Students will be scheduled for AP or NAP courses when regular scheduling takes place.
5. A drop/add deadline of 10 school days following the first day of school will be established procedurally and stated in the student handbook. Students will not be allowed to drop/add a course after the fifteenth day of the school year.
6. Students will not be allowed to schedule "up" to an AP class after the drop/add deadline.
7. At the end of the first semester AP students will be allowed to drop a required course that is AP and will then add the NAP course for the second semester.
8. At the end of the first semester AP students will be allowed to drop an elective AP course and reschedule another course after advisement from the Dean of Students.
9. Required AP/NAP courses will be taught simultaneously in the same classroom by the same instructor with these distinctives:
 - a. There will be separate syllabi for AP/NAP courses.
 - b. There will be supplemental readings, papers, and additional class work for AP students.
 - c. Assessment strategies and grade calculation will be different for AP/NAP students in required AP/NAP classes.
10. Students are required to purchase all AP texts.

AP Exams

1. All students, AP or NAP will be given the opportunity to take the AP exam. The school will establish no criteria or gate for the administration of AP exams.
2. Standard and reasonable deadlines for exam registration will apply for all students. No special consideration will be given for a student's failure to follow procedural guidelines for taking the exams.

Upper School Student Council

Upper School Student Council will play an integral role in the school activities at SRCS. The Councils are comprised of representatives nominated by the students from each grade and led by a faculty sponsor. Members of the Council must meet the following criteria:

1. A minimum grade point average of 2.0
2. Agree to commit to the following:
 - a. full participation in all activities
 - b. execution of all necessary duties
 - c. no behavioral suspension for the year

The faculty sponsor will assist each student in the successful completion of duties and commitments.

Chapel

A regular part of the Grammar School student's life at Seven Rivers is the weekly Chapel service. 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 the opportunity to worship and praise God together with teachers and fellow students. Parents are always invited and welcomed to attend Chapel. Please call the office for times and locations of each chapel.

Media Center

One of the goals of Seven Rivers Christian School is to help students to see history, science, literature, social institutions, culture, and his or her own life through a Christian worldview. SRCS wants to provide the tools necessary to learn to think with the mind of Christ. To that end, Seven Rivers Christian School students are invited and 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 Library/Media Center also contains secular items. Unfortunately, secular literature often contains blasphemy or obscenities, as well as depictions of sinful behavior. At the same time, some such materials may 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 Christian responsibility of 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; and, 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 their parents. For this reason, we encourage you to be "in touch" with 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 discern and view all materials from a Christian perspective. Thank you for your involvement. It is through a cooperative effort between the school and the parent that the most effective learning conditions can be obtained.

The library is open from 8:00 AM to 4:00 PM on school days.

Food and drinks are not allowed in the Media Center.

Borrowing Policies

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.

Reference materials can only be used in the Media Center. Copies of reference materials will be made upon request.

Renewals

All items may be renewed before the due date. After the due date, all fines must be paid before items can be renewed.

Returns

Students are responsible for returning books on time. Due date is stamped on the item.

Items may be returned daily from 8:00 AM to 3:30 PM in the Media Center (Room 11).

Overdue/Fines

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.

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.

Upper School

One overdue notice will be emailed to the parent(s)

Grammar School

Two overdue and fine notices will be issued to the student, and then a notice will be emailed to the parents.

Replacement Charge

If a book has to be replaced due to the book being damaged or lost, a replacement charge will be assessed at the cost of the book plus \$10.00.

Internet Use

Students must have an Authorized Use Policy Form on file in order to use the computer on campus.

All Internet usage must pertain to schoolwork.

Physical Education

Physical Education is an important part of each student's total development at SRCS and an integral part of our curriculum. The following guidelines will be in effect with regard to Physical Education:

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 contain 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, which could be done by the student.

P.E. Dress for Grades K-5 - 3rd: Students in Kindergarten through 3rd grade will not dress out for P.E. They are required to wear sneakers on P.E. day.

THE GYM IS CLOSED AFTER SCHOOL UNLESS STUDENTS ARE PARTICIPATING IN A SUPERVISED ACTIVITY.

Student Records

To review student records, parents may sign a request form and within two school days records may be reviewed in the school office.

1. Cumulative files for students are kept in the school office and include grades and scores from standardized tests.
2. Information from the cumulative files is not released outside the school without permission.

Report Cards and Grading Procedures

1. Report Cards are mailed home four times each year at the conclusion of each nine-week grading period. In the Grammar School, the first report card is given at the parent/teacher conference. Grammar School parent/teacher conferences are mandatory at the end of the first quarter and can be requested at any other time during the year.
2. Weekly grade reports are posted on RenWeb for 3rd-12th grade students.
3. Grading Scale:

Grades (1st & 2nd)	Grades (3rd-12th)	Percentage
E	A	90 - 100%
VG	B	80 - 89%
S	C	70 - 79%
N	D	60 - 69%
U	F	0 - 59%
+	S	Satisfactory
-	N	Needs Improvement

- Report cards may also include comments and marks for Christian character, behavior, study, and work habits.
- Report cards will be held for overdue library fines and back tuition.

Parent-Teacher Conferences

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

Incomplete Grades in Upper School

The following procedure is to be used if a student receives an "incomplete" grade at the end of the semester:

- The student will be notified that they have received an "incomplete" and informed as to what they must do to receive a grade.

First Semester Exams

Upper School students who miss the first semester exams will be able to make them up during the first week after returning from Christmas Break. These exams will be made up after school in the detention room. It is the student's responsibility to request all make-up exams required within the first five days of returning to school.

Second Semester Exams

Final exams can be made up during the first session of summer school. It is the student's responsibility to request the make-up exam. All exams not made up by the end of the first session of summer school will result in a zero.

A fee of \$10 will be assessed to administer the late exams given for either semester.

Standardized Testing

The standardized testing program provides for annual testing of students. Tests administered at SRCS include:

- Iowa Tests of Basic Skills - Grades 2-8 – results of this test are mailed or sent home with the student.
- The PSAT (Preliminary SAT) - Grades 10 & 11

Make-up testing for the Iowa Test of Basic Skills will be for illness only. All doctor appointments, vacations, etc. should be scheduled around the hours of approximately 8:30-11:00 AM on Monday through Thursday of testing week.

Transcripts

Requests for transcripts must be made in writing to the school office. One final transcript will be sent to your selected college. There will be a charge of \$5 for additional transcripts.

Academic Distinctions

Upper School students who distinguish themselves through outstanding academic achievement may be placed on one of the following honor rolls at the conclusion of each grading quarter:

1. *A Honor Roll:* Students with all "A's."
2. *A-B Honor Roll:* Students with all "A's" and/or "B's."
3. *National Honor Society:* List of candidates consists of those students in grades 10 through 12 who have achieved a minimum cumulative GPA of 3.5 on a weighted scale and have been in residence no less than one semester. Evaluation of each candidate will be made by the Faculty Council with consideration of the student's leadership, character, and service. Selection of each member shall be by majority vote of the Council.

Community Service (for graduation)

All students in Grades 9 – 12 are required to participate in a Community Service program. Each student must complete a minimum of 20 hours (including 3 hours of campus stewardship) of community service **during each school year**. Students may begin accumulating their community service hours during the summer *prior* to entering each grade, 9 – 12. Each year, the 20-hour requirement must be fulfilled **before** second semester final exams and any student who has *not* met the requirement will *not* be permitted to take his/her final exams. Missed final exams will be made up during the first summer school session, pending completion of the community service requirement. Hours that are served above the required 20 may *not* be applied to the next year's requirement. Graduating seniors must also fulfill this requirement in order to receive their high school diploma.

Seven Rivers Chapter of the National Honor Society:

Faculty Advisor: Jacqueline Benoist

The purpose of this organization 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 local chapter is an honor and is based on scholarship, leadership, character and service.

Candidates for selection to NHS include those students in grades 10 through 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. Students qualified based on the GPA requirement are notified in a letter during the second semester of their sophomore year. NHS candidates must go through an application process. They are required to submit an essay on a topic to be determined by the Faculty Council, and a character reference from an adult outside their family or school. The Faculty Council shall evaluate each candidate with consideration of the student's leadership, character and service. Selection of each member shall be by majority vote of the Council.

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

Membership, with its privileges and responsibilities, begins with the induction ceremony during the Spring Semester.

Graduation Requirements

SRCS PROGRAM

Course	Credits
Bible.....	4.0
(to include Apologetics and the Marriage Class)	
English.....	4.0
Mathematics (to include Algebra II).....	4.0
History	4.0
(to include World History, American History, U.S. Government and Economics)	
Science (to include two lab sciences)	3.0
Foreign Language	2.0
Humanities.....	2.0
Personal Fitness/Physical Education.....	1.0
General Electives	2.0

26.0 credits

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 Study Team 60 (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.

Applicants to SRCS who have a professional diagnosis of learning and/or behavioral difficulty must indicate such on an Admissions Policy Contract and may be referred to an SST as part of the admissions process. SRCS reserves the right to remove a student from its rolls if a student's difficulties prove to be beyond the school's capabilities or pose a detriment to other students.

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

Student Study Team

Definition: The Student Study Team (SST) is comprised of different school personnel (such as Resource Coordinator, Dean, Headmaster, Academic Advisor, School Pastor, classroom teacher, etc.) and parents looking for solutions for a child in need. The SST meets only after discussion/solutions have been attempted by the parent and teacher and the student is in need of further assistance. The need may be short-lived or it may be a permanent condition.

Purpose:

- To better equip the covenant child as stated in the Seven Rivers Christian School Purpose Statement.
- Input, support, documentation, and implementation of academic/behavioral support.
- A vehicle for communication between students, parents, classroom and special teachers, administration, and outside professionals.
- A forum used to:

Identify problems
Share information
Evaluate students' developmental, extra-curricular, and life situations
Decide if intervention is necessary
Meet with parents and/or student
Review evaluations and/or testing results
Refer out for services
Write academic/behavior contracts

Student Study Team Procedure:

1. Referral to Resource Coordinator from faculty or administration.
2. Resource Department sets calendar and notifies team members. Notice of meeting is sent to parents.
3. Pre-SST for faculty ONLY is held.
4. SST meeting is held.
5. Discussion is recorded.
6. Faculty holds post-SST to review information and make decisions.
7. Parents are notified of plan to be implemented to help student.

Guiding Principles of Interventions

Interventions are a wide range of techniques and support systems implemented by the teacher that help students succeed in the classroom. Interventions are one of the keys to planning effective educational programs for students. In some cases a specific intervention is needed by one student, but frequently a technique can help all students flourish

Interventions do not involve modifying the curriculum or changing the expectations for student achievement. These interventions are designed to guard against the natural slothfulness of the heart by supplementing the learning experience while still holding the student accountable. Interventions are designed to facilitate strengthening of skills and may normally be used temporarily rather than perpetually. The following are examples of interventions:

- Ask the student to paraphrase key points in his/her own words and identify anything that is unclear.
- Read written directions orally before students start the assignment.
- Break long-term assignments into sections with corresponding due dates.
- Give the student practice with the testing format; give sample questions and explain the scoring rubric or procedure that will be used.

Summer School

7th & 8th Grades

Students in 7th and 8th grades cannot be promoted to the next grade with a failing grade in any academic class. In order to re-enroll, any 7th and 8th grade student who fails one academic subject for the year must make up the failed course prior to the start of the next academic year. The Dean of Students must approve the plans for making up the failed course.

9th – 12th Grades

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, a student who fails a course is encouraged to make up the missed credit through a means pre-approved by the Dean of Students.

Transcripts

The transcripts of upper school students who make up a failed course through summer school will reflect the grade average of the failed and made up courses. The transcripts of high school students who repeat a failed course during the regular school year will show a replacement of the failing grade with the new grade earned.

HEALTH AND SAFETY

Health Records

SRCS requires that all new students have a physical examination within one year of attendance 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.

Student Insurance

Seven Rivers Christian School provides student accident insurance to all students during school hours and school-sponsored events.

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 the injury can wait for the parents, 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. At this time, you would need to contact the financial secretary for assistance in filing a claim with the school's insurance company.

Injury Off Campus (field trips/sports activity)

Students who are injured off campus 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. At this time, you would need to contact the financial secretary for assistance in filing a claim with the school's insurance company.

Health Care Policies

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 child seems ill, he/she may be removed from class even though the temperature has not reached 100 degrees. Parents are asked to cooperate with the school in minimizing the spread of communicable disease among children.

SRCS will provide scoliosis screening for all sixth grade students. This will help identify children with possible scoliosis and refer those students for appropriate medical follow-up.

PLEASE DO NOT RETURN THE STUDENT TO SCHOOL UNTIL HIS/HER TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS.

Clinic

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.

Medication can only be administered by the school nurse. If a student is required by his/her doctor to take medication during the school day, the student must leave the medicine, along with a prescription signed by their doctor, in the Clinic with the school nurse.

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.

Seven Rivers Christian School has developed a Communicable Disease Control Policy. Please contact the school office if you would like a copy of this policy.

All children sent home from school with a temperature cannot return to class unless they have been fever free for 24 hour.

Prescription Medicine:

1. 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 can be carried if the prescribing physician has submitted a signed consent to carry form, with a copy on file in the clinic, (example; Inhaler). On the first day of medication administration the parent/guardian must bring medication (s) and complete required form(s) for school medication administration. After initial day they (or their parents) must bring 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.
2. 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 administration/school nurse and signed by the parent.
3. Medication will be dispensed only by the school nurse/or assigned designee. Students are not allowed to self-administer any medication without authorization and prior approval from administration/school nurse. Teachers are not allowed to dispense **ANY** prescription medication except on field trips.

Non-prescription Medicine:

1. Any and all over the counter medications brought to school will be treated the same as prescription medication and will follow the same protocol and require physician approval in writing in order to administer during school hours, (including cough drops, cough medication, etc.)
2. The medication will be dispensed only by the school nurse or assigned designee.
3. Administered only if specified by the physician as ongoing or as needed through the calendar school year.

Fire/Tornado/Lockdown Drills

Monthly fire drills and lockdown drills along with twice yearly tornado drills are held to provide practice in the safe and expeditious evacuation of the school buildings and so that students will be well informed of safety precautions and will hopefully experience less anxiety, if such an emergency occurs.

Emergency Numbers and Medical Release Forms Required

We request that at least one emergency phone number be on file in the school office. In addition to a home phone number, the school requires a work phone number or the number of a close friend or neighbor who could be contacted in an emergency. The school will provide a medical release form to be completed by the parent. Each form must be notarized prior to returning it to the office. This form allows physicians to perform emergency treatment in the event a parent or legal guardian cannot be reached. Every effort will be made to contact the parent or guardian, and their instructions will be followed by school officials.

These medical forms will be taken on all field trips, sports events, etc. in case of an emergency.

THE KINDERGARTEN PROGRAM

Age Requirement

Kindergartners who are 5 years old on or before September 1st may enroll in the Kindergarten program.

Curriculum

A thematic curriculum is used which integrates Bible, language, social studies, science, mathematics, music, movement, and art. The classrooms use learning center based activities to develop skills and independence. Learning centers encourage creativity and promote cooperation with others. This will foster opportunity for reaching goals and objectives toward social, emotional, physical, intellectual, and spiritual development.

Spiritual Development

Bible lessons
Christian character
Serving others
Chapel
Praying
Singing

Social/Emotional Development

Building a positive self-concept
Communicating with others
Expressing emotions
Cooperative play
Respecting others and property

Intellectual Development

Exploring and learning about God's world
Learning numbers, colors, and shapes
Beginning fundamental knowledge of alphabet and sounds
Self-expression through art, music, language
Language development

Learning Centers

Reading	Writing	Computer
Math	Building	Game
Listening	Art	Puzzle/Manipulatives
Science	Creative Drama	

Kindergarten students also have Physical Education, Music, Art, and Library classes during the week.

Field Trips

Kindergarten students will participate in various local trips to enrich their classroom learning. Parents may be asked to volunteer to chaperone on designated field trips. A permission slip will be sent home for all field trips. Children will not be able to go on field trips without the signed permission slip returned to their teacher.

In order to keep distractions to a minimum, siblings are not permitted to participate on field trips. It is important for parents to spend time with each of their children. Field trips are one way you can do this.

Parent Involvement

Parents are encouraged to participate in their child's classroom, go on field trips, plan parties, assist the teacher, or work in a learning center. Parent involvement in the classroom may begin during the second week in September. This allows the teachers time to establish themselves as the authority in the classroom and gives the students time to learn classroom rules before visitors begin to take part in the classroom.

To help ensure the utmost safety for our students, **anyone visiting the classrooms must sign in at the office.** A visitor's sticker will be given to each visitor and must be worn while on campus.

Safety

Students will learn indoor and outdoor rules. They will practice emergency fire drills at regular intervals. They will also practice tornado drills.

Toys

At times the teacher may ask the children to bring items for a unit of study or for show and tell, such as books, tapes, and toys. You will be notified of items desired on the classroom calendar or in a letter from the teacher. Toys that are brought to school must stay in the book bag until show and tell time. Please discourage bringing Pokémon, Ninja Turtles, or any toys promoting fighting and violence.

Nutrition

Parents are responsible for sending a healthy snack with their child each day. Some examples of healthy snacks are: fruit, vegetables and dip, cheese and crackers, peanut butter and crackers, etc. Water will be available to drink at any time. If you wish your child to have milk or juice, please send it in an insulated thermos, as there is little refrigeration available in the classrooms. The microwave may be used for warm ups but not for more than one minute of time. No sodas or candy.

INDEX

- Absences, Page 14
- Academic Advisor Office Procedure, Page 24
- Academic Distinctions, Page 29
- Accreditation, Page 9
- Administrative Prerogative, Page 10
- AP Coursework, Page 25
- Assistance Directory, Page 10
- Attendance, Page 14
- Behavior Contract, Page 21
- Birthdays, Page 18
- Change of Address, Page 12
- Chapel, Page 26
- Clinic, Page 32
- Community Service, Page 29
- Core Values, Page 6
- Creed, Page 4
- Detention, Page 20
- Discipline, Page 20
- Dismissal, Page 17
- Dress Code, Page 23
- Drop/Add Procedure, Page 25
- Emergency Numbers/Medical Release Forms, Page 33
- Exams, Page 28
- Expulsion, Page 14 & 21
- Faculty and Staff, Page 10
- Field Trips, Page 16
- Financial Policies, Page 13
- Fire/Tornado Drills, Page 33
- General Dress Code Guidelines, Page 23
- General Policies, Page 16
- Grading Procedures, Page 27
- Graduation Requirements, Page 30
- Guiding Principles of Intervention, Page 31
- Hall Passes, Page 16
- Health and Safety, Page 32
- Health Records, Page 32
- Incomplete Grades, Page 28
- Injury On or Off Campus, Page 32
- Internet Use (Media Center), Page 27
- Kindergarten Program, Page 34
- Leaving School During School Hours, Page 15
- Lockers, Page 16
- Lost and Found, Page 16
- Lunch/Food Policy, Page 16
- Media Center, Page 26
- Medical Release Forms, Page 33
- Objectives Statement, Page 7
- Organization: Administrative Prerogative, Page 10
- Out of School Suspension (OSS), Page 21
- Overdue/Fines (Media Center), Page 27
- Parent/School Relations, Page 12
- Parent-Teacher Conferences, Page 28
- Parties and Holidays, Page 18
- Pets on Campus, Page 18
- Physical Education, Page 27
- Pregnancy Policy, Page 22
- Prescription Medications, Page 33
- Non-Prescription Medications, Page 33
- Program of Instruction, Page 24
- Public Display of Affection, Page 16
- Replacement Charge (Media Center), Page 27
- Report Cards and Grading Procedures, Page 27
- Resource Department, Page 30
- Returned Checks, Page 13
- Returns (Media Center), Page 26
- School Board, Page 10
- School Community Fellowship (SCF), Page 12
- School Hours/After-School Supervision, Page 17
- School Pictures, Page 17
- Search and Seizure, Page 17
- Severe Weather and School Closings, Page 17
- Sexual Harassment Policy, Page 22
- SRCS Creed, Page 4
- SRCS Culture, Page 3
- SRCS Philosophy of Christian Education, Page 9
- SRCS Principals of Learning, Page 8
- Standardized Testing, Page 28
- Student Code of Conduct, Page 18
- Student Council, Page 25
- Student Drivers and Student Parking, Page 17
- Student Insurance, Page 32
- Student Records, Page 27
- Summer School, Page 31
- Tardiness, Page 15
- Telephones, Page 18
- Textbooks, Page 18
- Transcripts, Page 28
- Visitors on Campus, Page 12
- Warrior Club, Page 12
- Withdrawal Policy, Page 13