



Spencer Christian
School

Parent Handbook

2019-2020

Table of Contents

Purpose and Philosophy	3
<i>Purpose of Spencer Christian School</i>	3
<i>Statement of Faith</i>	3
<i>Statement on Sanctity of Life</i>	3
<i>Statement on Marriage</i>	3
<i>Statement on Gender</i>	4
<i>Statement on Sexuality</i>	4
<i>Function and Integrity of Spencer Christian School</i>	4
<i>Educational Philosophy</i>	4
Contact Information	6
Academic Calendar	6
School Policies and Procedures	7
<i>Admissions</i>	7
<i>Kindergarten Admissions Probation</i>	7
<i>Re-Enrollment</i>	7
<i>Sibling Enrollment</i>	8
<i>Immunizations/Medical Screenings</i>	8
<i>SCS Tuition Agreement</i>	8
<i>Intuit Payments</i>	9
<i>Financial Assistance</i>	9
<i>Withdrawal Policy</i>	9
<i>Student Dismissal</i>	10
<i>Times of Operation</i>	10
<i>Student Arrival</i>	10
<i>Student Daily Dismissal</i>	10
<i>After-School Supervision</i>	10
<i>Visitor Policy</i>	11
<i>Messages for Students</i>	11
<i>Inclement Weather Policy</i>	11
<i>Snow Day Homework Policy</i>	11
<i>Attendance Policies</i>	11
<i>Absences</i>	11
<i>Excused Absences</i>	12
<i>Early Dismissal</i>	12
Academic Policies.....	13
<i>Parent Educator Guidelines</i>	13
<i>Grading Scale</i>	13
<i>SCS Grading Philosophy</i>	13
<i>Additional Assessment Measures</i>	13
<i>Make-up Work Due to Illness</i>	14
<i>State Hourly Requirements</i>	14
<i>Edmodo</i>	14
<i>Special Classroom Expectations</i>	14
<i>Preschool Clothing</i>	15
<i>Kindergarten-8th Grade Dress Code</i>	15
<i>Discipline</i>	15

<i>Anti-Bullying Policy</i>	15
<i>Food and Drink Policies</i>	15
<i>Social Media</i>	16
<i>Electronic Devices</i>	16
<i>School Sponsored Social and Extra-Curricular Activities</i>	16
<i>Birthdays</i>	16
<i>Field Trips, Holidays, and Classroom Parties</i>	16
<i>Recess</i>	17
<i>Communication</i>	17
<i>Addressing Concerns</i>	17
<i>Using the Directory</i>	17
<i>Lost and Found</i>	17
Medical Intervention Policies	18
<i>Allergies and Special Concerns</i>	18
<i>Illness Policy</i>	18
Student Safety	20
<i>Emergency Procedures</i>	20
<i>Car Line</i>	20

Purpose and Philosophy

Purpose of Spencer Christian School

Spencer Christian School (SCS) exists as a ministry of Spencer Christian Church to love God, love people, and serve both in Christ. SCS's purpose is to provide an atmosphere that encourages the spiritual, social, emotional, physical, and intellectual growth and development of the child as a whole. SCS began in 2008 as a preschool program with 26 students, and has since expanded to include Junior Kindergarten, Kindergarten, and First through Eighth grades.

Statement of Faith

At Spencer Christian Church we believe that...

- There is One God, eternally existing in three persons; God the Father, Jesus the Son, and the Holy Spirit. (Romans 8; Ephesians 1:13-14)
- God out of love for His children, sent His Son Jesus to die for our sins, and rise from the dead. (1 Corinthians 15:1-8)
- The Bible is the inspired word of God and is the final authority in life and doctrine. (2 Timothy 3:16)
- Salvation is a free gift of God. The death of Jesus on the cross is the only sufficient payment for our sins. All have sinned, but all can be saved. This salvation is available for any who put their faith in Jesus as Savior and Lord. (Romans 3:23, Romans 6:23, John 3:16)
- Those trusting in Jesus must repent of their sin, publicly confess their faith and be baptized. (Luke 13:3, Romans 10:9, Acts 2:38)
- The Church is the Kingdom of God on earth, empowered by the Holy Spirit to continue the task of reaching the lost and discipling the saved, helping them become fully devoted followers of Jesus. (Ephesians 4:1-16)
- That Jesus will one day return and reign forever. (1 Thessalonians 4:13-18)

Statement on Sanctity of Life

At Spencer Christian Church we believe that...

- All human life is sacred, beginning at the moment of conception and ending at a person's natural death.
- Every unborn child is a living human being, created in the image of God, and must be respected and protected both before and after birth.
- Direct or indirect volitional taking any innocent human life by any means and by any individual or entity through abortion or euthanasia constitutes a violation of the sanctity of human life, and is a sin against God and a crime against man.

Statement on Marriage

At Spencer Christian Church we believe that...

- The term "marriage" has only one meaning, which is marriage as created and sanctioned by God in which God joins one man and one woman in a single, life-long, and exclusive union, as delineated in Scripture.

Statement on Gender

At Spencer Christian Church we believe that...

- God acts to give each person a gender by wonderfully and immutably creating each person as distinctly male or female.
- Male and female are two distinct, complementary genders that together reflect the image and nature of God.
- Rejection, whether by personal volition or compulsion, of one's biological gender is a rejection of the image of God within that person and a sin against God.

Statement on Sexuality

At Spencer Christian Church we believe that...

- God intends sexual intimacy to occur only between a man and a woman who are married to each other.
- God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that condoning, engaging in, or facilitation of any form of sexual intimacy outside of marriage is sexually immoral, sinful, and offensive to God.

Function and Integrity of Spencer Christian School

We believe that in order to preserve the function and integrity of Spencer Christian School, commitment to traditional education in a Christ-centered environment, to act as a faithful and local component of the Body of Christ, and to provide Biblical instruction and modeling to the school's students, faculty, staff, families, and the community, it is imperative that all persons employed by Spencer Christian School in any capacity, who serve as volunteers, or independent contractors, should abide by and agree to our Statement of Faith, Sanctity of Life, Marriage, Gender, and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and repent from their sin, who seek His mercy and grace, and humbly ask for His forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity; behavior or attitudes not displaying compassion, love, kindness, respect, and dignity which are directed toward any individual are unacceptable, must be repudiated, and are not in accord with Scripture, the doctrines of the Church, or the policies of Spencer Christian School.

Educational Philosophy

Spencer Christian School operates in a unique hybrid model between parents and professional educators. It is our position that this unique model offers the best of both educational worlds – one-on-one attention from a loving family member and a peer-based classroom setting. Children benefit from spending the majority of their growing up years with their family while also enjoying the more traditional aspects of a school-based education. Relationships with siblings, parents and other family members are solidified while at the same time children learn to relate in a positive way to their peers.

By engaging in this model caregivers are committing to be highly involved in their student's

education. Spencer Christian School upholds high expectations for work completed at home as well as work completed in the school setting.

Contact Information

Mailing Address

5720 Taylorsville Road
Fisherville, KY 40023

Phone and Email

502-477-9617 ext. 200
school@spencerchristian.org

For tuition related correspondence: Sharon.reeves09@gmail.com

SCS Administration

Heidi McCarty, Director
Kathy Jordan, Administrative Assistant

Administrative Responsibilities

- Ensure the operation and safety of the campus.
- Plan, implement, and evaluate the curriculum.
- Establish clear lines of communication with parents, students, Spencer Christian Church and the community.
- Train, supervise, and evaluate school personnel.
- Oversee assessment and progress of student learning.

School Board

Landon Laws, Church Elder
Steve Barlow, Church Deacon
Heidi McCarty, Director
Mindy Druin, Teacher
Matt & Kelly Seebold, Parents

Academic Calendar

We follow the Spencer County Public Schools district calendar. A separate handout will be available after SCPS approves its calendar.

School Policies and Procedures

Admissions

SCS admits children ages 3 years old through 8th grade. Admissions requirements and enrollment procedures are as follows:

1. Preschool students must be potty-trained.
2. Preschool classroom assignments are based on a child's birth date (a child must be 3 years old by October 1st to be admitted).
3. Students entering Kindergarten must be 5 years old before August 1st.
4. Current students will be given priority during the registration process.
5. New student applicants must complete a family application, new student application and the interview/testing process to receive admittance.

Spencer Christian School is not equipped to provide for the educational needs of all students. Therefore we reserve the right to withhold admission as it best affects the educational interest of your child. [See anti-bullying policy for additional admissions circumstances.]

6. The registration fee along with all necessary enrollment forms must be submitted for final school enrollment. (***The registration fee must be paid at the time of enrollment in order to hold your child's placement.***)
7. If the classes are filled when a family registers, the child's name will be placed on a waiting list to fill vacancies as they occur.

Kindergarten Admissions Probation

The Kindergarten year serves as a litmus test for both SCS and the participating family. All incoming Kindergarten students will be asked to participate in an academic and behavioral screening test prior to acceptance. Some students may be asked to repeat this screening as necessary to show growth and readiness for the Kindergarten classroom.

During the month of September, all Kindergarten parents might be asked to spend 1-3 hours shadowing in their child's classroom. SCS feels that this time spent in the classroom will help to firmly establish good work habits during the time parent and child spend working together at home.

Regularly scheduled parent teacher conferences are intended to keep parents abreast of academic and behavioral progress during the Kindergarten year. We ask that parents also keep the classroom teacher informed as to the nature of the schooling environment at home. With the goal of best meeting the child's needs, the classroom teacher, parent(s) and school Director will communicate to determine best placement for the following school year.

Re-Enrollment

Re-enrollment is not automatic. Each family receives a re-enrollment letter and tuition contract in January. Families must sign and return these forms ***along with the registration fee*** by the published deadline to secure placement. After the deadline, openings are filled with

applicants from the waiting lists or new applicants. Only students who demonstrate sufficient academic performance and appropriate behavior qualify for re-enrollment. Students with deficient academic performance, poor attitudes or unsatisfactory work ethics may not re-enroll. *[See anti-bullying policy for additional admissions circumstances.]*

Sibling Enrollment

While siblings of current students are given preference, enrollment is not guaranteed. Sibling applicants, like all other applicants, must demonstrate sufficient academic performance, developmental readiness, and appropriate behavior.

Immunizations/Medical Screenings

Please obtain the most recent copy of your child’s immunization record and submit a copy with your application for enrollment or re-enrollment. An appropriate religious or medical waiver will also be accepted.

Any child enrolled in public or private primary or secondary schools and preschool programs shall have a current Kentucky Immunization Certificate on file. There are only two exceptions by which a child may be excused. (1) Certificate of Medical Exemption by the child's physician or (2) Certificate of Religious Exemption that is a sworn statement objecting to the immunization of the student on religious grounds. (KRS 214.034/KRS 214.036)

We recommend your child have a vision screening within one year of your child’s initial admission to preschool or elementary school, and within one year prior to sixth grade.

SCS Tuition Agreement

All families are expected to return a completed tuition contract with either their enrollment or re-enrollment forms. All enrollments and re-enrollments are pending until a tuition contract is received by the deadline stated. After the deadline, students without contracts are placed on the waiting list. All tuition must be paid in full by May 31st of that school year. The tuition agreement details the following tuition rates for the 2019-2020 school year:

	Preschool AM	Preschool PM	Junior Kindergarten	Kindergarten	1st-8th Grades
Registration <i>(non-refundable)</i>	\$100	\$100	\$100	\$200*	\$250*
Monthly Tuition	\$195	\$170	\$205	\$245	\$335
Installments	9 months	9 months	10 months	12 months	12 months
Annual Tuition	\$1755	\$1530	\$2050	\$2940	\$4020
First payment due	Sept. 1	Sept. 1	August 1	June 1	June 1

**K-8th Grades registration fee includes all books.
 4% discount for families paying tuition in one annual installment.
 Kindergarten non-academic aftercare is available from 2:00—3:30 for \$75/month.
 Sibling discount of \$50/month for 2nd+ children in the same family.*

If tuition has not been paid by the 15th of the month, a \$25 per week late fee will be assessed. For each child, there is a non-refundable registration fee.

The Financial Secretary will set up an electronic invoice to be emailed annually with monthly reminders. **The school prefers that you make tuition payments through our secure online network Intuit Payment Network (instructions are below). Please indicate on your enrollment paperwork your preferred email for financial record correspondence.** Otherwise, checks may be written to “Spencer Christian School” and marked “tuition” with the child’s name in the memo line. Please mail tuition to:

Spencer Christian School
5720 Taylorsville Road
Fisherville, KY 40023

Intuit Payments

How to make a payment using Intuit:

- Open email with invoice from Intuit or QuickBooks.
- Click on “Review and Pay”.
- Invoice should open. You will then see the option “Pay Now” and the **TOTAL** amount of the invoice still due.
- Click on “Pay Now”.
- Enter the **AMOUNT YOU WANT TO PAY!** Invoices from Spencer Christian School will have an installment amount shown. You may pay the installment amount or the full invoice.
- Choose the account type from which to pay (personal checking, personal savings, etc).
- Enter the routing number and your account number.
- Click on “Send (or Pay) Now”.

Financial Assistance

SCS employs the services of FACTS Grant & Aid Assessment as a third-party assessment of financial need. Please contact the school office to receive an application from FACTS (either paper or electronic). You will then submit your application directly to FACTS to begin the financial aid process. Siblings receive a \$50/month discount for 2nd+ children in a family.

Withdrawal Policy

Full Year Obligation. I understand that I have committed to paying tuition for the entire school year. Spencer Christian School makes all teacher and staff hiring decisions based on student enrollment on June 1st. Therefore, the annual tuition will be due except in the following circumstances:

1. The student moves outside the Spencer County area with 60 days written notice.
2. The student experiences extended illness and is unable to attend school the remainder of the year.

Student Dismissal

SCS reserves the right to dismiss a child from our program. As a ministry of Spencer Christian Church, we will follow the principles that Jesus set forth in Matthew 18. Each issue will be first discussed between parent and teacher; if an agreement is not reached the Director will also meet with the teacher and parent. If necessary, the final decision will rest with the school board.

As a special note, all three-year-olds will be closely observed during the first month of school. Some children are not yet developmentally ready for a structured, educational environment. SCS will work closely with parents of three-year-olds during the first month of enrollment to determine whether or not your child is ready for preschool.

Times of Operation

SCS will be in operation from August through May. A yearly calendar will be approved annually by the school board. Classes will be held on **Tuesday, Wednesday and Thursday** each week. Preschool will be in session for 32 weeks and preschool class times will be from **9:00 a.m. to 12:00 p.m.** (AM session) or **1:00 p.m. to 3:30 p.m.** (PM session). Junior Kindergarten will be in session for 34 weeks and class times will be from **9:00 a.m. to 12:00 p.m.** Kindergarten classes will be in session for 34 weeks with class times of **9:00 a.m. to 2:00 p.m.** Elementary and middle grades classes will be in session for 34 weeks with class times of **9:00 a.m. to 3:30 p.m.**

Student Arrival

The students will be greeted at the main door drop-off line by a school staff member or approved volunteer. They will be welcomed into their classrooms by teachers on an individual basis. No child should enter the building without parent or SCS staff supervision. Drop-off line will begin at 8:40 a.m., and at 1:00 p.m. for afternoon preschool. **See Student Safety.**

Student Daily Dismissal

A SCS staff member or parent volunteer will dismiss children through the car rider line to a parent or guardian. If a need arises to pick up a child early, please notify the school office in advance. Please make every effort to schedule doctor appointments, etc. outside of school hours. **Be prompt in picking up your child at the appropriate time, please. See Student Safety.**

Please either send a note or contact your child's teacher if someone other than the regular pick up person will be picking up your child on a particular day, so that we will know in advance. Even though this person may be on the pickup list, if we don't know ahead of time we would have to go look up the information and this might back up our line too much.

After-School Supervision

SCS is not equipped to supervise students after school. All students must be picked up promptly at 3:30 p.m. If an emergency prevents you from picking up before this time, please call the school office. Parents whose children consistently remain on campus after 3:30 p.m. without

prior notice of an emergency will be contacted by the administration to resolve the issue.

Visitor Policy

All parents and/or visitors should enter the building through the school entrance at the back lower level parking lot. They should sign in with the staff person at the door and receive a VISITOR badge. Parents must go to the office to check in or pick up a child. **NOTE:** Teachers have been instructed to stop and question anyone in the building without a visitor's badge.

Messages for Students

If it is necessary to get a message to your child, call the school office and it will be relayed between classes. Only in an emergency situation do we interrupt class to deliver a message. Students are allowed to use the office phone to call home during lunch and breaks if necessary.

Inclement Weather Policy

SCS will follow the decisions made by the Public Schools in Spencer County for school closings and delays. Look for Spencer County Schools on TV/Radio channels:

- Cancelled = cancelled
- 1 hour delay = no a.m. preschool, 1 hour delay for K-8th
- 2 hour delay = no a.m. preschool, 2 hour delay for K-8th

If there is no announcement, then school is open and operating on a normal schedule. Even if school is open, you should use your best judgment in evaluating travel conditions. Tardy policies are more lenient on inclement weather days.

Snow Day Homework Policy

Homework will be posted via Edmodo by 9:00 a.m. on the morning of a cancelled school day. Students are expected to complete this homework on the same day. Missed days due to inclement weather will not be made up otherwise. Extenuating circumstances will be addressed by the school board on a case by case basis.

Attendance Policies

It is vital we have parent cooperation where attendance is concerned. Academic progress and achievement as well as work and study habits are reliant on prompt, regular attendance. Classes begin promptly at 9:00 a.m. Tardiness and absences disrupt class as well. Students are expected to attend school every day unless they have an excused absence. All absences and tardies, whether excused or unexcused, count in the total absences for the year.

Absences

Excessive unexcused absences could result in course failure, lowered course grade, or could affect a student's re-enrollment.

- Absences should be reported to the school office before 9:00 a.m. Leave a message on the voice mail system if no one answers.

- If we do not receive a call notifying us of a student's absence, we will call you.
- A student is considered absent if they are gone a majority of the school day.
- Please schedule appointments on non-school days.

Special Note for K-8th Grade Students: Please be mindful to schedule routine check-ups and dentist appointments on Mondays or Fridays so as not to interrupt our academic school week.

Excused Absences

Illness is an excused absence. However, if a student is absent for three or more consecutive days, a doctor's note must be provided to the school office.

- Examples of non-medical excused school absence would be family events such as weddings, funerals, reunions, college visits, certain athletic competitions, or educational opportunities.
- For a student to be approved for a scheduled absence, the student must be in good standing academically and have a good attendance record.
- Parents needing to schedule an absence should inform the SCS office AND the classroom teachers at least ONE WEEK prior to the absence. However, students should expect some make-up work upon their return.
- Absences that are generally unexcused include family vacations and days immediately before and after Christmas and Spring Breaks.
- Teachers are not required to provide work ahead of time for students going on vacation.

Early Dismissal

Parents should inform the teacher AND the school office indicating the time and reason for early dismissal. Students wait in their classrooms until an administrator or parent retrieves them.

Academic Policies

Parent Educator Guidelines

SCS works in close collaboration with parents as co-educators. A mandatory informational meeting will be held in August for all first-year SCS families. School academic policies, guidelines for weekend work, and the use of our online communication tool (Edmodo) will all be addressed during this meeting.

Grading Scale

Percentage	Letter Grade
100-90	A
89-80	B
79-70	C
69-60	D
59 or less	F

Kindergarten, First and Second Grades use a -/√ /+ system. Letter grades or averages are not given on assessments or report cards in Kindergarten and are gradually introduced in First and Second grades.

SCS Grading Philosophy

Grades provide students and parents a quick “snapshot” of teacher evaluation regarding academic proficiency, classroom contributions, and overall subject knowledge. Examples of class assessments include tests, quizzes, homework, daily participation in class, etc. A large portion of a student’s grade will reflect work completed at home. Teachers allow students an array of opportunities to display their skill sets which provides teachers with adequate information to ultimately assign a final grade.

Additional Assessment Measures

In addition to the grades recorded on student report cards, teachers will also be regularly monitoring student progress especially in the area of reading skills. The primary grades utilize a norm-based tool called the “Directed Reading Assessment” or “DRA”. Teachers will perform this assessment on your child two or more times throughout the school year to monitor growth and identify needed areas of improvement. Reading teachers in 3rd grade and up may perform occasional Oral Reading Fluency tests, again to monitor the rate and retention of your child’s reading ability.

In addition to regular classroom assessment, SCS may administer a standardized test such as the Iowa Test of Basic Skills. Parents and students will be notified in advance of administering any additional assessment measure.

Make-up Work Due to Illness

The teacher will gather books and complete a missing assignment sheet by 3:30 p.m. These materials may be picked up by a parent from the school office. Teachers will make arrangements with students/parents to make up tests. Missed assignments may also be communicated via Edmodo.

State Hourly Requirements

Kentucky State Law requires all students in First through Twelfth grades to meet their standard of 1062 instructional hours in 177 6-instructional-hour days. SCS operates on a unique schedule in cooperation with the parents. To meet the requirements, parents will provide additional individual instructional hours equal to or greater than 12 hours per week for students that are enrolled in First through Twelfth grades. SCS will provide a mandatory training session during the first three months of school, as well as additional support to parents throughout the remainder of the school year.

Edmodo

Our primary tool of communicating between home and school is an online educational tool called “Edmodo”. This is a free tool that has both a website and iPhone/android app. Training on Edmodo will be offered to all incoming families. Our office will assign students to each teacher’s Edmodo class and parents will then receive notification for this and for any other communication.

Special Classroom Expectations

Teachers may communicate expectations that are specific to their classroom to parents at the beginning of the year. These may include classroom management goals, homework policies, etc.

Social and Cultural Policies

Preschool Clothing

Please send your child to school in play clothes. Remember it is best if the clothes are easy for them to take on and off in order to use the restroom. We ask that they wear tennis shoes and not any kind of sandals.

Please prepare a spare change of clothing for your child: a top, bottoms, socks, and a change of underwear (as appropriate for the weather). Label each item with child's name and place it in a clear gallon-sized Ziploc bag to leave in the child's backpack.

Kindergarten-8th Grade Dress Code

All students must dress in a manner that is becoming of a young Christian lady or gentleman. The following items require special attention: no hats during the school day, no shirts with spaghetti straps, girls must wear shorts under skirts or dresses, shorts/skirts must be close to the knee in length, legging-type pants must be covered by a dress or long tunic, no inappropriate logos on shirts. As a general rule, if you are unsure of an item of clothing, you should probably choose something else to wear. We ask that they wear tennis shoes and not any kind of sandals on days when they will participate in PE.

Discipline

SCS staff strives to maintain a positive learning environment for all children. As professional educators, we will use positive discipline techniques to create a caring atmosphere in the classroom. Children will not be allowed to hurt their teachers or classmates with words or actions. If necessary, the parents will be notified of a behavior problem and a conference may be scheduled at the earliest possible convenient time. Corporal punishment is not allowed by a staff member at any time.

Anti-Bullying Policy

SCS recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students for a safe and secure learning environment, SCS prohibits acts of bullying, harassment, and other forms of aggression and violence; both in person and electronically. Consequences for a student who commits an act of bullying and/or harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be approved by the school board. Repeated violations or extreme first violations may result in expulsion. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act.

Food and Drink Policies

Lunchtime: SCS K-8 students will need to bring a lunch from home each day. The school

will not provide any refrigeration or heating options for children. **Please choose healthy foods for school lunches. Please no soda or sugary drinks or any candy.** Also, our school is not an allergen-free facility, but we do suggest for the safety of all our students that students do not bring peanut butter in their lunches.

Morning/Afternoon Snack: Most classrooms will provide an opportunity for your child to have either a morning or afternoon snack. Your child's teacher will communicate specific guidelines for this snack.

Water bottles: Students are allowed (and encouraged) to keep a reusable water bottle either in their backpack or at their desk throughout the school day.

Social Media

SCS teachers are not to communicate with SCS students via social networking sites.

Electronic Devices

Students are not allowed to bring electronic devices of any kind to school (this includes, but is not limited to cell phones, iPods, hand-held gaming devices). Devices brought to school will be confiscated, held in the school office and require a parent signature to reclaim. School provided/required devices will be exempted from this policy.

School Sponsored Social and Extra-Curricular Activities

We are a small school with an academic focus. While the academic needs of the school will always supersede extra-curricular activities, we recognize the value of well-designed extra-curricular programs. So as not to disrupt the school's culture or values, we introduce extra-curricular and social opportunities with caution and discernment. We ask parents to support the school's academic priorities.

Birthdays

Teachers and classmates will sing "Happy Birthday" to recognize the student during the lunch period. Parents may send in additional treats, such as ice cream cups, cupcakes, donuts, etc. Please be aware of any food allergies in your child's class.

Field Trips, Holidays, and Classroom Parties

Because of SCS's academic focus and abbreviated schedule, the use of class time for non-curricular activities is highly discouraged. With the exception of a few teacher-planned, curriculum-related events, class time will not be used for movies, parties, or special programs.

SCS does not take field trips during school hours. Optional field trips are often coordinated by parents on Mondays or Fridays.

The manner in which a holiday is celebrated shall be determined by the teacher in accordance to the school's philosophy.

Recess

Students will have outdoor recess if the temperature is above freezing and conditions permit. Students should come to school with appropriate outerwear each day. Please label outerwear with the student's name.

Communication

In an effort to maximize communication ease and turnaround time, most school correspondence will be via e-mail, Edmodo, or school website. Please indicate on the school enrollment form if your family has access to e-mail and the internet at home. Accommodations will be made for families without computer access.

Teachers also provide parents with an email address or phone number where they can be reached outside of school hours. Please be respectful of teachers' family time and use discretion when contacting them at home. Do not call after 9:00 p.m. or on weekends if at all possible.

Addressing Concerns

Please go directly to the staff member involved with any concerns you may have. If you are unable to resolve the issue to your satisfaction, please contact the Director to schedule a third-party conference.

Using the Directory

The information in the school-wide directory is kept private and distributed only to SCS families. The directory may not be shared with other families or used for solicitation.

Lost and Found

Please label student apparel with student's name. Lost and found items are located in the office area. Please check them regularly. Any items unclaimed at the end of each trimester will be thrown away or donated to charity.

Medical Intervention Policies

SCS does not have a school nurse, and SCS is not prepared to administer medical care or treatment. Students are not permitted to bring medicine to school. If a student needs medicine during the school day the parent must come and administer.

Allergies and Special Concerns

SCS is not an allergen-free facility, but we do suggest for the safety of all our students that students do not bring peanut butter in their lunches. Please make sure to note any and all allergies on the child enrollment form. Extreme precaution will be taken by school staff, in the case of food allergies as well as allergic reactions or medical needs which necessitate emergency medication (such as epi-pens and inhalers).

SCS utilizes natural cleaning products whenever possible and especially when cleaning while children are present. Teachers may also diffuse essential oils in the classrooms to affect air quality as well as student health.

Illness Policy

Do not bring your child to school if he/she has exhibited the following symptoms anytime within the last 24 hours:

- Temperature over 100 degrees
- Yellow/green nasal discharge
- Cough that is “barky” or “wheezy”
- Diarrhea or vomiting
- Earache
- Conjunctivitis (pink eye)

If you suspect your child is coming down with something we would appreciate you keeping him/her home as a precaution from exposing children or staff members to any infection. Please be considerate of other children at school in order to keep everyone healthy and well.

Please call the office if your child is sick or is going to be away for an extended period of time.

Should a child become ill during the school day, the parent will be notified immediately. The child will be taken to a quiet resting place and made as comfortable as possible until the arrival of the parent or other authorized person.

In the case of an injury during school, a staff member will administer first aid. In the case of an accidental injury requiring more than simple first aid, the parent or authorized adult will be notified immediately. If we are unable to contact you immediately, we will contact your physician. If medical attention is required, the staff will call emergency 911, who will transport

your child to the nearest hospital unless otherwise specified in the child's emergency information. Information listed on the notarized Emergency Medical Treatment Forms which are kept on file in the school office will be used in the event of notifying an emergency medical professional.

Incident report forms are filled out for all accidents and a record is kept.

Student Safety

Classrooms are equipped with basic first aid kits. Walkie-talkies connect directly to the school office and the administration for immediate communication as necessary.

All staff members and volunteers are required to receive background checks for the safety of our children. All staff members are also required to complete CPR/First Aid training.

Emergency Procedures

SCS abides by all safety and emergency procedures as established by the Commonwealth of Kentucky. Classes will routinely practice safety drills (including fire, inclement weather, earthquake and unwelcome visitor drills). In the event there is a need to evacuate the facility parents will be notified by staff and administration using all available means of communication (email, phone, text). ALL parents/guardians will be asked to show picture identification and to sign their child out from the off-site location.

Car Line

SCS does everything possible to support the safety of your child during arrival and dismissal. However, it is ultimately the parents' responsibility to oversee the children's safe arrival and departure. When parent/student convenience conflicts with the safety of any SCS student we must choose the latter. You can help in providing both safety and convenience by:

- Arriving on time for drop-off (8:40-9:00 a.m.) and dismissal (by 3:30 p.m.).
- Postponing conversations with faculty and administration until dismissal has ended and all children have left the classroom.
- Obeying parking and traffic flow requests.
- Reducing your speed.
- REFRAINING FROM ALL CELL PHONE CALLS DURING CARPOOL.
- Establishing a routine with your child.
- Informing SCS administration in advance of any unique drop-off or pick-up scenarios.
- Being patient and courteous with all members of the SCS community.
- We are currently using a double car line to lessen the times the line may be backed up on the highway. The flow of traffic is illustrated in this photo. For the safety of our students please **STOP** and **WAIT** where the two white lines end until about 1-2 minutes prior to your pick up time before proceeding into the circle surrounding the flagpole.

