

Silver Falls Christian School



2022-2023

Parent/Student Handbook

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SECTION 1

MISSION STATEMENT

To assist families by providing a Christ-centered education in which virtue, academic excellence and social responsibility are achieved in a safe, non-denominational community.

STATEMENT OF FAITH & PURPOSE

Each member of the Board of Directors, and each employee of the organization, having accepted Jesus Christ as personal Savior, shall subscribe to and sign the following Statement of Faith:

1. We believe the Bible was written by men given by the Holy Spirit and is God's revelation of Himself to mankind. We believe it to be the foundation of all Christian teaching both academic and spiritual. 2 Timothy 3:16-17
2. We believe there is one and only living and true God who is the Supreme Creator of the Universe and eternally exists as three persons: Father, Son and Holy Spirit and each are fully God and united as one. Genesis 1:26 | Deuteronomy 6:4 | Psalms 45:6-7

We believe that God revealed Himself in the person of Jesus Christ, who in His virgin birth and sinless life was true God and perfect man. He is the redeemer, through whose atoning death and resurrection, we received the forgiveness of God. John 1:1 | John 1:14 | John 3:16 | Romans 5:9-10 | Ephesians 2:9-10

PHILOSOPHY AND VISION OF EDUCATION

The basis of our philosophy is to provide students an education built upon a Biblical foundation and that each student is in an environment conducive to the learning process. Our goals and objectives are based on the Bible. These goals and objectives include:

1. All that we do is to the glory of God. 1 Corinthians 10:31
2. To teach our students a sound mastery of basic learning skills, self-discipline and good work habits. 2 Timothy 2:15
3. To promote maturity in our students. Ephesians 6:4

Accordingly, our belief is that we have been created in God's image and the Bible gives us the moral principles by which to live. We at SFCS strive to meet all needs of the student: spiritual, mental and physical.

NON-DISCRIMINATORY POLICY

SFCS makes no distinction concerning and individual's race or ethnic background because we acknowledge that there is no preferential treatment with God (Romans 2:11).

SCHOOL GOVERNMENT

The governing body of SFCS will be a self-governing Board composed of a minimum of a quorum up to seven members. Board members will have a personal relationship with Jesus Christ. Board members need to possess a vision for the school's success, as well as a thoughtful and analytical mindset regarding the school. Board members should display qualities of leadership and be committed to the cause of Christian education

The principal of SFCS (or another staff representative) will attend each meeting to share school interests. Individuals who are not members of the Board may attend Board meetings when concerned to share, or learn of, school news.

SECTION 2 - CONDUCT

One of the unique purposes of SFCS is to prepare young people for effective service for Christ wherever He leads them. SFCS expects the following traits and behaviors for each student:

1. A personal relationship with God through faith in Jesus Christ.
2. Demonstration by attitude and behavior, of a life committed to following Christ. "Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity." (I Timothy 4:12)
3. A sincere desire to mature intellectually, socially, and spiritually.
4. A growing concern for the welfare of others.
5. Responsibility for his/her own behavior and its effect on others.

CHRISTLIKE LIFESTYLE

SFCS expects each student to adhere to conduct in accordance with the highest standards of honesty, integrity, responsibility, and love as to set forth in Scripture.

Each student should understand that attending SFCS is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to SFCS, the student agrees to obey the rules both of an academic and non-academic nature and to observe the standards of conduct set forth by SFCS.

It is in recognition of this fact that this conduct code seeks to assist the students and parents by prohibiting certain actions or behaviors that are in conflict with a Christian code of conduct. Negative behavior lessens academic performance, causes difficulty in managing emotions, affects personal relationships, heightens the potential for damage to property, injury, or illness, and infringes on the rights of others. Therefore, students must always, while enrolled at SFCS refrain from the following):

- The use of illegal drugs, alcoholic beverages, or any form of tobacco, smoking, or vaping.
- Involvement in immoral activities.
- Swearing, telling dirty stories or using language unbecoming to a Christian.
- Disorderly conduct (on and off campus).
- Acts of plagiarism or dishonesty, such as cheating, lying or stealing.

STATEMENT ON PLAGIARISM

Plagiarizing encompasses, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgment.

Some examples are having a parent, or another person write an essay or do a project which is then submitted as one's own work; failing to use proper documentation and bibliography.

Plagiarism is scholarly theft, and it is defined as the unacknowledged use of secondary sources. More specifically, any written presentation in which the writer does not distinguish clearly between original and borrowed material constitutes plagiarism.

Because students, as scholars, must make continuous use of the concepts and the facts developed by other scholars, plagiarism is not mere use of another's facts and ideas. However, it is plagiarism when students present the work of other scholars as if it were their own work.

STATEMENT ON CHEATING

A core value of an institution that seeks to maintain high moral and ethical standards is the intolerance of cheating in any form. Cheating undermines both the integrity of the perpetrator as well as that of the school. The following will be considered cheating:

- The willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students.
 - The above may be accomplished by any means whatsoever, including, but not limited to, the following: fraud, duress, deception, theft, talking, signs, gestures, copying from another student, unauthorized collaboration, and the unauthorized use of study aids, memoranda, books, electronic programs, data or other information.
- **Attempted Cheating:**
 - Some examples are: deception; the use of talking, signs, or gestures during a quiz; copying from another student or allowing the copying of an individual assignment; passing test or quiz information during a class period or from one class period to members of another class period with the same teacher; submission of pre-written writing assignment at times when such assignments are supposed to be written in class; illegally exceeding time limits on timed tests, quizzes, or assignments;

unauthorized use of study aids, notes, books, data, or other information; computer fraud; sabotaging the projects or experiments of other students

- If a student cheats or plagiarizes, she/he may receive a zero for the entire assignment and may not qualify for make-up of the assignment subject to the teacher's discretion. The school reserved the right to assign additional penalties based on the severity of the offense up to and including suspension or expulsion.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones are to be turned off and kept in student backpacks/lockers until after school. Electronic devices such as music players or video games are not allowed at school. Devices (including smart watches) used during school hours without prior permission will be confiscated and returned at the end of the school day.

Use of school electronics are monitored by staff, any use of school electronics that violate any school policy will result in disciplinary action.

LOCKERS, CUBBIES & BACKPACKS

The students are issued a locker and lock that is property of the school. We reserve the right to check a locker, cubby and/or backpack if we deem necessary for the safety of other students.

HARRASSMENT

SFCS has zero tolerance for physical, verbal, emotional and sexual harassment. Please refer to our Disciplinary policy in the appendix for details.

SPORTS POLICY

Silver Falls Christian School is an Associate Member of the Oregon School Activities Association. As a registered student of Silver Falls Christian School, your student is eligible to participate as an athlete for the school district in which you reside. Students are required to meet academic requirements set forth by the school district and verification will be required.

CHURCH ATTENDANCE

Students are encouraged to be regular in attendance with their families at the church of their choice.

BULLYING AND CYBER BULLYING

Our school prohibits any form of harassment and/or bullying. This will also include harassment through electronic means, which is known as cyber bullying. A student may be subject to

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discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

DAMAGE TO OR LOSS OF SCHOOL PROPERTY

If a student breaks, or damages something, they may be held responsible. We do understand accidents can happen, so each situation will be treated individually. Losing or damaging school property such as textbooks or library books may require a reimbursement to the school.

DANGEROUS WEAPONS

No student shall carry, exhibit, display or draw any weapon capable of producing bodily harm in a manner and at a place that shows intent to intimidate another, or that warrants alarm for the safety of persons in the immediate vicinity.

SECTION 3 – HEALTH & SAFETY

ACCIDENT INSURANCE

All students are covered by accident insurance while on school property or on school sponsored trips. Please note that this SFCS coverage is available as secondary coverage to the family's personal insurance coverage. Students that play sports must carry their own insurance. If you need more information regarding coverage, please check in the office.

ILLNESS/INJURY AT SCHOOL

In order to be certain that sick students are in an environment where their needs can be met, and to minimize the spread of illness, SFCS staff members will expect parents to keep student(s) home when conditions exist. SFCS are unable to provide one-to-one attention in our school office for long periods. Please read our policy carefully.

*If a student registers a temperature higher than 100.6 orally or 99.7 axillary, we will consider this to be a fever which is likely contagious. We will expect you to keep the student home if this is the case.

*When there is vomiting, we will expect you to keep the student home.

*If a student has an unexplained rash, we will expect you to keep the student home. If a doctor or health department staff member can identify the rash is not contagious, we will admit the student providing the rash is not making the student sick or uncomfortable. For re-admittance to school, a doctor's note will be required stating the student is not contagious.

*If a student has significant symptoms of respiratory illness (thick colored mucus from eyes or nose, serious cough, wheezing chest, sore throat or earache) we will expect you to keep the student home.

*For infections requiring a doctor's prescription, please keep students home 24 hours after beginning an antibiotic.

*For all other illnesses, students may return to school if free from symptoms 24 hours providing that the student is feeling well.

Parents: you will be called to pick up students when they exhibit any of these symptoms as observed by the teacher and office staff. Please be sure the student's emergency information is up to date at all times.

Our staff has been trained in First Aid and CPR. When a student has been injured, we will evaluate the situation. When appropriate, we will apply ice packs to bumps, topicals and adhesive bandages to cuts and scrapes, etc. If more serious, we will notify the parent and complete an Accident Report.

EMERGENCY HEALTH PROCEDURES

SFCS will offer immediate first aid to all injured or ill students.

*If a student is injured on campus, the student should report this injury to a teacher, administrator, support staff immediately.

*If a student becomes ill, the student should inform his/her teacher and be sent to the office.

*If a student is advised to leave campus, a parent or other authorized adult will be called to pick up the student. Parent or authorized adult will need to sign student out.

If a student is taking medication of any kind, the parent must bring the medication to the school office with instructions regarding the medication. The parent should also write a note to the student's teacher letting them know when the student needs to go to the office for his /her medicine.

No student is allowed to take medication of any kind without adult/staff supervision. No student may share any medication with any other students.

SECTION 4 – PROGRAMS & EVENTS

CHAPELS AND ASSEMBLIES

As a Christian school, SFCS is vitally interested in the spiritual development of its students and therefore provides a weekly chapel. This gathering together of the SFCS family allows for times of spiritual growth, sharing of needs, hearing different guest ministers and speakers, including parents. Some chapels may be used for assemblies, student orientation, etc., to meet the organization and informational purposes of the school and its students. Student attendance is required.

SCHOOL PROGRAMS

Special programs are an essential part of SFCS's instructional curriculum. These programs may include a Christmas and/or Spring program, Science Fair, special scholastic functions and sports in the upper grades. Each student involved is expected to attend the various programs. If, for any reason, a student cannot attend, the teacher must be informed well ahead of time. Students absent the day of the program may not attend the program.

SECTION 5 – CLASSROOM MANAGEMENT

CLASSROOM ENVIRONMENT

In order to maintain a classroom environment which allows for maximum learning, teachers establish those standards they deem necessary. However, the following standards are for all classes:

1. Students must always demonstrate respect for, and cooperation with, teachers and other students.
2. Students will be on time to class and will be prepared with the necessary materials and mental attitude which indicates a readiness to learn.
3. Communication of any kind between students, which is disruptive to the teacher or classmates, is unacceptable.
4. Students leaving class for any reason must have permission from his or her teacher.
5. Food, beverages, and gum will not be brought into the elementary level classrooms unless class teacher gives prior permission.
6. Students may not be in classrooms or offices with the door closed unless a teacher or staff member is present.

The teacher's desk, briefcase, grade book, computer and other belongings are personal property and will be treated as such by students.

ATTENDANCE AND SCHOOL DAY

Each student and parent should make every effort to have the student in attendance when school begins. Our schedule is:

7:00 7-12 students may arrive for 'Morning Hangouts'.

7:45 K-6 students may arrive; students are invited to come early to play and build relationships with other students. Please do not allow your students to arrive before 7:45; there is no one to supervise them.

8:15 School starts with students lining up and praying. **If a student is absent, parents are responsible for letting the office know by 8:10. It is the responsibility of the parent to request missed schoolwork. Requested schoolwork will be available at 3 p.m. the next school day.**

12:15 Kindergarten students will be released to parents. Please pick up your students promptly and call the office if you are going to be late.

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3:00 Classes end and students are released to parents. **Please pick up your students promptly, but no later than 3:15.** Students will not be allowed to use the phone to arrange alternative transportation. If transportation needs to be changed a parent must contact the office prior to 3:00 p.m.

Attendance is crucial to the success of our students. **Please make every attempt to schedule medical appointments and vacations to not require students to be absent.** Some work in some subjects can be made up after absences. Other work requires the presence of the student when the material is being taught. Teachers have the latitude of excusing some work for students who are ill or are experiencing family emergencies. However, classes missed for other reasons may result in lowered grades.

If your students are tardy more than two mornings during a quarter, a meeting with parents may be requested at the teacher's discretion.

If an absence does need to take place during school hours, please notify the school in advance and request your student's schoolwork. **Requested schoolwork will be available after 3 p.m. the next school day.** If students are removed during the school day for an appointment, there is a sign-in/out sheet on a clipboard in front of the office to use. Not signing your student in or out will result in an unexcused absence.

High-School athletes are required to attend a minimum of a half-day of school (unless pre-arranged) to participate in practices and/or competitive events or games. Attendance will be reported to school district of athlete.

BIRTHDAYS

If a student wishes to share birthday treats with all the students in the classroom, it must be planned with the classroom teacher in advance. **No gift exchanges are to happen during any birthday celebration at the school.** Before any special delivery, the parent should seek out teacher advice.

COMMUNICATION

Communication between parents & teachers is very important. Teachers may communicate with parents in several ways. Parents are encouraged to communicate with teachers through the Remind app. If the discussion will take an extended period, the parent needs to set an appointment with the classroom teacher. All parents are encouraged to download and join our school on the Remind app, available for both iOS and Android devices.

If a parent needs to contact a teacher during school hours, they are asked to contact the office to relay a message. Teachers do not rely on their phones during instructional hours.

Exceptions can be made if there are medical needs of a student. The teacher, Principal and parent will discuss the needs and parameters and determine the best way to communicate in these events.

DISTRIBUTION OF MATERIALS

Handbills, leaflets, newspapers and other material may not be distributed or posted by students or non-students on the school campus without the expressed permission of the school principal. All such materials must bear identification as to the publishing agency, distributing organization, church or individual.

DRESS AND APPEARANCE

There is a definite relationship between good dress habits and proper school behavior. Instead of drawing attention to self, all things should be done in moderation. "Your beauty should not come from outward adornment... Instead, it should be your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight." (I Peter 3:3, 4)

The purpose of a dress code is to promote the wearing of clothing that upholds the moral standard of the school and does not offend observers of the school. It is not intended to curtail a student's individuality. However, there is a limit to each student's personal freedoms when others are affected.

Students should dress appropriately for both Chapel and PE. Acceptable dress code is as follows:

On Chapel day (every Wednesday), boys are to wear slacks (not jeans) and a tucked-in buttoned-up collared shirt (polo shirts are acceptable). Girls are to wear dresses or skirts. Lengths of dresses and skirts should display appropriate modesty. Female students in grades 6 and higher may wear slacks and a blouse or sweater in place of a dress or skirt.

PE clothing is required for participation and should include tennis shoes, shorts or warm-up pants, t-shirt and jacket (if necessary) for colder or rainy days. These items should be kept at school and taken home weekly for laundering. If a student does not have appropriate P.E. attire, the student will receive a '0' for the day and will not be sent to P.E.

Articles of clothing not acceptable are:

1. Frayed or torn clothing that reveals skin.
2. Tank-tops and long underwear used as shirts
3. Clothing with themes that are not appropriate in a Christian school
4. Pajama pants and/or slippers

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5. Excessively tight or baggy outfits
6. Spaghetti strap dresses or tops
7. Shirts which are too short and/or pants which are worn too low, thus exposing a bare midriff.
8. Leggings without an appropriate length shirt, tunic or skirt covering the posterior.

All questions about the dress code should be directed to the teacher or the principal. If the dress code is not met, students may be asked to call home to get a change of clothing.

LUNCHROOM HELPERS

All students will be assigned clean-up duty on a rotating basis.

PERSONAL BELONGINGS/TOYS

Personal belongings, including toys, are to be kept in student lockers or left at home. The school will not be responsible for any lost, broken or stolen belongings.

Students may ride bikes, skateboards, scooters, or roller blades to school. They are to be walked on the school grounds. This is to protect each student and the facility.

PETS

Pets are not allowed on school grounds unless special arrangements are made with the principal.

TEACHING STAFF

Our teachers are qualified and dedicated to helping student strive toward positive spiritual, Mental and physical growth. All staff and faculty have a personal commitment to Jesus Christ. We believe that our priorities and those we teach should be a commitment to Jesus Christ, our family and school and hold to our statement of faith.

*All teachers and staff are Mandatory Reporters and will act according to the Mandatory Reporting guidelines of the State of Oregon.

QUARTERLY REPORT CARDS

Progress Reports

Progress Reports are issued for 1st- 12th if needed prior to grading period. These reports are issued by teachers to commend the student for outstanding work or to communicate the need for improvement. Additional reports will be sent if deficiencies occur. Careful attention should be given to the grades and to the comments noted by the teacher.

Grading

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The academic year is made up of four quarters. Credit for classes is given on the basis of quarterly work grades. Report cards are issued at the end of each quarter. The grade given will reflect that period of time.

The grading system at SFCS is designed to give parents a true indication of the student's academic progress. In general, grades will follow this pattern:

K - 2nd

Excellent = E

Good = G

Satisfactory = S

Needs Improvement = N

3rd - 12th

90-100% = A

80-89% = B

70-79% = C

60-69% = D

below 60% = F

SECTION 6 - OPERATIONS

CLOSED CAMPUS POLICY

SFCS is a closed and secured campus. All students are required to remain on campus until the end of the school day. High School students are allowed to go off campus for lunch depending on their grades and with parent consent. This means that no student is to leave the school grounds during the regular school day for any reason unless the following procedures are observed:

- All students will remain on campus during regular school hours. Students needing to leave school during the school day must check out through the office and have an authorized adult sign them out.
- Dental/Doctor Appointments: Please call the office the morning of an appointment so that the teacher can be notified ahead of time and missed work can be prepped. Parents or guardians are required to come to the office and sign their child out when they need to pick up a student for an appointment during the school day.
- Lunch: Students must stay on campus during lunch periods unless their parent, guardian or authorized adult signs them out through the school office.

Students may not remain on the school campus after 3:30 p.m. unless it is for a specific after school activity and the required permission form is on file with the supervising teacher.

CLASS SIZE

Class sizes are limited to ensure quality and one-on-one instruction between student and teacher.

EMERGENCY CLOSURES

The decision to hold school or to delay its opening during unusual weather conditions or other emergencies is generally made by 6:00 a.m. via the Remind app. If no announcement is made, school is open. It is always up to the parents to make the final decision as to the safety of their child(ren).

FIELD TRIPS

Properly supervised and planned educational field trips are an important part of our instructional program. Teachers are to employ creative instructional methods as well as other special events to promote learning. Release from school for any school-sponsored activity will be communicated to the parents every time a student is taken off campus.

Although each family has signed a waiver in the enrollment application that allows students to go on field trips, all off-campus activities will be preceded by notes/forms sent home to the

parents describing the specific field trip, including times, activity location, and the need for parent drivers and/or volunteers. The permission note for each specific trip must be signed and returned to the classroom teacher no later than 24-hours prior to the field trip or activity. Parents are responsible for field trip transportation unless the school makes other arrangements. Before parents can attend or drive on field trips, they must have a current Volunteer Driver Application Form, a Background Check completed and on file with the office as well as adequate Automobile insurance.

Cameras and other recording devices are not allowed at school; however, students may bring personal cameras on field trips.

PARENT SERVICE HOURS

SFCS is not funded by any state or federal monies, but operates solely on tuition, fundraisers and voluntary gift support. To maintain our facilities and provide a great education for SFCS students, while at the same time keeping tuition as low as possible, the Parent Service program was developed. It is a program where families are required to volunteer a certain amount of time throughout the school year or pay an additional fee. The fee is \$750 per family OR 30 volunteer hours per family. If your only child in the school is a Kindergarten student, the fee is \$375, or 15 hours. If you are a single parent family, the fee is \$375 or 15 hours. There are many volunteer options available throughout the school year. You are responsible submit your hours with the online Parent Service form. Every family is required to participate in the annual school auction as well as other school fundraisers. Auction participation DOES NOT count toward Parent Service hours.

HOLIDAY CELEBRATIONS

SFCS is made up of many people with different backgrounds and beliefs. This variety is reflected through the way we celebrate holidays. Although SFCS attempts to take a non-offensive stance on such celebrations, we may not be able to please everyone fully. If a parent has a concern as to the way a holiday is celebrated, that concern should be directed to the Principal, and if needed, to the school board.

Although each concern will be heard in full, policies may not be changed. SFCS's policy at this point is to allow celebrations of all major holidays except for Halloween. During the Halloween season, as well as the rest of the year, displaying witches, devils, ghosts, etc., will not be permitted.

LUNCH

Students will provide their own lunch and beverage each day. There are two microwaves available to heat food if necessary. Occasionally hot lunch will be provided, and parents will be notified in advance.

Parents at home and staff at school will remind students regularly NO TRADING FOOD during lunch time, emphasizing that this is for a variety of reasons, including: different students have different health needs and parents pack lunches according to their own child's needs and what the parent believes is best for their own child.

SFCS offers a Student Store available for students to purchase from (with parent consent) before school and during lunch. Lunches must be eaten prior to students purchasing from the Student Store.

STUDENT PICK UP AND PARKING

Park in a designated slot, do not park directly in front of the walkway or stairs to the building as this is a throughway to exit the parking lot.

If there is any change in who will be picking up your student, parents are required to send a note or call the office to make that arrangement. Please make sure that an alternate pickup furnishes a photo ID for verification. If a child will be walking home after school on a regular basis, throughout the year, then a note must be on file in the office.

VISITORS

1. If a student wants to bring a guest, he/she must receive approval of the teacher(s).
2. All visitors must report to the office.

FIRE, DISASTER & LOCKDOWN DRILLS

Fire, disaster (earthquake/flooding/gas leak, bombing) and lock down (stranger on campus, shooter) drills may be conducted. Instructions for these drills may be read and reinforced by each classroom teacher or administrator. Students are expected to become familiar with these instructions so that all drills can be conducted with minimum confusion.

SFCS disaster plan will provide for the safety and welfare of each child in the event of a major disaster, such as fire or flooding, earthquake, or lock down.

SECTION 7 - ADMINISTRATIVE

ADMISSIONS PROCEDURE

SFCS seeks to bring to its campus, students who are committed to spiritual, personal and intellectual growth.

1. To be considered for admission the applicant must submit the following items to the school office:
 - a. The Application for admission completed and signed by parents.
 - b. Signed Statement of Faith.
 - c. Parent and Student Code of Conduct.
 - d. A non-refundable Registration (due with application) and Curriculum Fee, due upon acceptance.
2. After the application packet is submitted, we will schedule an appointment for the prospective student to be tested for curriculum readiness and a family interview.
3. Following the administrative interview, parents will complete the admissions process by signing the tuition schedule.
4. Once the student is officially enrolled, we will send for transcripts and academic records from the school previously attended.

WITHDRAWAL PROCEDURE

Any parent wishing to withdraw their student from school shall contact the office. An exit interview with the principal and a School Board Representative is recommended and may be requested. All fees and/or volunteer requirements must still be met or paid for at the billed rate. All tuition and fees are non-refundable and not pro-rated.

Please sign and return the Acknowledgement page to the front office prior to your child's first day of school.

CONFLICT RESOLUTION

To encourage healthy relationships within our school, SFCS encourages all students, parents and staff members to seek healthy resolution to all conflicts. SFCS desires to handle all concerns in a Biblical manner through the principles of Matthew 18:15-17 and Philippians 2:14.

Please help us handle concerns effectively and in a Christian manner by following these guidelines. SFCS want to satisfactorily handle each problem, and this can only happen through proper communication and support. In the event of a concern, problem or misunderstanding, here is the step-by-step procedure to follow:

1. After a concern or complaint has arisen, all concerns should go directly to the student's teacher or staff member involved. If the situation persists, approach that individual a second time as issues and concerns need clarification and time.
2. If attempts to resolve the issue with the appropriate personnel are unsuccessful, contact the next person in the chain of command to schedule a meeting with all parties involved.
3. The principal bears the initial responsibility for resolving conflicts that occur within his/her school.
4. If the principal is unable to resolve the situation, the concerns may be submitted to the SFCS Board in a letter specifically stating the issues and the individuals involved. The SFCS Board at the next regularly scheduled meeting will consider the written correspondence and a response will be provided accordingly.

DISCIPLINE

Good behavior must come from the heart and not be the mere conformity to man-made regulations. While discipline is basically a positive training in the right direction (Proverbs 22:6), there must be the side of correction and adherence to rules. Our overall policy at Silver Falls Christian School is to require obedience of the students to the authority and rules of the school. We understand the exuberance of youth and the need of it being channeled for a constructive purpose. The areas of greatest concern are not the "mistakes" but the deliberate challenges to authority.

It is the goal of SFCS to instill self-discipline and respect for others in each student. It is also our goal to involve the parents in this process. Initial disciplinary problems will be dealt with by the teacher, who may involve parents and then, if necessary, it may be turned over to the Principal. The school desires to respect the parents' wishes in all disciplinary matters. Any questions regarding the discipline policy of the school should be directed first to the teacher and then to the Principal.

It is the responsibility of the student to respect the teacher as the authority in the classroom, regardless of whether he/she agrees with the teacher's decisions or procedures. Students are to help maintain all school and classroom equipment. Marking on or defacing any equipment or school property will result in disciplinary action and the student will be compelled to pay restitution for his/her damages.

Discipline Concepts:

1. Responsibility, self-discipline and self-respect
2. Respect for the rights, dignity and safety of all individuals within the school
3. Respect for the law, observance of school policies, procedures, rules, and regulations
4. Respect for public and private property

5. Respect for God's Word as a basis for discipline and moral judgment

How Misconduct is Handled

When a student's behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to demonstrate the change and improvement necessary to comply with these standards. As much as possible, misbehavior in the classroom will be handled by the teacher. Methods of maintaining student discipline at SFCS include the following:

1. The teacher and student will have a meeting regarding the misbehavior.
2. The teacher may assign a consequence to the student.
3. The teacher may lower the Citizenship grade (this determines which privileges are extended to the student and/or lost).
4. The teacher may request a conference to include the parent, teacher, student, and administration.

If, after a reasonable amount of time, the teacher feels that there is a continuing problem in behavior or attitude, he or she will refer the student to the administration for further disciplinary action. For certain serious misbehavior incidents, such as disrespect to teachers, student fighting or violations of the Christian lifestyle standards, students will be referred immediately to the administration.

Detention, work assignments, probation or suspension may be used as part of the discipline procedure. Students may be expelled (withdrawn from enrollment at the school) for continued violations of school standards or if a single offense is particularly serious. Expulsion is handled by the School Board.

Explanation of Consequences

1. **Additional Work:** Work assignments will be done during play time, before or after school.
2. **Loss of Recess:** 15 minutes spent sitting quietly during recess.
3. **Before or After School Work Detail:** Student will pick up trash from the school grounds.
4. **Loss of Privileges:** Not able to serve as line leader, teacher's helper, student store, field trips, open campus etc.
5. **Note Home:** A report of misconduct to be signed by a parent and returned the following day.
6. **Suspension:** A student may be suspended from school. Very specific changes in attitudes and actions will be expected prior to re-admission. Work missed during any suspension will be treated as an unexcused absence, and a grade not higher than 65 may be received.

Disciplinary probation is invoked when a student is suspended from school. The Administrator has the authority to suspend a student at all times. The length of suspension will be 1 to 5 days, as determined by the Administrator. The reasons that would give cause for suspension are:

- i. Continued deliberate disobedience or disrespect displayed.
 - ii. A rebellious spirit which is unchanged after much effort by the school staff.
 - iii. A continued negative attitude and bad influence upon other students.
 - iv. A serious breach of conduct in the classroom or on school grounds which has an adverse effect upon the image of the school.
 - v. Failure of the student to comply with the disciplinary actions of the school.
 - vi. Failure of the parents to get recommended counseling.
7. **Expulsion:** This course of action will be recommended if it becomes apparent that the student will not be able to meet the requirements of the school, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the School Board. A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance.

Procedure:

1. In the case of such an offense, the matter will be referred to the Board.
2. The Board will review the matter and advise the administration concerning expulsion.
3. The Board has the authority to expel any student for non-compliance with the rules and regulations of the school with the School Board's approval.

Probation: Probation is invoked when a student has a serious problem, and it gives the student an opportunity to correct his/her problem. If the student does not improve to a satisfactory level, he/she will be dismissed and asked to withdraw from the school.

Reasons for Probation

Academic:

1. Insufficient academic progress

2. Failure of the parents to get recommended professional help for exceptional children.

Attitude:

3. A rebellious spirit which is unchanged after much effort by the teachers and staff.
4. A continued negative attitude and bad influence upon the other students.

Disciplinary:

5. Continued deliberate disobedience.
6. Committing a serious breach of conduct in school or outside of school that has an adverse effect upon the school's testimony.
7. Failure of the parents to comply with the disciplinary procedures of the school.

Invoking Probation:

The probation will take place after the staff has reviewed the student's behavior, attitude and/or academic performance.

A conference is held with the parents, the student and the administrator to give notification and explanation of the probation.

A written letter explaining probation, making suggestions for parental action, and requesting the parents to apply disciplinary measures during the probation in cooperation with the action of the school, will be sent to the parents with a copy sent to the Board.

The Probation Period:

Probation will last for 6 to 9 weeks following the administrator's conference with the parents and student.

Student activities will be limited (including athletics), and all positions of trust and responsibility must be relinquished during this time.

Each week the parent(s) will receive an updated report as to the progress being achieved by the student.

PROBATIONARY GUIDELINES AS FOLLOWS:

Academic probation occurs when a student holds a 2.0 GPA or lower (7th-12th), below a 'C' average (3rd-6th) or an 'N' average (K-2nd) for a minimum 2 weeks consecutively.

1. Letter to Parents at the 2-week mark explaining the situation and requesting a meeting to address concerns and/or questions.
2. Meeting with Parents: Provide a support plan to implement, this may include recommendations for after-school support or outside tutoring depending on the circumstances.
3. Revocation of privileges such as extracurricular activities may be imposed.

Behavioral probation occurs if there ongoing violations of the Code of Conduct including but not limited to, attitude and disciplinary. A student will be put on Behavioral Probation with a Restoration plan that will be devised in conjunction with the Board of Directors and Head Educator. Should restoration not be feasible and/or successful termination of enrollment will occur.

ADDRESS AND TELEPHONE NUMBER CHANGES

It is extremely important that you notify the office immediately if your address or telephone number changes. It is essential that all information be kept up to date.

MESSAGES TO STUDENTS

Telephone messages to students will be taken only from parents. Plan to take care of personal business outside of the school day if possible. The school telephone is reserved for school business only. Students will not be allowed to make telephone calls unless it is an emergency. An emergency is defined as sickness or injury. Leaving assignments at home and making after school plans are not considered emergencies. When emergency calls are made, they will only be done by the school secretary.

CURRICULUM

The Bible - God's Word - is carefully and purposefully integrated into all curriculum and is also a dynamic course of study by itself. We desire that all students have a sound mastery of basic learning skills and acquire self-discipline, good work habits and biblical social values. All that we do is to the glory of God (1 Corinthians 10:31).

SFCS uses Abeka, Purposeful Design, ACE, Pathways, Gospel Project and Saxon Math as part of our curriculum.

GRADUATION REQUIREMENTS

<u>Graduation Requirements</u>	<u>Minimum 4-year College Entrance Requirements</u>	<u>Required/Recommended Steps for Admissions to Most 4-Year Colleges and Universities</u>
4 Credits Bible	4 Credits	SAT or ACT Exam
4 Credits English/Grammar	English//Grammar	Grades-colleges expect a 3.0 GPA and a full load of courses all
3 Credits Social Studies	3 Credits Math through Alg II	Four years. Minimum of “C” in all core classes all four years.
3 Credits Math- Alg I and higher	3 Credits Social Studies	Involvement in activities, clubs, leadership, community services.
3 Credits Science	3 Credits Science	Advanced classes in Core areas- college want students who challenge themselves.
3 Credits Applied Arts, Professional Technical OR Foreign Language (Any Combo)	2 Credits Foreign Language	Letters of Recommendation- most private schools, scholarships require these.
1 Credit Health	**Some Colleges may require more credits in certain subjects.	FAFSA- Submit online in October.
1 Credit PE		NCAA Clearinghouse Application required for college athletes.
1 Credit Personal Finance		
5 Elective Credits		
TOTAL 28 Credits		
**Community Service Hours - 10 hours for each year of attendance.		

RETAINING AND PROMOTING

We believe that students will be the most productive when they are placed at a grade level that challenges them and yet allows them to achieve success in learning. If the school or parents feel that a student needs to be retained in a certain grade level, a conference involving the parents, teacher, and principal will be held so that a decision can be made. Our desire is to promote students based academic proficiency.

PRIVACY POLICY

Silver Falls Christian School will do everything it can to protect the privacy of your student(s). As a precaution, we ask you to sign a Photo Release Form authorizing Silver Falls Christian School to photograph and/or record your student for the purpose of school use. Photographing and/or recording of students other than your own on school property and outside of school functions and events, without parental consent as well as consent from Silver Falls Christian School is strictly prohibited. Violation of this policy may result in further action.

STUDENT RECORDS

All student records maintained by Silver Falls Christian School are in accordance with OAR 581-021-0250 and will be made available for inspection by the parent or legal guardian on the school premises. Copies of your student's record are available for a records fee of \$15.

SFCS ANNUAL NOTIFICATION

- (1) Each educational agency or institution shall annually notify parents of students currently in attendance, and eligible students currently in attendance, at the agency or institution of their rights under OAR 581-021-0220 through 581-021-0440.
- (2) The notice must inform parents and eligible students that they have a right to:
 - (a) Student records are made available for inspection on school premises by the parent or legal guardian.
 - (b) Parent's may request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
 - (c) SFCS will not disclose personal identifiable information contained in the student's education records, except to the extent that these rules authorize disclosure without consent;
 - (d) Pursuant to OAR 581-021-0410, file with the U.S. Department of Education a complaint under 34 CFR | 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Family Educational Rights and Privacy Act; and

(e) Obtain a copy of the policy adopted under OAR 581-021-0250.

(3) The notice must include all of the following:

(a) The procedure for exercising the right to inspect and review education records. (b) The procedure for requesting amendment of records under OAR 581-021-0300;

(c) Regarding disclosure of education records to school officials and teachers within the education agency whom the agency has determined to have legitimate educational interest, a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest;

(4) Handbook receipt and acknowledgement serves as annual notification to parents and eligible students of what it considers to be directory information and the conditions for disclosure of such information as provided in OAR 581-021-0390.

(5) SFCS will annually notify parents or eligible students if it forwards education records requested under OAR 581-021-0250(1)(m) and (p) within 10 days of receiving the request.

(6) Copies of the policy adopted under OAR 581-021-0250 are located in the main office.

(7) SFCS may provide this notice by any means that are reasonably likely to inform the parents and eligible students of their rights;

(8) SFCS shall effectively notify parents of students who have a primary or home language other than English.

(9) SFCS shall effectively notify parents or eligible students who have a disability.

TRANSFER OF STUDENT RECORDS

(1) Within ten days of a student seeking enrollment in or services from a public or private school including an ESD, or when a student is placed in a state institution other than an institution of postsecondary education, or a private agency or youth care center (hereinafter referred to as the new educational agency), the new educational agency must notify the public or private school, education service district, institution, agency, or youth care center in which the student was formerly enrolled (hereinafter referred to as the former educational agency) and request the student's education records.

(2) Subject to ORS 339.260, the former educational agency must transfer all requested student education records to the new educational agency no later than 10 days after receiving the request.

(3) The education records transferred to the new educational agency must include any education records relating to the particular student retained by an education service district.

(4) The educational agency must retain originals of student education records for the time periods and under the conditions described in the record retention rule, OAR 166-400-0060, except that originals shall be transferred to a new education agency upon request.

(5) When original records have been transferred to a new educational agency as required in subsection (2) of this rule, readable photocopies of the following documents must be retained by the former educational agency or institution for the time periods and under the conditions as prescribed in the record retention rule, OAR 166-400-0060:

(a) The student's permanent record as defined in subsection (11) of OAR 581-021-0220; and

(b) Such particular education records are necessary to document compliance with state and federal audits.

(6) Notwithstanding subsections (1) and (2) of this section, for students who are in substitute care programs:

(a) A school, institution, agency, facility, or center shall notify the school, institution, agency, facility, or center in which the student was formerly enrolled and shall request the student's education records within five days of the student seeking initial enrollment: and

(b) Any school, institution, agency, facility, or center receiving a request for a student's education records shall transfer all student education records relating to the particular student to the requesting school, institution, agency, facility, or center no later than five days after the receipt of the request.

Acknowledgment Page

By signing below, you acknowledge that you and your child have read, understand, and agree to the policies and procedures outlined in this handbook, including meeting the requirements of all fees and Parent Service hour and fundraising requirements as part of your child(ren)'s enrollment.

I have also reviewed and have been given a copy of the Parent Service & Fundraising agreement and asked any questions for clarification on any section of the Parent-Student Handbook.

_____	_____	_____
Parent Signature	Printed Name	Date

_____	_____	_____
Parent Signature	Printed Name	Date

_____	_____	_____
Student Signature	Printed Name	Date

SFCS Use Only:

_____	_____	_____
SFCS Board Member	Printed Name	Date

_____	_____	_____
SFCS Administrator	Printed Name	Date