

## **MISSION STATEMENT**

At Sierra Christian School, we strive to nurture a child's whole being, spiritually, intellectually, physically and emotionally, through a balanced program. We endeavor to create a desire in each child to seek God personally and make Him Lord of his or her life.

## **VISION STATEMENTS**

SCS prepares and inspires students to seek God and have a personal relationship with Him that affects all of their decisions throughout life.

SCS makes academic excellence a priority to equip students for higher levels of education by producing critical thinkers, effective communicators, and advanced learners who affect Christians and non-Christians alike.

SCS is looking ahead to future challenges and opportunities for growth and more effective service in the development and preparation of our students.

## **STATEMENT OF BELIEFS**

**Doctrinal:** God is the Creator of all things, existing in three persons: Father, Son, and Holy Spirit. He created us in His image and for the purpose of glorifying Him. His Son, Jesus, died on the cross to save us from our sins and remove the barrier to significant and everlasting life. We know the Bible is the inspired, infallible Word of God and that He is the source of all truth. Spiritual formation through the Word, prayer, and mentoring creates believers who are effective in ministering to others.

**Educational:** SCS is dedicated to the development of Christ-like character with an emphasis on Christ-centered education. Not only do we strive for each student to be prepared academically for a challenging world, but we seek an even deeper commitment to see our students reach their full potential spiritually, intellectually, physically and emotionally. This is accomplished with Christian teachers, a clear conduct policy, a safe environment, and state-standard curricula. SCS believes that parents play a vital role in their children's education, and it is with that partnership we achieve our learning objectives for each student.

## **EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRS)**

It is our ministry to provide a holistic education that is correlated with Christian principles. Our objective is to fulfill our mission statement by focusing on the three aspects of our vision statements.

### **A. CHRISTIAN DEVELOPMENT**

1. To teach students to approach life from a Christian worldview
2. To inspire and motivate biblically knowledgeable and insightful students who live by biblical principles
3. To teach the responsibility of Christians in community service outreach
4. To inspire and motivate students' awareness of our global mission
5. To teach the students relational skills in order to work well with others who might hold a different world view

### **B. ACADEMIC ACHIEVERS**

1. To inspire and motivate students to pursue goals of educational excellence
2. To equip students with the tolls of sensitivity, and good judgment in decision making
3. To inspire and motivate students who are well-prepared for the next grade level
4. To inspire and motivate students with the historical American heritage of our country and the biblical principles on which our country was founded

### **C. CRITICAL THINKERS**

1. To inspire and motivate independent and interdependent critical thinkers
2. To inspire and motivate students to reason, becoming problem-solvers and creatively using the skills of analysis, evaluation, and application

### **D. COMMUNICATORS**

1. To teach the students how to share their Christian faith with convictions and action
2. To develop their communication skills through speaking, writing, and technology
3. To integrate Christian principles throughout the curriculum for the purpose of developing students who read, listen, and respond appropriately, giving them the skills of discernment

### **E. PARTNERS**

2. To teach students the responsibility of Christians to uphold the truths of the Bible and pray for their country
3. To inspire and motivate students who learn respect as they become obedient to authority in the home, school, community, and nation
4. To inspire and motivate students to be productive and creative in all aspects of service to the community as well as home and church
5. To nurture families and provide help for our SCS community in spiritual guidance, parenting skills, and prayer

## **SUBJECT-AREA PHILOSOPHY STATEMENTS**

### **Biblical Education Philosophy**

Since the Bible is the Word of Life, it is the core of our academics. We teach the Bible as the complete guidebook and pathway to know and obey God, His Son, Jesus Christ, and the Holy Spirit. Our Biblical instruction includes both knowledge and application of the heart, head, and hands to produce the life changing commitments in each student.

**Scriptures:** Deuteronomy 6:4-9, 32:46-47, Psalms 119:9-16, Proverbs 22:6, John3:16, II Timothy 2:15 & 3:16

### **Language Arts Philosophy**

The study of language arts is based on the truth that God is the Supreme Communicator. He has given us the gift of language, which we can use to communicate effectively with others. It is important for the students to be able to communicate their beliefs both written and orally. The art of listening is also critical in understanding the world God created.

**Scriptures:** John 1:1, 1Peter 3:15, Proverbs 13:17, Mathew 28:20, Acts 2:6-8

### **Reading Philosophy**

We teach reading so that students will be equipped to independently study God's Word and world. Reading enables students to research information and verify the truth.

Through a study of literature, the students will learn to critically interpret the written word from a Christian worldview.

**Scriptures:** II Timothy 3:16, Nehemiah 8:2-3

### **Mathematics Philosophy**

Using biblical truths, mathematics is taught to demonstrate the order of God's creation by learning the theory and use of an infinite numbering system, developing analytical thinking and problem solving skills, and fostering higher order thinking skills of upper level mathematics such as pre-algebra and algebra.

**Scriptures:** Genesis 1-2, 6-8 & 13:16, 22:17-18, 32:12, Matthew 25:14-30, I Corinthians 14:33 & 40

### **Science Philosophy**

Science teaching begins with the fundamentals built around God's creation. This provides students with an understanding of how the universe was created by God. He set the natural laws in motion at the point of creation and continues to exercise His providence over the creation, using mankind as His instrument.

**Scriptures:** Genesis 1-3, Job 38-41, Psalm 8, 19:1-6, 24:1-2, 139:13-16, Isaiah 45:12, John 1:1-3, Romans 1:20, Hebrews 11:3 & 6

### **Social Studies Philosophy**

The intention of social studies is for students to recognize that God is the author and mover of all history. God's plan for the world and mankind began at creation and continues into the future. Social studies demonstrate man's lost condition and God's sovereignty over all. Social studies investigate man's relationship to other humans and man's relationship to God.

**Scriptures:** Psalms 47:2-8, Psalms 66:7, II Chronicles 7:14, Genesis 9:1, Deuteronomy 4:39, Proverbs 13:24, Romans 13:1-2, Romans 8:28-29, Jeremiah 29:11

### **Physical Education Philosophy**

Physical education instruction provides students with the arts and skills necessary to develop and preserve the body and mind that God has created. The program helps the students to understand the close and interdependent relationship between good physical and mental health. The students will study and learn the effects of exercise, nutrition, and chemical use on the body. The goal of this education is to help the students understand, appreciate, and properly care for their bodies as the temples of the Holy Spirit.

Scripture: I Corinthians 6:19-20, Proverbs 3:-7-8, III John 2

### **Spanish Education Philosophy:**

The study of Spanish is based on the truth that God is the Supreme Communicator. He has given us the gift of language, which we can use to effectively communicate and minister to others. It is important for the students to be able to bilingually communicate their beliefs in both written and oral form, to reach as many people as possible for Christ. The teaching of Spanish also fosters a greater cultural awareness and worldview for our students. Scripture: Genesis 10:5; Genesis 11:6; Daniel 1:4; Acts 2:6-8

### **Technology Mission Statement**

Technology is taught to demonstrate the order of God's creation. He has given us the gift of technology, which is a tool that we can use to effectively organize information. It is important for the students to be able to create, access, and produce information to better communicate and serve others for Christ. Ephesians 2:10; Ephesians 4:29; Revelation 4:11

## ADMISSION STANDARDS AND PROCEDURES

- 1.SCS offers a high quality Christian education to students and requires them to accept our behavioral and academic standards.
- 2.We recognize that we cannot meet the educational needs of some students.
- 3.Pre- admission interviews by the school administrator are required before students are admitted.
- 4.Previous expulsions or suspensions from other schools may be grounds for non-acceptance of an applicant.
- 5.After a student is registered, they are expected to maintain a minimum GPA of 2.0 and exhibit Christian character at all times.

## FINANCIAL INFORMATION

<b>FEES:</b>	\$150 Registration Fee – Due upon registration
	\$75 Technology Fee - Due June 1
	\$125 Book Fee - Due June 1
	\$150 Student Participation Fee – Due July 1

<b>TUITION:</b>	<b>KINDERGARTEN - 5<sup>TH</sup> GRADE</b>
(10 months)	First Child - \$367.50
	Second Child - \$347.50
	Third Child - \$327.50
	<b>6<sup>TH</sup> – 8<sup>TH</sup> GRADE</b>
	First Child - \$377.50
	Second Child - \$357.50
	Third Child - \$337.50

Students enrolling in SCS after the beginning date of the school year or those who withdraw before the school year is completed shall be charged only for the number of days actually attended.

SCS requires timely payment on all accounts. Visa, MasterCard, Discover & American Express cards are accepted. A ten (10) day grace period is allowed. After ten days, the account is past due and will be assessed a \$25.00 late fee. Accounts that reach twenty (20) days past due will result in student's enrollment being suspended until the account is brought current. Report cards will be held until the account is brought current. Kindergarten and 8<sup>th</sup> grade students may not participate in promotion or graduation activities until the account is brought current. Students may not participate in 6<sup>th</sup> grade Science Camp or the Washington DC trip until the account is brought current.

# **ACADEMIC STANDARDS AND PROCEDURES**

## **ATTENDANCE:**

In order to ensure success in school, regular attendance is required. The lessons presented by classroom teachers cannot be repeated for students who were absent. A student must be in school for a minimum of four (4) hours in order to be considered present. Students who arrive late for school or leave early must be checked in/out through the office. No student is to leave campus unless they have been signed out.

## **TARDY POLICY:**

Punctuality is essential for a learning program to succeed. Class is disrupted and instructions are missed when students are tardy. Students should arrive at school no later than 7:45 a.m.

A tardy will be excused only if the student brings a “return to school” slip from a physician or dentist.

Excessive, three (3) or more, tardy arrivals will result in parent notification and/or after school detention.

# **ABSENCES**

## **EXCUSED ABSENCES:**

Parents must notify the office before 9:00 a.m. each and every morning that the student is absent.

A student who is absent due to illness for five (5) consecutive days must bring a doctor’s release to return to school.

Students who return after an illness and wish to stay indoors during PE and/or recess must have a note from their parent/guardian. Middle school students must have a doctor’s excuse to miss more than two (2) days of PE.

For the welfare of our students and staff, children who have been ill should not return to school until they have been free from vomiting, diarrhea, and/or fever for a minimum of twenty-four (24) hours.

Absences due to family vacations during the school year will be excused if the parent/guardian submits a written notification to the office two (2) weeks prior to the first day the student will be absent. Teachers may provide assignments for a maximum of one (1) week which must be completed and turned in on the day the student returns to school.

An opportunity for making up assignments that a student missed will be given. It is the student’s responsibility to obtain and complete the missed work. The work should be completed promptly, usually within the same number of days the student was absent.

Teachers will make every effort to assist the student, but it is the student’s responsibility to complete all missed assignments.

### **UNEXCUSED ABSENCES:**

If a valid reason is not provided by the parent/guardian in writing or by telephone for the student's absence, the absence will be unexcused. No opportunity for "make-up" work will be given.

### **EXCESSIVE ABSENCES:**

If a student misses more than ten (10) days in a quarter, regardless of whether the absence is excused or unexcused, a conference will be scheduled between the administrator and the parent/guardian to determine if further action will be needed.

### **SCHOOL HOURS:**

School hours are from 7:50 a.m. to 3:00 p.s. Flag salute begins at 7:50 a.m. Students are to arrive between 7:30 and & 7:45 a.m. and are to be picked up not later than 3:15 p.m. Students arriving before and remaining after designated time without a parent/guardian will be charged extended care fees.

# ACADEMIC GRADES/HONOR ROLL

**Core Subjects:** Bible, Language Arts, Reading, Math, Science, and Social Studies

**Supplementary Classes:** Computer, Spanish, and Physical Education

## KINDERGARTEN – 2<sup>ND</sup> GRADE SCALE:

E- Excellent

G- Good

S- Satisfactory

N- Needs Improvement

### Kindergarten – 2<sup>nd</sup> Grade (Quarter Awards)

- Administrator's Honor Roll: E's with no more than one G per quarter, conduct score of E's only
- Teacher's Honor Roll: E's and G's with no more than one S per quarter, conduct score of E's and G's only

### Kindergarten -2<sup>nd</sup> Grade (Year End Awards)

- Administrator's Honor Roll: Must have (all four quarters) E's with no more than one G per quarter
- Teacher's Honor Roll: Must have an a cumulative (all four quarters) of E's and G's with no more than one S per quarter and have been on teacher's honor roll for at least one quarter

## 3<sup>RD</sup> – 8<sup>TH</sup> GRADE SCALE:

A (4.0) Excellent

A- (3.67)

B+ (3.33)

B (3.0) Good

B- (2.67)

C+ (2.33)

C (2.0) Average

C- (1.67)

D+ (1.33)

D (1.0) Below Average

D- (.67)

F (0) Failing /Incomplete

## GRADE POINT CALCULATION 3<sup>RD</sup> – 8<sup>TH</sup> GRADE EXAMPLE:

### SUBJECT: (Core & Supplemental) GRADE VALUE

Bible	B+	3.33	3.33
Language Arts	B	3.00	3.00
Reading	C-	1.67	1.67
Math	A-	3.67	3.67
Science	A	4.00	4.00
Social Studies	B-	2.67	2.67
Computer	B	(3.00 X .33)	.99
Spanish	A	(4.00 X .33)	1.32

$$\frac{\text{Physical Education D+ (1.33 X .34)} .44}{\text{GPA}}$$

$$20.09 \div 7 = 2.87$$

### **3<sup>rd</sup> – 8<sup>th</sup> Grade (Quarter Awards):**

- Third through Eighth grade students: GPA (grade point average) is calculated by the core subjects having a value of 1 and the supplementary subjects having a value of 1/3
- Administrator's Honor Roll: 3.67 – 4.0 with no "D" or "F" grade and no "N" in conduct
- Teacher's Honor Roll: 3.0 – 3.66 with no "D" or "F" grade and no "N" in conduct

### **3<sup>rd</sup> – 8<sup>th</sup> Grade (End of the Year):**

- Administrator's Honor Roll: Must have been on Administrator's Honor Roll all four quarters
- Teacher's Honor Roll: Must have an accumulative GPA of 3.0 for the year and must have been on the Teacher's Honor Roll or Administrator's Honor Roll for at least two quarters
- Honor Graduate (8<sup>th</sup> grade only): Must have an overall GPA of 3.5 for all four quarters of the 7<sup>th</sup> & 8<sup>th</sup> grades

### **Grade Reporting**

Progress reports are sent home each mid-quarter.

Report cards are sent home at the end of each quarter.

Edline allows parents & students to have immediate access to grades and assignments.

### **5 Week Conferences**

Mandatory conferences for all new students with administrator, teachers, and parent/guardian.

### **1<sup>st</sup> Quarter**

Parent/teacher conference is required and report card will be given at that time. It is mandatory that a parent/guardian attend the conference. We feel this conference is necessary in order to ensure positive and responsible communication. All 4<sup>th</sup> -8<sup>th</sup> grade students are encouraged to attend the first quarter conference.

### **2<sup>nd</sup> Quarter**

Report cards are sent home and parent/teacher conferences will be arranged on an individual basis as deemed necessary.

**3<sup>rd</sup> Quarter:** Report cards are sent home. Parent/teacher conference as requested by administrator, teacher or parent

**4<sup>th</sup> Quarter:** Report card given. End of year parent/teacher conferences arranged if necessary.



# PROBATIONARY POLICY

Probation is defined as a specified length of time during which the student is expected to demonstrate his/her ability to perform satisfactorily at SCS. The student on probation will be given one quarter in which to improve his/her record to the extent necessary to satisfy the faculty and the administration that he/she will profit from further enrollment at SCS. If such improvement is not forthcoming, he/she may be refused permission to re-enroll the following quarter, or in extreme cases, be withdrawn from school immediately.

**NOTE:** All new students are placed on a five week probationary period. The purpose of this is to monitor their adjustment and progress at SCS. At the end of this period a conference will be scheduled between parent, teacher, and administration.

The problems for which a student would be placed on probation are as follows:

- 1. Academics:** Failure to maintain a “C” average (2.0)
- 2. Attitude:** A rebellious or non-cooperative spirit
- 3. Conduct:** Continued disrespect to any staff or school policies or an “N” on any quarter report card.

## **Academic Probation Notification Process:**

The notification process will consist of three elements:

1. Conference with parent, student, teacher, and administration
2. Administration notification to after school activity director
3. Probation form signed by teacher and administration

## **Academic Probation Consequences:**

**Probationary Quarter #1:** Above process resulting in suspension of all after school activities

**Probationary Quarter #2:** Above process with continued suspension of all after school activities and mandatory teacher tutoring session after school

**Probationary Quarter #3:** Conference with Administration, teacher and student to discuss transferring schools, withdrawal, or any other appropriate academic decision

**Retention:** To advance to the next grade level, each 3<sup>rd</sup> – 8<sup>th</sup> grade student must end the prior school year with a cumulative GPA (average of four quarters) of at least a 2.0. For Kindergarten – 2<sup>nd</sup> grade students, retention may be necessary for those students who receive ‘N’s, and are unable to master the necessary skills for the next grade.

**CONDUCT GRADE NOTE:** Any student who does not have a conduct grade of E or S may not be allowed to attend extra curricular activities (i.e. Science camp, 6<sup>th</sup> grade over night trip, Washington D.C., field trips, etc.).

**8<sup>TH</sup> GRADE NOTE:** Any 8<sup>th</sup> grader who does not finish with a cumulative GPA (average of four quarters) of at least a 2.0, will not participate in any graduation

activities. Any 8<sup>th</sup> grader who does not finish with a cumulative conduct grade (average of four quarters) of at least a 2.0, may not participate in any graduation activities. Grade Scale: E= 3, S= 2, and N= 1

## CITIZENSHIP STANDARDS AND PROCEDURES

Since Sierra Christian School is committed to the teaching of Christ, it is expected that everyone connected with the school will conduct themselves in accordance with the moral teachings of Jesus. A Christian standard of conduct would include such characteristics as: courtesy, consideration, honor, kindness, honesty, and respect for the rights of fellow students and all staff members. Due respect for the property of others must be portrayed at all times. All students should conduct themselves in the classrooms and on the school grounds in such a way that Jesus would approve of their attitude, words, and actions. Our parents have done a superior job of rearing their children. Most of our students will never see negative consequences, only the positive! Our parents can be assured that their children will be in the best environment that can be provided for learning. Your support and cooperation will be one of the most important factors in the success of our program.

**DISCIPLINE:** School rules are posted in every classroom and discussed often in class. Class discussions bring out topics of manners, respect, values, and patriotism. Teachers and students discuss problems and what alternative would be best in certain circumstances.

MISCONDUCT	CONSEQUENCES
<ul style="list-style-type: none"> <li>▪ Unauthorized area on campus</li> <li>▪ Public Display of Affection</li> <li>▪ Gum Chewing</li> <li>▪ Classroom Disruption</li> <li>▪ Littering</li> </ul>	<p><b>Referral 1:</b> Teacher/Student conference  <b>Referral 2:</b> Teacher/Student conference  <b>Referral 3:</b> Administrator/Student  <b>Referral 4:</b> Administrator /Student and Parent  <b>Referral 5:</b> 1 day in school suspension  <b>Additional Referrals:</b> TBD</p>
<ul style="list-style-type: none"> <li>▪ Disrespect to staff members</li> <li>▪ Disrespect to students</li> <li>▪ Disobedience of staff members</li> <li>▪ Defiance of authority</li> <li>▪ Fighting, Cheating, Lying</li> <li>▪ Habitual profanity and vulgarity</li> <li>▪ Offensive Acts</li> <li>▪ Any inappropriate physical conduct</li> <li>▪ Inappropriate conduct</li> </ul>	<p><b>Referral 1:</b> Administration/parent conference  <b>Referral 2:</b> Administration/parent conference and immediately suspended for the remainder of the day <b>or</b> 1 full day home suspension  <b>Referral 3:</b> 2-3 day home suspension  <b>Additional referrals:</b> Recommendation for student dismissal/withdrawal</p>

<ul style="list-style-type: none"> <li>▪ Caused or attempted to cause damage to school property or private property</li> <li>▪ Harassment, threat or intimidation</li> <li>▪ Knowingly received stolen school or private property</li> <li>▪ Hate violence or sexual harassment</li> <li>▪ Smoking or possession of tobacco</li> </ul>	<p><b>Referral 1:</b> Administration/parent conference and immediately suspended for the remainder of the day or 2-3 day home suspension</p> <p><b>Referral 2:</b> Automatic 3-4 day home suspension with conference to discuss further options.</p>
<ul style="list-style-type: none"> <li>▪ Arson, Possession of a firearm, possession of and/or under the influence of illegal drugs</li> </ul>	<p><b>AUTOMATIC EXPULSION AND NOTIFICATION OF LAW ENFORCEMENT</b></p>

## DISCIPLINE AND GRIEVANCE POLICY

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. The ultimate objective of school discipline is to help prepare and support young people in establishing acceptable standards of self-discipline.

All students are to understand clearly that in order to maintain high standards of conduct, the school reserves the right to take appropriate disciplinary action in the case of any student guilty of misconduct, whether occurring on or off school campus. It is a privilege to attend SCS, and this privilege should be highly regarded and recognized by all students and parents. Students are representing the school even outside of class hours. Our students should realize they are responsible for conducting themselves in a manner that brings credit to Christ, their families, themselves, and their school. When a student enters SCS, he/she becomes identified with the school - the school is judged by the way that a student conducts himself/herself.

Students are trained to take responsibility for their own conduct. The basic approach to rules at SCS is to trust students and grant freedom to the greatest extent that the student's conduct will allow, both individually and corporately.

Minor infractions are to be handled first by the teacher. The teacher must have written documentation of the meetings between the teacher and the student. After the teacher has exhausted all means of correction, the administration will be called upon to intervene. Disciplinary action will be administered as uniformly and consistently as possible, while at the same time recognizing that each student and each incident must be assessed individually in regard to background, attitude, and repetition. Any student who is brought before the administration will be expected to be completely truthful.

## MATTERS OF CONCERN FOR PARENTS

Procedure to follow (Matthew 18:15-16): **“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But, if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses”.**

1. First, consult with the teacher. If you are not satisfied...
2. Make an appointment with the teacher and administration. **Do not go directly to the administration or another teacher if there is a problem.**

We practice the 24 hour principle. With the intent to be above reproach and avoid gossip, our faculty and staff at SCS, as well the staff of Central, abide by the 24 hour principle when dealing with complaints, accusations or other negative conversations regarding others. If you approach a staff person to talk about someone else, you will be informed that you 24 hours to approach the person in question. If you have not approached the person in question within 24 hours, the person you spoke with will go to that person and advise them to come directly to you. Our aim for the 24 hour principle is to submit ourselves and our conversations to the biblical principals as outlined in Matthew 18 and, to put an end to the destructive power of gossip.

## PARENT-FACULTY/STAFF COMMUNICATION

Our goal is for all relationships to be above reproach, encouraging and beneficial. All interactions and communications with parents/guardians are to be respectful and courteous. Effective communication is an ongoing process. Communication includes, but is not limited to: face to face conversations, telephone calls, or emails. If we are ineffective in doing so please inform the Administration, following the guidelines listed above.

If a parent/guardian violates appropriate communication procedures with either faculty or staff, there will be a mandatory conference with the Administration. This will be considered the first warning, both verbal and written. A second incident will result in communication restriction. This will be considered the second warning and will result in all communication with that faculty or staff member being facilitated by, and in the presence of Administration. A third and final incident will result in the immediate removal of the student/family from SCS.

We believe this will aid in continuing our effective and necessary partnerships at SCS.

## PARENT-STUDENT-OFFICE COMMUNICATION

In case of an emergency, you may reach your child by calling the school office. At no time will a parent be allowed to go into a classroom during school hours without

checking in with the office. When bringing a lunch, a forgotten book or when picking up a child, please come to the office. If you wish to visit your child's class, you will need to receive permission from the office and the teacher.

## **EXTENDED CARE**

Children who need to come early or stay late will be enrolled in the extended care program. Hours are 6:30 to 7:30 A.M. and 3:00 to 6:00 P.M. The fee for extended care is \$3.00 per hour for the first child; \$2.85 for the second child. Billing for extended care is charged in 30 minute increments. Billing will be included with your tuition statement each month. Any student remaining on school premises after school must be signed into extended care. For the safety of the students, they may not stand out front alone. All parents must come in to sign their children out of extended care. Those failing to sign out their child will be billed until 6:00 P.M. Any child not picked up by 3:15 will be automatically assigned to Extended Care and parents will be billed. The charge after 6:00 p.m. is \$20.00 per any part of a quarter hour per child. Snacks are available for purchase at extended care for \$.50 each. Snacks cannot be charged.

## **EMERGENCY PROCEDURES**

We ask that you keep all of your contact information up to date so that we may reach you in a timely manner in the event of illness, injury or emergency involving your child. If a parent or guardian cannot be reached, 911 will be called to treat and transport your child for emergency care.

## **LOST AND FOUND**

All lost articles of clothing, books, and other items will be placed in the cafeteria. These articles are periodically cleaned out. Labeling of personal property and clothing helps us return items to their rightful owners.

## **BIRTHDAYS**

Birthdays are special times in the life of every child. We recognize the students in Assembly and allow a brief time for a snack in class if you wish to provide one. If you are going to have a party, invitations may not be passed out in class. Balloon and floral arrangements are not appropriate for the classroom and will be kept in the office until after school.

## **CAFETERIA PROCEDURES**

Students may bring a lunch or purchase a hot lunch. We encourage parents to have lunch with their child! If you send a lunch, please do not send glass containers or food items that need to be microwaved.

1. The cost of student lunches, including milk, is as follows:

<b>Kindergarten-3<sup>rd</sup> grade</b>	<b>\$3.00</b>
<b>4<sup>th</sup> grade-8<sup>th</sup> grade</b>	<b>\$3.75</b>
<b>Adults</b>	<b>\$3.75</b>
<b>Additional snacks &amp; drinks</b>	<b>\$0.50</b>

2. All hot lunches are on a charge basis, which are added to your tuition statement each month. If your account becomes 20 days past due, your child will no longer be allowed to have hot lunch.

3. Snacks are sold at morning recess and during extended care for cash only. Snacks

cannot be charged.

4. Students without a lunch will be provided a lunch and will be charged.

## **FIELD TRIPS**

SCS participates in off campus outings for various reasons: educational, spiritual, community service and recreational. SCS strives to maintain its exceptional standard of conduct and image whether on campus or off, regardless of the site or activity. Serving as a chaperone is a blessing to the school and an important responsibility. We encourage parents/guardians to be involved in these outings. Without parental involvement we would not be able to enjoy these unique opportunities. SCS administration and staff are very intentional about these outings and those who participate in them regarding the significance and environmental factors of the trip. Middle school students will not be eligible to participate in 6<sup>th</sup> grade Science Camp or the Washington DC trip for 7<sup>th</sup> & 8<sup>th</sup> grade students, if the account (fees, tuition, lunch & daycare) is not paid in full. In the best interest of our students, SCS reserves the right to select and/or restrict those who desire to participate.

Class trips are limited to no more than four (4) per year. This includes the end of the year party. Two must be educational. One must be service oriented. One should be fun. All four must be authorized by administration. Written permission for a student to attend must be received. Parents responsible for chaperoning field trips must receive prior permission from their child's teacher before bringing an older or younger sibling on the trip. If personal vehicles are being used to transport students (other than their own child) on field trips, drivers are required to have an up to date certificate of insurance, stating \$100,000 / \$300,000 bodily injury coverage, per person, per vehicle, in the office one week prior to field trip date.

# ATHLETIC PROGRAM

Sierra currently belongs to the San Joaquin County Christian Athletic League. The league consists of Christian schools located in and around Stockton. At the present time we participate in girls' volleyball, girls' and boys' basketball, co-ed softball, and co-ed soccer. Students in 5<sup>th</sup> – 8<sup>th</sup> grade are encouraged to participate when academically and athletically appropriate. A schedule of events is provided to each athlete for his/her season. At the beginning of each sport there will be a mandatory meeting that the athlete, along with one parent or guardian, must attend in order for the student to participate in that sport. That sport's coach (es), athletic director, and administration will also be in attendance. The meeting's agenda will consist of: sports fee, uniforms, schedule, academic and conduct guidelines. There is a \$100.00 sports fee per sport

## **Academic & Conduct Requirements:**

Student-athletes must have and maintain a 2.0 GPA with no D's or F's in any subject. In addition, they must also maintain a conduct grade of "E" or "S." Grade checks will be done when the mid-quarter and quarterly reports go out. Eligibility for fall sports, volleyball and soccer, are based on the previous year's fourth quarter grades. If a student athlete falls below this academic standard, he/she will be removed from the team and will be ineligible for the remainder of that sport's season. Since it is the responsibility of the student/athlete to maintain his/her grades, the teachers will not provide any additional make-up work or timing of that work to unfairly assist them (work which falls outside that teacher's academic plan). Additionally, if the student-athlete is dismissed from the team for any reason there will be no refund of fee, and he/she will be ineligible to earn a trophy at the end of the sport's season.

## **Attendance Requirements:**

1. The student athlete must be in school all day on the day that he/she is to participate in a game. The student athlete must also be in school the day previous to an all day tournament.
2. If a student is too sick to be at school, he/she is too sick to be at the game.
3. In case of a doctor's appointment, the student must return to school immediately following the appointment.
4. In the event of a family emergency, the parent/guardian will notify the coach or Athletic Director and a decision will be made as to the student athlete's participation.
5. Attendance at practices, scrimmages, team meetings and games is compulsory. Absences not approved by the coach may result in disciplinary action and possible removal from the team.

## **Equipment Requirements:**

1. Each student athlete shall be responsible for the care and return of all equipment issued. If equipment is lost or damaged, the student athlete's parent/guardian is financially responsible for reimbursement at replacement costs.
2. No student athlete will be allowed to participate in any other sport or receive

awards/trophies until all equipment from the previous sport has been accounted for or returned.

## **ATHLETIC CODE**

The conduct of athletes is closely observed in many areas of their lives. Athletics means more than competition between individuals representing schools. It is a means of learning a way of life with the philosophy that hard work, teamwork, and godly character will bring eventual success. Athletes must think of themselves as leaders and examples; therefore, they have certain obligations and responsibilities. The following guidelines have been established to ensure that SCS athletes and their parents understand their responsibilities as representatives of SCS and Jesus Christ. Prior to participation in each sport, the student athlete and his/her parent/guardian will review the following athletic code with the administration, athletic director, and/or coach.

### **I understand and will obey the following athletic code:**

1. I will abide by all decisions made by the athletic director, coaches, and officials.
2. I will strive to be a Christ-like example both on and off the field of play.
3. I will not use inappropriate or unsportsmanlike language or gestures.
4. I will play any position assigned to me and will always do my best for the team.
5. I will remain committed to the team until the end of the season or until I am officially released by the coach, athletic director or school administration.
6. I will return, upon request, my uniform and other equipment issued to me, in good condition.
7. As a parent/guardian and fan, I will also maintain a Christ-like attitude while cheering for and encouraging our teams.
8. As a parent/guardian and fan, I will use words of encouragement for both teams before, during, and after the games.

### **SCS All Star Team Requirements:**

Any student athlete who participates on 3 sports teams and, meets the academic and conduct requirements will be eligible to be a member of the All Star Team. This award is given at the end of the school year.

## VISITORS

The school welcomes adult visitors at all times. Our staff is proud of our school and we wish to share this enthusiasm with parents. All visitors must make arrangements with the teacher ahead of time, sign in with the office, and obtain a visitor badge before visiting in the classroom.

## MEDICATIONS DURING SCHOOL

Parents are required by California state law to inform the school of any medication to be taken while the child is at school. If your child is to receive medication while at school, please obtain a consent form from the office. This form must be completed by your child's doctor. All medications must be brought to and kept in the school office. Doctor prescribed medication must be in the original container and will be administered only by office staff. Over the counter medications (cough drops, pain reliever, etc.) will be administered by office staff only with parents' written permission. Please obtain a consent form from the office.

## STANDARDIZED DRESS CODE

SCS has a uniform dress code for all of our students. It is our desire to uphold a high standard of excellence in all areas. The standards of dress and appearance are based on modesty, cleanliness, comfort, safety and practicality. It is intended to encourage reverence for God, modesty in dress, school unity and spirit, and to give priority to the inward character over outward appearance.

### GIRLS

- Only middle school girls may wear make-up. Hairstyles and make-up should be natural and practical. Hair must not cover the eyebrows. Hairspray, fragrances, and make-up are not allowed at school. Unnatural hair color is not acceptable.
- Jewelry should be kept simple. Pierced ears, one earring per ear, are acceptable. Large, dangling earrings are not acceptable.

### BOYS

- Hair length is not to exceed the top of the shirt collar, cover the ears or the eyebrows. Hairstyles are to be clean and neat. Unnatural hair color is not acceptable. Faddish haircuts and styles are **not** acceptable.
- Facial hair is not acceptable.
- Earrings are not acceptable.
- Cologne is not allowed at school.



## **GIRLS**

- Jumpers, skirts, pants, capris or shorts (must have belt loops) in plain solid navy blue, khaki or black in school uniform material and style only. Cargo pants are not acceptable.
- Low-waisted, tight fitting pants are not acceptable
- Polo shirts, turtlenecks in solid white, navy blue, hunter green, burgundy, black or red; may be short or long-sleeved and must be tucked in
- Knee socks, ankle socks, leggings or tights in plain, solid white, navy blue, khaki, black, hunter green or red

## **BOYS**

- Pants or shorts (must have belt loops) in solid navy blue, khaki, or black in school uniform material and style only. Cargo pants are not acceptable.
- Low hanging, sagging or bagging pants are not acceptable
- Polo shirts, turtlenecks in solid white, navy blue, hunter green, burgundy, black or red; may be short or long-sleeved and must be tucked in
- Socks in plain, solid white, navy blue, khaki, hunter green or red

## **GIRLS AND BOYS**

- Jackets, coats and hats are acceptable outdoors only.
- SCS sweatshirts may be worn. Sweatshirts in dress colors may also be worn.
- Belts in plain, solid brown or black are required; (does not apply to Kindergarten or 1<sup>st</sup> grade students)
- Undershirts, long or short sleeved, must be in dress code colors.
- Shoes must be closed toed and tied at all times. Open back or slip-on shoes are not acceptable.
- Middle school students are required to wear SCS P.E. uniforms (only to be worn at P.E., not as an undershirt)
- Friday is Christian t-shirt and jean day! Students may wear jeans (shorts, skirts & capris are acceptable). If you choose not to wear a Christian t-shirt, a uniform shirt is required.

Clothing must be appropriately sized and uniform in style. Shirts must be long enough to be tucked in and must have a collar. Turtlenecks are considered a collar. Skirts and shorts must not be shorter than 4 inches from the floor when kneeling. Pants, skirts, and shorts must have a fitted waist band, and hang straight from the buttocks. Denim (may only be worn on Friday) or corduroy materials are not acceptable. Uniform clothing may not look like “jeans” even though they are in dress code colors. Please note that final approval rests with the teacher. Dress code violations will result in a note being sent home (from the administrator) and is to be returned with a parent/guardian signature the next day.

## **SPECIAL EVENTS**

### **Sixth Grade**

Sixth grade students attend a week-long Christian Science camp at Hume Lake each year. They also go on an overnight camping trip during the last part of May. In order to participate in either of these events students must have an “S” in conduct. If a student does not have an “S” in conduct, he/she can be denied participation in this event and loss of funds may occur.

### **Seventh and Eighth Grade**

Every other year, our 7<sup>th</sup> and 8<sup>th</sup> grades students take an educational trip to the Washington D.C. area using a Christian tour group. In order to participate in either of these events students must have an “S” in conduct. If a student does not have an “S” in conduct he/she can be denied participation in this event and loss of funds will occur. Both of these events, 6<sup>th</sup> grade science camp and Washington D.C., are extra costs beyond the regular tuition rate. In the best interest of our students, SCS reserves the right to select and/or restrict those who desire to participate.

### **Grandparents Day**

We celebrate this special day with a program to honor the grandparents associated with SCS.

### **Fall Festival**

We celebrate the fall season by having a school-wide family event. This is an evening where our students and parents participate in having fun, food, games and fellowship. The event is from 6:00 to 9:00 and is open to the public.

### **Minister Appreciation**

Since many of our students attend different congregations around the Stockton area, SCS honors our students’ ministers and the gifts they give their congregations.

### **Spiritual Emphasis Month**

Spiritual Emphasis Month is held in the month of January. Guest speakers are invited to speak in chapel and special attention is given to projects that we do as an entire school to learn more about God. These chapels are shared as an entire school beginning at 8:00 A.M.

### **Christmas Program**

Each December, SCS performs a school-wide Christmas play.

### **Open House/Science Fair**

We invite you to join us in visiting your child’s classroom and our school to see what exciting things we have done during the year as well as what we have in store for the upcoming school year. You will also have the opportunity to enjoy the science projects our students have prepared.

### **Field Day**

We celebrate the end of the school year with a school wide field day. Everyone is placed on a team and we spend the morning together, enjoying games!

## WEDNESDAY CHAPEL SCHEDULE

**First Wednesday:** All grades will gather for praise & worship following flag salute.

**Second Wednesday:** All grades will gather for chapel following flag salute.

**Third Wednesday:** 5<sup>th</sup> – 8<sup>th</sup> grades will gather for Bible Bowl and Kindergarten – 4<sup>th</sup> grade will gather for chapel at 8:30 a.m.

**Fourth Wednesday:** All school assembly following flag salute.

## SCHOOL DAY SCHEDULE

**Extended Care:** 6:30 a.m. – 7:30 a.m.  
3:15 p.m. – 6:00 p.m.

**School Hours:** 7:50 a.m. – 3:00 p.m.

**Morning Recess:** Kindergarten - 5<sup>th</sup> grade: 9:20 a.m. – 9:40 a.m.  
6<sup>th</sup> – 8<sup>th</sup> grade: 9:45 a.m. – 10:05 a.m.

**Lunch Recess:** Kindergarten – 5<sup>th</sup> grade: 11:00 a.m. – 11:45 a.m.  
6<sup>th</sup> – 8<sup>th</sup> grade: 11:45 a.m. – 12:30 p.m.

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