

**SUMMIT CHRISTIAN SCHOOL
PREKINDERGARTEN
HANDBOOK**

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Section 100.1

WELCOME

The Pre-Kindergarten program at Summit Christian School is designed to help preschool children grow in their knowledge of the Lord and develop skills that will enable them to become productive Christian citizens. It contains age-appropriate curriculum and activities that will help young children grow spiritually, mentally, emotionally, socially, and physically. We seek to be co-laborers with you, the parents in the early development of your child.

This handbook was developed to inform you of the Pre-Kindergarten Program at Summit Christian School. It contains information required by the Ohio Department of Education, as well as information for your benefit. Some of the content is similar to the Student Handbook, but has been adapted to be appropriate for a preschool program.

The staff at Summit Christian School frequently evaluates their priorities to make sure they are keeping their commitment to provide a balanced, Christ-centered, educational program. Summit Christian School recruits and admits students and hires staff of any race, color, or ethnic origin.

Section 200.1

STATEMENT OF PHILOSOPHY

Our Christian faith has profound implications for the educational process:

- God reveals Himself in the person of the Lord Jesus Christ.
- God's Word, the Bible, is the authority under which we must live.
- All reality can be understood only as it is related to God who made all things.
- All subjects are taught through the grid of His Word.
- Maturing in Christ-like character is as important as growing in knowledge and wisdom.

Upon this foundation of faith in Jesus Christ and adherence to God's Word, instruction focuses on the children's spiritual, mental, social, and physical development to realize God's plan for their lives. We help the children develop their God-given talents so they can offer these talents back to God in service to Him.

His Word influences the teaching of every subject in the school. The Bible, according to II Timothy 3:1, is necessary for equipping an individual for "every good work."

Each student is a special creation of God, uniquely gifted and loved by Him. The Christian school can be one of God's instruments to develop the student's mind and mature his/her character. The student's family life is also important in accomplishing these goals. We promote the involvement of parents working together with the school, respecting the contribution and authority of each other.

This school believes that preschool children learn best when placed in a non-threatening environment set up to meet their developmental needs. This environment consists of a balance of active and passive learning activities to challenge their cognitive, social, and motor skills. It will also make available an adequate amount of free-playtime in order to encourage creative expression and allow for active and quiet play.

Since God is "no respecter of persons", Summit Christian School does not discriminate on the basis of color, national origin, race, or sex. God loves all people.

STATEMENT OF VISION & PURPOSE

Inspired to Serve
Prepared to Prosper
A Blessing to the Nations

The purpose of Summit Christian School is to provide a biblical, Christ-centered education that inspires young men and women to develop and apply their unique God-given talents, enabling them to be a blessing wherever God takes them.

Inspired to Serve...

"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." (1 Peter 4:10 NIV)

Prepared to Prosper...

"Do not let this book of the law depart from your mouth; meditate on it day and night, so that you may be careful to do everything written in it. Then you will be prosperous and successful." (Joshua 1:8 NIV)

A Blessing to the Nations...

"You are the light of the world. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven." (Matthew 5:14,16 NIV)

"And through your offspring all nations on the earth will be blessed, because you have obeyed me." (Genesis 22:18 NIV)

Section 200.3

STATEMENT OF FAITH

We believe:

1. in the Scripture of the Old and New Testaments as verbally inspired by God, and inerrant in the original writings and that they are the supreme and final authority in faith and life. II Timothy 3:16,
2. in one God, eternally existing in Three Persons -- Father, Son, and Holy Spirit,
3. that Jesus Christ was begotten by the Holy Spirit, and born of the Virgin Mary and is true God and Man,
4. that man was created in the image of God, that he sinned and thereby incurred, not only physical death, but spiritual death, which is separation from God. And that all human beings are born with a sinful nature, and in the case of those who reach moral responsibility, become sinners in thought, word and deed,
5. that the Lord Jesus Christ died for our sins according to the scriptures, as a representative substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood,
6. in the resurrection of the crucified body of our Lord, in His ascension into Heaven and in His present life there for us as High Priest and Advocate,
7. in "that blessed hope", the personal and imminent return of our Lord and Savior, Jesus Christ,
8. that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God, and
9. in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.

Section 200.4

OBJECTIVES

A. Spiritual Objectives

Recognizing that God's Word is the foundation for all of life, Summit Christian School seeks to lead children into a personal relationship with Jesus Christ. Daily Bible study and emphasis on practical Christian living provide a strong spiritual framework.

It is our goal to help the child recognize the following truths:

1. that the Bible is the verbally inspired special revelation of God to man,
2. that God, the creator of the world, is the sustainer of the world,
3. that Jesus Christ, the Son of God, came to earth to die for sinful man,
4. that it is necessary to be born again through faith in the finished work of Christ,
5. that a child sees his need to worship, adore, and praise the Lord,
6. that a child sees the importance of spiritual growth which is nurtured through application of the Biblical principles of fellowship with, prayer to, and service for God,
7. that the principles of the Bible set the standard for ethics and morality in every area of life,
8. that the Bible is relevant to the various subject areas, and
9. that he sees the importance of getting along with non-Christians and Christians who hold differing views.

B. Academic Objectives

Summit Christian School strives for academic excellence. Therefore, we desire to teach the student:

1. that he, as an individual, must be responsible for completing his own work,
2. an appreciation for the fine arts,
3. that skills acquired at every level help prepare him for future study,
4. to develop early language and math skills, through cooperation in classroom activities,
5. that meaningful communication through the skillful use of the written and spoken language produces enjoyment and satisfaction,
6. skills that would provide a groundwork for satisfaction and fulfillment through occupational excellence,
7. that we have a great heritage in this our God-given land,
8. that he has responsibility in facing civic problems, and
9. that proper attitudes toward authority will make possible academic creativity.

C. Emotional Objectives

Summit Christian School seeks to provide a staff of dedicated teachers who are interested in the needs of their students. We desire to help children grow up with a sense of security and self-worth. The stability provided by the spiritual emphasis and a loving staff will help students securely meet the challenges of learning and living.

D. Social Objectives

How students relate to each other and to their parents and teachers is an important emphasis in the Christian school. Christian ethics not only encourage personal spiritual growth, but wholesome social growth as well.

It is our objective to encourage the student in the following ways:

1. cooperative work habits,
2. proper attitudes toward both those in authority and those in his peer group,
3. the development of wholesome attitudes which will carry over into all of his personal relationships,
4. the development of Christian social graces, and
5. the development of proper attitudes and discipline concerning promptness and responsibility.

E. Physical Objectives

Summit Christian School monitors and seeks to understand the physical needs of the child. We will strive to work with the parent to help the child mature to be healthy, strong, and vitally alive.

Therefore, we seek to develop the following skills for each student:

1. cooperative work and participation habits,
2. the importance of proper care of his body, and
3. a sense of discretion in choosing wholesome physical recreation.

Section 300.1

ADMISSIONS POLICY

Admission to Summit Christian School is carefully controlled to admit students only from those homes, which express intent to follow Christian principles.

Pre-Kindergarten children should be four years old by September 30. Consideration for early entrance to Pre-kindergarten will be given to children whose birthdays fall between September 30th and January 1st of the following year. To be eligible for admittance as an early entrant into Summit Christian School Pre-kindergarten, a pupil must be tested as children for early entrance to the other grades are tested and show similar results appropriate for their age level.

Children with learning disabilities, severe problems, or physical handicaps should not be admitted if the lack of facilities or specialized instruction jeopardizes his chance of achievement and success or that of the class into which he would be placed.

Parents of enrollees must sign the parent's contract of acceptance.

Students who are unable to maintain an acceptable academic level and satisfactory behavior standards may not be re-enrolled in the school.

Summit Christian School admits students of any race, color, and national or ethnic origin.

All children accepted to Summit Christian School are admitted on a trial basis of one grading period, or nine weeks.

Section 300.2

STUDENT TRANSFER OR WITHDRAWAL

When a student withdraws from school, the office staff will calculate the final bill. In some cases, there is a balance due to the school, while at other times; there is a refund due to the family. In the event that a balance is due to SCS, this bill must be paid before student records and/or a report card may be released.

Section 300.3

ORIENTATION

Our facility is a 10 acre campus leased from the Cuyahoga Falls City School District. This facility enables Summit Christian School to implement a program of academic excellence on a Biblical foundation. At the heart of the school is an outstanding dedicated staff that uses God-given talents and professional training to teach children academic, spiritual, physical and social skills for successful service.

Unity needs to be developed concerning the Biblical principles upon which Summit Christian School is based and upon the implementation of these principles both in the school and in the home. At the beginning of the school year, parents will be given an opportunity to attend an orientation. The purpose of this session is to:

- Establish channels of communication necessary between school staff and parents
- Update parents and students on new developments
- Receive a brief introduction of curriculum
- Understand necessary rules and procedures
- Get acquainted with teachers and staff
- Become familiar with new classrooms

Section 300.4

LIBRARY SERVICES

Summit Christian School has its own library. It is a priority of the school to continually add good literature and resource volumes to our library. Hundreds of new works are shelved annually, and cataloged by the Dewey Decimal system. Students learn the system, as well as how to look up books up on the computer.

Through cooperation with local public libraries, the school is permitted to borrow a large number of books for our students' use. These particular books are kept within the individual classrooms and are checked out or used under the direction of the teachers.

Section 300.5

CURRICULUM AND INSTRUCTION

Curriculum and instruction in Summit Christian School shall be consistent with the courses of study as adopted by the governing board of the school and with the purposes and the philosophy of education adopted by the said board. The standards for curriculum and instruction shall be set pursuant to the Ohio Revised Code and the Operating Standards for Ohio's Schools as adopted by the State Board of Education (effective September, 2002).

Curriculum and instruction shall be maintained at such a level as to provide a quality in-depth education to all pupils beginning with the pre-kindergarten program through grade eight. Pupils in all grade levels shall be provided with an education equivalent, or superior, to that provided by the public school district in which they reside. Pupils shall be provided an education in all areas of needs as required by state law and shall also receive education consistent with the religious beliefs of the governing board of the school.

In recognition of these goals, Summit Christian School shall utilize curricula of the highest educational caliber, with textbooks and materials from sources of highest integrity and quality.

The school-age students of Summit Christian School shall be evaluated near the end of each academic year using "standardized achievement tests" to measure their progress. Currently, we use the Iowa Achievement Test. This measurement compares the progress of SCS students with students in our country who are of the same grade level.

Section 300.6

EXPERIMENTAL PROGRAMS

The Board of Education of the Summit Christian School endorses the concept that classroom teachers, as highly qualified professional educators, should have the opportunity to participate in the formulation of educational programs, which are instituted at the building level.

At such time in the growth of the school and its educational processes it is deemed appropriate for the classroom teachers to participate in such programs, the Board will develop policies and guidelines to govern such activities. Any teacher who desires to initiate such programs may request in writing to the Board that policies be implemented that shall govern such activities.

Section 300.7

EDUCATIONAL OPTIONS

At the present time, because of the size of the school, Summit Christian School has limited educational options that may be used in conjunction with the regular school offerings by students or families. Currently, Summit Christian School offers tutoring for students who meet the criteria for educational help, independent teacher-supervised studies for those academically advanced, and education travel through extended field trips or day trips. It is anticipated that in the future, when enrollment and growth warrant it, additional educational options might be made available to the students.

Currently it is the policy of Summit Christian School to make the students and their families aware of the offerings made by area colleges (such as Akron University and Kent State University) that would have appeal to our students. This policy is not to be construed as an endorsement of any of the programs offered by these colleges.

Extra-curricular opportunities are available but may differ from year to year. Some of those activities are skiing, basketball, flag football, golf, little league baseball, and vocal and/or instrumental music lessons.

Section 300.8

COMPUTERS

Summit Christian School has equipped every classroom with one or two computers. In addition, middle school students receive computer instruction in our lab several times a week. We currently use desktop PC's in the lab and classrooms. The school board and administration have made a commitment to provide the necessary hardware and software to enable all pupils to acquire acceptable computer literacy.

More and more, computers are used in everyday life. Students do not have to be proficient in programming computers, but they are introduced to them. Our goal is to have developed a solid background in keyboarding, as well as word processing, by the time our students complete middle school.

Section 300.9

GUIDANCE AND COUNSELING SERVICES

Summit Christian School has a certified counselor licensed by the State of Ohio on the staff. In the event that the classroom teacher believes counseling would be beneficial to the student, a referral will be made to the school administrator.

Parents will be notified if a referral is made and kept informed of the progress of their child. If referral to an outside agency is advisable, a consultation with parents will be scheduled.

Section 300.10

BEFORE SCHOOL AND AFTER SCHOOL CARE

Summit Christian School is pleased to be able to provide extended care for the children of parents who need such a supervised program.

The following is information that will give direction to this program.

Before school care hours -- 7:00 a.m. to 7:50 a.m.

After school care hours -- 3:10 p.m. to 6:00 p.m.

If there are special needs regarding times, please feel free to see the school administrator to discuss these. Students who arrive after 8:00 a.m. will not be considered part of the before school care program and will not be charged for services. Students who arrive before 7:50 a.m. will be considered part of the before school care program and will be charged for this service.

Likewise, any student who is not picked up within 15 minutes of dismissal time will automatically be included in the after school care program and will be charged for this service. The after care program ends at 6:00 p.m. If a student(s) is not picked up by 6:00 p.m., there will be an additional charge of \$10.00 for **every 15 minute period** (or portion) thereafter.

Note: Students who arrive early because of riding public school buses will not be charged, as they have no control over the bus schedule. They are to report to the before school care room immediately upon their arrival to school.

The cost of our before care/after care program is kept as low as possible so that parents may take advantage of this service when necessary. There is a separate charge for the morning program and the afternoon one. Parents will be billed monthly for services rendered. Charges should be paid as soon as possible after receiving the billing. Please look for this bill to come home with your child during the first week of each month. If the before/after care fees are not paid by the end of the billing month, a \$35.00 late fee will be assessed. Failure to pay these charges on time could result in denying your child attendance at SCS.

Snacks: Because children are always hungry, feel free to pack a snack for your child to be eaten in either care program. As an alternative to packing snacks, you may wish to purchase snacks for \$.35 each. If you prefer, a separate drink/snack card good for 20 items and costing \$7.00 could be purchased and kept by the care program teacher. Then, purchases of white milk, chocolate milk, apple juice, orange juice, peanut butter or cheese crackers, or a variety of chip-type snacks can be made. If you would like your child to eat a bowl of cereal in the before school program, please send in a bowl, spoon, and favorite cereal that can be kept in the room. Be sure to put the cereal or any snack that is to be stored at school in a Tupperware or tin container. We don't want to create an ant or mouse problem. Please be sure to label the child's name on all containers, bowls, spoons, etc.

Activities: At times, the adult in charge of the after school care program may wish to have directed games, craft projects, homework time, or group activities for students' participation. At other times, there might be supervised free time. SCS has provided some toys and games for use by our students. If students wish, they might bring in a special toy or game from home, but please make sure that it is labeled with the child's name. We also ask the students avoid bringing in combative-type toys, as this tends to incite rough and inappropriate play. If a child wishes to do homework, there will be a quiet area designated where they may do so. Our emphasis is upon constructive and controlled play.

Special Activities: When a student stays after school for a special activity such as basketball practice or other such after school activities, the student will go to aftercare at the end of the activity until parents come to pick the child up. There will be a charge for aftercare only if the student is not picked up within fifteen minutes of the end of the activity.

Arrival and Dismissal: Upon entering the building each morning, students must report directly to the before school care program which is in the designated room. Under no circumstances are they allowed to go first to the restroom or any other part of the building. After checking in with the care teacher, permission may be given to go to the restroom or to pick up a snack item that has been purchased. It is not necessary for parents to take students to the before school care room unless they wish to or unless there have been problems with the child not going directly to the room.

Dismissal of students from school begins at 2:55 p.m. If no one arrives to pick up a student within 15 minutes of dismissal, the child will automatically become part of the after school care program. Students in after school care must remain under the care of the supervising adult until the parents come to get them. Parents must come into the building to pick up their child(ren) from after care.

We hope that this program will effectively serve the needs of families. Please feel free to communicate with the staff at any time regarding ideas or needs you might have.

Note: When students participate in extra-curricular activities, they need to be picked up at the designated time or report to aftercare. Fifteen minutes is the general rule for pick up for students after any activity is completed. After fifteen minutes, aftercare charges apply. Regardless of age, students may not roam the school building or property unsupervised.

Section 400.1

ATTENDANCE POLICY

Absences from school may be necessary at times. On the day of absence, parents must call the school (330-762-3382) between 8:00 and 9:30 a.m. to report their student absent. If the parents cannot telephone the office, the parents should send a written excuse with their child, stating the day's absence and the reason.

Even though we realize an educational value in travel, the school does not encourage the practice of taking students out of school for vacations. Therefore, if certain circumstances make this necessary, a written request from the parent/guardian must be submitted to the administrator and approved 5 days prior to the scheduled vacation. Our goal is to ensure the continuing educational process even when students are absent. In so far as is possible, class work will be given to the students either prior to the departure or for completion while they are absent.

Missing more than one and one-half hours of the day because of tardiness or early dismissal will be counted as one-half day absence. If more than one and one-half hours of the school day are spent in the infirmary, one-half day absence is accumulated. Appointments, which require students to miss class time, are recorded as early dismissal or partial absence according to the time missed.

Section 400.2

REPORTING ABSENCES

When a child is sick or must be absent from school, the parent is requested to call the school office before 10:00 a.m. on the day of the absence to report the reason for the absence. Please be sure to give the child's name and grade and/or teacher's name. If a parent is unable to call the school office, a note explaining the absence and the dates absent should be sent in with the student upon return to school.

We want to work together with parents and need to know where the child is, if the student is not in school. We want to know, as you do, that they are safe at home if they have not arrived at school.

Section 400.3

CARPOOLING

Carpooling is an effective way of alleviating the strain of driving a child to and from school daily. Not only does it teach the child how to interact with other adults and behave properly in a confined area; it is a terrific way of saving time and money and of forming new friendships for the participating parents.

This is a list of suggestions for participating car-poolers:

1. Be on time. It is an inconvenience to have a student ready with coat and hat only to have to wait needlessly for a tardy driver.
2. Adhere to the Ohio State rules of seat belting the children. If this isn't possible, maintain order by making the children sit in a proper fashion.
3. Know in advance who is driving each week. Be faithful to your commitment and plan accordingly so that doctor visits, afternoon outings, socials, etc., do not conflict.
4. Only parents should drive the carpool. Special needs do happen, though, and only if all parents agree, may someone other than a parent drive (i.e., brother, sister, etc.).
5. In cases of single parents, inform the carpool parents and teacher if an "ex-spouse" is allowed the privilege of picking up or delivering his/her child.
6. If you are paying the carpool to transport your child, be consistent in paying the driver weekly, and plan your budget accordingly.
7. Be flexible. Children do get sick and emergencies do come up.

Section 400.4

ARRIVAL-DISMISSAL TIMES/PROCEDURES

The school day begins at 8:10 a.m. and ends at 2:55 p.m. This means that students should be in their seats prepared for the day at 8:10 a.m. Time should be allowed for a child to order lunch and go to their locker prior to the tardy bell. Therefore, it is suggested that students arrive no later than 8:00 a.m.

Students who arrive prior to 8:00 should report to gym. There is an additional charge for students who are part of the before school program. At no time should students wander the building. Some buses may arrive earlier than 8:00. In this case, children should report to the before school program. Supervision is provided in the program, but there is no charge for bus children.

Students arriving after the designated school starting time must go directly to the school office for an admittance slip before going to their classroom teacher.

Most students are transported to and from Summit Christian School by their parents. Parking is limited; therefore, students are dismissed directly to your car under adult supervision. At dismissal, families are requested to display their last name and the last names of everyone in their carpool, on the front visor or window of their car as they enter the circle. All families should receive a name card at the beginning of the school year and are asked to use it every day. Often, however, the sun's glare or the tint of the windows make it difficult to read the cards, and we appreciate your patience at dismissal time. *Safety is always our first concern.*

Children remaining more than fifteen minutes after dismissal will be sent into our after school program. It is always wise to notify the office if you want your child to stay unexpectedly. This is not for our benefit only, but for the child's. Often children worry unnecessarily when there is a change of plans that they do not know about. When you cannot call, know that our personnel are here and will care for your child.

Parents who need to pick up children earlier than the regular dismissal time should follow these instructions:

1. Come to the office to complete the sign-out sheet. Our personnel will locate your child and summon him/her to the office to meet you. Please do not go directly to the classroom. It is disruptive to the other students.
2. Children will not be released to a person who is a stranger to school staff without prior notification from you.

Section 400.5

SNOW DAYS

On days when snow makes driving hazardous or when extreme temperatures threaten the well-being of pupils, school will be cancelled. Our decision to cancel school does not follow the decision of any one public or private school. As soon as we know classes will be cancelled, we notify GeoAlert, who, in turn, notifies all major radio and TV stations in our area. Our suggestion is that you listen specifically to WCRF (103.3 FM), the local Moody Radio station, or "The Fish" (95.5 FM) because they focus on Christian school closings.

Section 400.6

LUNCH

SCS is able to provide a lunch program with the help of area restaurants. Each day of the week, a local restaurant provides a hot meal to the school for students who order. Each day a student wishes to purchase a lunch, he must indicate his choice, upon arrival at school, to the appropriate office staff person taking lunch orders. Prices and menus are distributed at the beginning of each year. Students may pay for their lunch order daily, or purchase a "lunch card" good for 20 lunches. These cards can be purchased in the school office.

Other food and beverages sold at SCS include white milk, chocolate milk, orange juice, apple juice, peanut butter/cheese crackers, granola bars, pretzels, and a variety of chip-type snacks. The cost is \$.35 per item. The classroom teacher collects the money for these items each morning. A "milk/snack card", good for 20 items, can also be purchased from the school secretary for \$7.00 as an alternative. Some parents find this more convenient.

Oops! Forgot my lunch!

Consider the following excerpt from a book by Patricia Ann Fisher entitled Lord, Don't Let It Rain At Recess. It is a book, which gives both a good laugh and wisdom.

"In addition to the noise, there is a mess. Lunch pails depicting every Saturday cartoon are slung carelessly over tables, contents spilled out recklessly. Parents who fill lunch pails come in two basic types. The first type assumes the child will have to plow the south forty before noon. They send along two bulky sandwiches, a bag of chips, an orange, an apple, a bunch of grapes, and two cupcakes. The child eats the cupcakes and dumps the rest. The other type of parent just sends two cupcakes, which the child greedily devours while his eyes never leave the sandwiches that the other child is about to throw away. But we do not allow children to share food. In fact, the rule is so rigidly enforced that it belongs among the cardinal rules of education at our school.

Lord, something is wrong when we teach children that it is better to throw away food than to share it. Maybe, just maybe, teaching children about world hunger should start in school cafeterias, with the person seated next to each child. Perhaps, then the children in Africa would seem more real. I think the chaos in the cafeteria does not all belong to the students."

In the past, we have discouraged the trading of lunches. Some children would willingly trade away wholesome food for more "junk food", and some children cut a better deal which leaves another child hungry and with hurt feelings.

However, sometimes children don't realize (until too late to order) that they have forgotten their lunch. They come to us wondering what to do. Others just didn't like what was at home to pack or didn't want to go to the trouble. In the past, we have offered them crackers or other snacks to fill the void. However, to continue this can become quite expensive for the school.

Yet, too much food is wasted each noontime. Daily we used to see unopened sandwiches and fruit with only one bite taken tossed in the garbage cans.

So what's the solution?

Luke 3:11 "The man with two tunics should share with him who has none, and the one who has food should do the same."

With this in mind, SCS will not allow the trading of lunch box items. However, if a child has genuinely lost or forgotten his lunch, we will ask if anyone with plenty would be willing to share with the one who has none.

In addition, we will not allow students to throw away their leftovers. Everything uneaten will be returned to the lunch box so you can have knowledge of what is and what is not being eaten.

Section 500.1

STUDENT CONDUCT CODE

The exercise of self-control, self-discipline, and self-direction is essential to positive school behavior and success in the future. The school has an obligation to observe and respect the rights of individual students and the student body as a whole. As with any organization, cooperation and the observation of the rights of others is essential if the goals of the organization are to be accomplished. To this end, each pupil must be responsible for his/her own behavior and must respect the rights of others.

The following types of offenses by students of Summit Christian School may lead to penalties, which may include detention, social suspension, in-school suspension, out-of-school suspension, or expulsion:

1. violation of Federal or State statutes on school premises or involving school activities,
2. possession, sale, and/or use of alcohol, or controlled substances other than that which is prescribed by a doctor and which the student has a doctor's written permission to take at school,
3. engaging in and/or encouraging disruptive behavior including, but not limited to, fighting and/or assault,
4. creating a disturbance,
5. intentional, negligent, or careless defacing, damaging, or desecrating school property,
6. disobedience, disrespect, and/or insubordination to faculty, staff, and other employees of the school,
7. intentionally giving incorrect information to faculty, staff, or other employees of the school,
8. gambling,
9. intimidation of faculty, staff, employees, or other students,
10. hazing or encouraging hazing,
11. use of profane or vulgar language or gestures to faculty, staff employees, or other students,
12. theft of property and/or receipt, possession, or retention of stolen property,
13. cheating,
14. plagiarism,
15. truancy,
16. tardiness,

17. leaving school property or assigned educational location prior to specified dismissal time without official permission,
18. inattention in class, study halls, or assemblies,
19. throwing food, liquids, or any article in the lunch rooms,
20. the unauthorized throwing of any object, including snowballs,
21. possession and/or use of, or threatened use of, any weapon,
22. commission of an immoral act,
23. willful violation of the student responsibilities as established by the governing Board of the school,
24. wrongfully discharging an alarm system, and
25. loitering, littering, or causing a disturbance on public property adjacent to, or across from the school site while either coming to or from school or school activities, during the school day, or during school activities,
26. harassment.

The foregoing acts of misconduct are prohibited on all school property, on school or chartered buses, at all school functions and activities, on or off the school premises, and off school property if such acts affect the operation of the school.

In the event of negligent or willful property damage, reimbursement of the cost of replacement thereof shall be borne by the student and/or his/her parents.

In addition to the offenses listed above, the principal may also develop an additional list of offenses which is deemed appropriate. Such additional offenses shall be made known to the students in such ways as may be appropriate to the age and maturity of the students involved.

Prior notice and a hearing are not required in cases of normal disciplinary procedures where a pupil is removed from a curricular or extra-curricular activity for less than twenty-four hours and is not subject to suspension or expulsion.

Copies of this policy will be posted in a central location in the school building. Copies of this policy can be made available to students upon request or as a part of the school building's student handbook.

Section 500.2

DISCIPLINE

At SCS the goal of discipline is to help our students grow in self-discipline and mature in Christian character. The focus of our discipline is two-fold: 1) to train a child in the way he should go, and 2) to correct misbehavior when it occurs.

To these ends we utilize the following methods of discipline:

- I. Preventive Discipline (methods of training a child in the way he should go)
 - A. Imitation - Teachers and staff seek to exemplify Jesus Christ and His love. Most desirable behavior is "caught" and not "taught". The best discipline we can give our students is an example.
 - B. Positive Reinforcement - Good behavior is strengthened when reinforced. Giving a compliment, a hug, a smile, a pat on the back, a sticker, or a special privilege are just a few examples of positive reinforcement. We strive to emphasize the positive and build upon it.
- II. Corrective Discipline (methods of correcting misbehavior)
 - A. Communication - Sometimes a talk is all that is necessary. When counseling a child about inappropriate behavior, we seek to use the Word of God as our standard and reference. Praying together and asking for God's forgiveness and strength is part of the discipline.
 - B. Extinction - This is a psychological term, which simply means when behavior is not rewarded, it will stop. For example, a child's negative behavior is sometimes an attention-getting technique, and to recognize it is to encourage this type of behavior. We seek to find the motivation or reward and remove it so that the child concludes that there is no advantage in misbehaving.
 - C. Natural Consequences - Some misbehavior naturally has unpleasant results built in. Often allowing nature to run its course is an effective teaching tool and a good form of discipline. "Be not deceived: God is not mocked. For whatsoever a man sows, that shall he also reap" (Galatians 6:7). Learning from our mistakes is a valuable lesson.
 - D. Logical Consequences - In logical consequences the teacher seeks to structure the corrective measure and suitably relate it to the misbehavior. Logical consequences must often be implemented since built-in natural consequences do not always exist. Logical consequences might include loss of a privilege, an extra responsibility, social isolation, or ultimately in-school or out-of-school suspensions.
 - E. Daily Communication with Parents - Since state licensing requirements prohibit the use of corporal punishment with preschool students, and corporal punishment is part of the discipline policy for all school-age students at SCS, preschool parents will be made aware of their child's daily behavior. The preschool teacher will establish a means of daily communication with the parents regarding their child's behavior. In this way, teacher and parent will be working together to insure appropriate school behavior.

It is the intention of our staff to be consistent and just in following Biblical principles and school procedures that will help your child learn appropriate Christian behavior.

The following is an excerpt from the Ohio Department of Education's Preschool Licensing Rules.

3301-37-10

Behavior Management/Discipline

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
 - (2) No discipline shall be delegated to any other child.
 - (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
 - (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
 - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 - (7) Techniques of discipline shall not humiliate, shame or frighten a child.
 - (8) Discipline shall not include withholding food, rest or toilet use.
 - (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
 - (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (D) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Section 500.3

ADMINISTRATIVE REMOVAL FROM SCHOOL

Students may be suspended from school for up to five days by the school principal. Suspensions may be "in school" or "out of school". The is determined by the principal.

The principal or classroom teacher may remove a pupil from the classroom or school activity without prior notice if the continued presence of the pupil poses a danger to other persons or to property or if the child tends to disrupt the educational process.

When repeated offenses occur by the same student, and/or there is a lack of cooperation on the part of the parent/guardian, the administrator may place the student on probation. The probation period may be any length of time from two weeks to nine weeks (the length of a grading period). Probation is the same as notification of intent to remove a student from SCS. It may be given for academic or behavior difficulties.

A student may be expelled for conduct, which violates the Summit Christian School Code of Conduct. Such expulsion may be for the remainder of a grading period, the remainder of a semester, the remainder of the school year, or permanently.

The following procedures will be followed:

1. Both student and parents are given prior notice of the intent to expel and the reasons for the action.
2. Parents may appeal the expulsion by submitting a written request to the school Board.
3. If a student is removed on an emergency basis, the parent will be contacted immediately, and an explanation will be provided.

Section 500.4

ANTI-HARASSMENT, ANTI-INTIMIDATION, ANTI-BULLING POLICY

Introduction

Although H.B. 276 requires only public school districts to establish an anti-harassment, anti-intimidation, and anti-bullying policy, Summit Christian School (SCS) recognizes the wisdom of including this type of policy and procedure within its bylaws. Therefore, the school voluntarily includes the following rules and guidelines for implementation by all board members, staff, contracted personnel, students and volunteers. Although the state law refers specifically to student, the SCS anti-harassment, anti-intimidation and anti-bullying policy is inclusive of all shareholders associated with SCS. Throughout the policy, the rules apply equally to all shareholders of SCS, not just students.

Goal

The goal of this policy is to provide an educational and work environment which is free of harassment of any type. It is the desire of Summit Christian School to establish a climate which fosters understanding of individual uniqueness, recognizes positive behavior, and promotes a spirit of teamwork/cooperation.

Definition

According to section 3.1 of the Ohio Department of Education's Policy Model, "harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular students more than once and, the behavior causes both:

- caused mental or physical harm to the student, and
- is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student."

This behavior may or may not be exhibited toward an individual because of race, color, sex, national origin, marital status, age, or disability. It could include, but is not limited to name-calling, taunting, hazing, threatening, coercion, intimidating, stalking, sexual harassment, or bullying. This extends to cyber-bullying which uses any means of information and communication technology, i.e. cell phones, emails, instant messages, Web sites, cameras, iPods and other tools of technology.

Application of Policy

This policy applies to

- all activities on school property,
- all activities off school property, but approved for student participation or sponsored by SCS,
- all activities that are related such as field trips, athletic, drama, speech events ,
- behavior enroute to or from school, or
- behavior which uses SCS technology for transmission.

Note that aggressive behavior which takes place out of school, but which spills over in a disruptive manner at school may also be investigated with the possibility of disciplinary intervention.

Reporting

It is requested that students or adults report incidents of harassment promptly to a teacher or the administrator of SCS. This is important so that aggressive behavior does not become severe, pervasive, or persistent. Students may make verbal or written reports to teachers or the administrator. Adults are requested to make reports in written form; however, information may be conveyed via a phone call to the staff of the school. If a complaint is made by phone, a staff member will take the information recording it on the SCS form for aggressive behavior and send a copy home for the adult complainant's signature. Students or adults may request anonymity. If this is designated, the investigation may be restricted, and discussion with the perpetrator may or may not be possible. The request to remain anonymous may be rescinded at a later date.

When aggressive behavior becomes repetitive or when the first incident is of a severe nature, staff members should report the situation to the SCS administrator. Documentation should be written on a special form entitled Aggressive Behavior Reporting Form. This is not the same as the SCS Disciplinary Form. The reporting of a bullying incident should be those which were reported to the staff as well as those witnessed by the staff.

Investigate and confirmed cases of harassment, intimidation, or bullying will be reported to the school board at least twice a year, or more often as needed.

Investigation and Intervention

All reports of possible aggressive behavior will be investigated promptly. Initial investigation may begin by any staff member. If the harassment, intimidation, or bullying is of a repetitive nature or if it is of a severe nature, it should be reported to the administrator at the earliest possible opportunity. The Aggressive Behavior Reporting Form should be used to document the misconduct as well. This record will be maintained in the SCS office.

The parents/guardians of the victim and the alleged perpetrator will both receive written notification of the results of the investigation. This will include intervention and/or disciplinary action taken. Offenders who are deemed responsible for aggressive behavior could receive a consequence that rises to the level of expulsion for students, discharge for employees, and exclusion for parents, volunteers, guests, contracted workers, or request for resignation of board members. Any individual could be reported to appropriate law enforcement officers.

Miscellaneous Violations of Anti-Aggression Policy

The staff, administration, or school board will also take appropriate steps to discipline anyone who

- engages in retaliation against a person who has made a report, or an allegation of harassment, intimidation, or bullying, or
- knowingly reports or files a false complaint of harassment, intimidation, or bullying.

Training and Prevention

It has been said that "an ounce of prevention is worth a pound of cure." With this proverb in mind, the SCS board, administration, and staff will actively engage in instruction and activities with the goal of eliminating forms of aggressive behavior and establishing a climate of respect and responsibility. To this end, SCS will seek to provide

- open communication with student and parents,
- explanations to parents and students regarding behavior codes,
- in-service training to staff for greater awareness of aggressive behavior and techniques to deter harassment, intimidation, and bullying,
- instruction of strategies to help students to know what to do if they observe or confront a bully.

The commitment of Summit Christian School is to review the implementation of the anti-harassment, anti-intimidation, anti-bullying policy and procedures regularly at staff meetings. In the first year of the policy, these meetings will be monthly. Meetings will be as needed thereafter. Notations from these meetings will be kept by the administrator. Reports will be made to the school board as needed at monthly meetings.

(This was adopted as policy by the Board of Summit Christian School on July 21, 2010)

Section 600.1

DRESS GUIDELINES

The school dress code and uniforms do not apply to pre-kindergarten students. We do ask that you dress your child according to these guidelines.

1. Clothes and shoes should be appropriate and comfortable for school wear. The children will participate in recess, gym, and craft activities.
2. Clothes should be appropriate for the season.
3. Clothes should be modest, and not contain offensive images.
4. Shorts, skirts and dresses should be of an appropriate length and style.
5. Shirts should have sleeves.

Section 600.2

SCHOOL/TEACHER AND PARENT COMMUNICATION

Communication with school families is one of the strengths of Summit Christian School. Without open communication between the parents and the school/teacher, misunderstanding and miscommunication can occur. To prevent this we have outlined our plan to make communication effective.

1. School to Parents

- a. The school will frequently send home notes to parents to share important information regarding special school events and school information.
- b. The teacher will send home notes frequently. These notes will contain information regarding academic information that will be covered, as well as information about special class events and other important information.
- c. The school or teacher may use the Phone Tree to communicate important information.
- d. Parent/Teacher conferences will be scheduled twice during the academic year to discuss the children's progress. Additional in school or phone conferences may be scheduled as needed.
- e. Report cards will be distributed within one week after the end of each grading period. (See the school calendar) The report cards will evaluate the child's academic and social progress.
- f. Upon request to the school office, parents can obtain copies of inspection reports of the Pre-Kindergarten program.

2. Parents to School

- a. Parents may share any pertinent information about their child (Ex. special diets, date and time of early dismissal, etc....) with the school office or teacher in a note, by phone, or verbally.
- b. Parents will return any important information requested by the school office, or the teacher by the specified date.
- c. Parents will attend at least one Parent/Teacher conference in order to be informed of their child's progress. Additional conferences may be scheduled by calling the school office, or the teacher. Parents may also speak with the teacher immediately after school.
- d. Should a student be ill and need medication during school hours, the parent must take the necessary form for the doctor to complete for the administration of medication at school. No medicine may be dispensed without proper authorization.

Section 600.3

PARENT PARTICIPATION

We love our parents, and strongly encourage them to be as involved in their child's education as they are able. Please work *with* us in the following ways.

1. Active Parental Participation
 - a. Parents are encouraged to volunteer frequently when requests are made by the school or teacher, or of their own initiative.
 - b. Parents may visit the school, announced or unannounced, at any time during the school year. Please report to the school office before entering the classroom.
2. Supportive Parental Participation
 - a. Parents can assist in their child's learning by reviewing the academics the students cover in school at home. This academic information will be distributed to the parents in the teacher's notes home.
 - b. Parents can assist in their child's learning by reading to them on a regular basis.
 - c. Parents can assist the teacher by being supportive of disciplinary action taken to correct inappropriate behavior in the classroom.

Section 600.4

HEALTH GUIDELINES

Immunization

State law requires that children entering school for the first time be immunized as follows:

- Four (4) immunizations against diphtheria, tetanus, and whooping cough (DPT)
- Three (3) immunizations against polio
- Two (2) immunizations against measles/mumps/rubella (MMR)*
- Three (3) doses of hepatitis B vaccine
- A tuberculin skin test to determine if child has been exposed to tuberculosis is highly recommended, but not required.

*The law requiring the 2nd MMR and hepatitis B vaccine for incoming kindergarten students began in 1999. Currently, all students in grades K-4 and 7-8 must have the 2nd MMR and hepatitis B vaccine. 3rd through 6th graders are not required at this time to have the second MMR or hepatitis B vaccine, but it is recommended.

By law, children must be excluded from school if they do not meet these requirements or have on record in the school office a parent-signed waiver.

Health records will be kept on file in the school office for each student. The school will make this record available in writing to the parents or guardian upon request. Students whose immunization records are incomplete or missing from the school records will not be permitted to remain in class after September 30.

It is required that parents have their child checked by a licensed medical doctor before entering the Pre-Kindergarten class. We have the services of a professional school nurse who provides various types of medical screenings such as hearing, vision and scoliosis.

Emergency Medical Authorization

Upon admission of a pupil to Summit Christian School and annually thereafter, the parent or legal guardian shall complete an Emergency Medical Authorization Form. This form will be on file in the school office and taken on all field trips. This form includes provision for history of allergies, current medication (if any), doctor and dentist used by the family, preferred hospital if needed, and telephone numbers of individuals to contact in the event of an emergency situation occurring at school. In the event of an emergency (when the parents are unable to be reached), the Emergency Medical Authorization Form shall be presented to the hospital or practitioner rendering treatment.

Dispensing of Medication

The school will administer necessary medication, food supplement, modified diet, and/or fluoride supplement(s) to pupils in compliance with SB-262 (1984) enacted by the Ohio General Assembly. Interested parents must request a copy of the policy statement and a copy of the Administration of Medication Form. Only after the needed information is received will medication be given. All medication must be kept in the container as it comes from the drug store.

When medication, food supplement, modified diet, and/or fluoride supplement(s) are dispensed to a student, a written log will be kept that includes the dosage, date, and time of administration of the medication. This log shall be kept on file for 1 year.

General Health Guidelines

Yearly, Summit Christian School provides the staff with training to recognize the common signs of communicable disease by a certified nurse. The school will also take the following precautions:

1. A parent (or person listed on the Emergency Medical Authorization Form in the event a parent cannot be reached) will be notified of the child's condition if any of these signs or symptoms of illness are observed:
 - a. temperature of 100 degrees or higher
 - b. skin rash
 - c. diarrhea or vomiting
 - d. severe coughing
 - e. difficulty breathing
 - f. yellowish skin or eyes
 - g. conjunctivitis
 - h. untreated infected skin patches
 - i. unusually dark urine and/or gray or white stool
 - j. stiff neck
 - k. evidence of lice, scabies, or other parasitic infection
2. The children with any of the above symptoms will be removed from contact with other children and taken to a designated area of isolation. A staff member will supervise the child until the parent or guardian arrives. Information regarding communicable diseases and treatment of injuries is posted on the office bulletin board.
3. Staff members with any sign of communicable disease will follow the same procedure of isolating themselves from the children and will remain away from school until such time that the disease is not contagious.
4. When a child has a diagnosed communicable disease (for example, chicken pox or lice), other parents will be notified by school newsletter. The child will be readmitted to school when all symptoms of this illness are absent or with a written statement from the child's doctor that the condition is no longer contagious.
5. The school permits only authorized personnel to administer medication and only with written permission from the child's physician. If a special diet is required, the parent will need to provide the food necessary.
6. The school nurse is available by appointment for consultation by the staff or students.
7. Teachers and children are expected to wash their hands with soap after using the restroom and before preparing or eating food. The tables are washed with disinfectant daily. Toys and other materials in the classroom are washed frequently. Restrooms and floors are cleaned and disinfected twice weekly.
8. Summit Christian School will provide vision and hearing screening for all students on a rotating basis. When a problem is suspected, a referral will be sent to the parents. Counsel and follow-up will also be provided.

Established health guidelines are included in the parent handbook to assist parents in determining the health of their child.

Section 600.5

POLICY ON TUITION

Tuition payments for all students will be due on the first day of each month beginning June 1. If payment is not made by the 8th of the month, a \$35.00 late charge will be imposed and added to the account. If payment in full is not received by the last day of the same month, the student will not be permitted to attend class until payment is made in full and the account made current.

If you wish to communicate a special financial situation to request an extension on tuition due, it must be submitted in writing to the school board and received by the monthly meeting (the third Monday of each month). The School Board is the only authority in granting extension of payment.

It is the desire of the School Board to work with families that experience unforeseen financial problems. Communication from the parents is the first and minimum requirement in working out an acceptable payment plan. Once an extension agreement is granted, payments must be made in full and on time. The Board reserves the right to use a third party collection agency to collect past due accounts. Summit Christian School must act as a responsible fiscal agent in order to meet the financial obligations to staff and creditors. The school never wants to risk the opportunity for continued educational ministry because of poor business practices.

Section 600.6

NAPTITUDE

Students enrolled in the Pre-kindergarten program and present for the full day will have a scheduled naptitude in the afternoon for no more than one and one-half hours. Naptitude will be scheduled daily unless a special assembly or field trip makes the naptitude less than forty-five minutes long. Students will be assigned a cot. That cot will be labeled with their name, and only used by that student. Parents will supply a blanket and other rest time supplies. These supplies will be sent home every 4-5 weeks that school is in session to be laundered. Quiet music and stories will be played on a CD/cassette player for the early-risers and non-sleepers to listen to.

Section 600.7

FILING A COMPLAINT

If you have a complaint about our pre-kindergarten program, have taken it to the appropriate personnel or the school board, and it has not been resolved to your satisfaction, you may contact these offices to lodge your complaint.

Ohio Department of Education Ombudsman
- 1-877-644-6338

ViaQuest Inc.
- Phone - 216-661-5401
- Email – sheilasmith@ViaQuestinc.com
- Fax – 216-661-5542

Section 700.1

SCHOOL BOARD MEMBERS

Steve Hammond

Jeff Smith

Dale Adams

Trudie Latson

Tom O'Neil

Eric Knight

Chris McCombs

Melanie Kemp - Administrator/Advisor