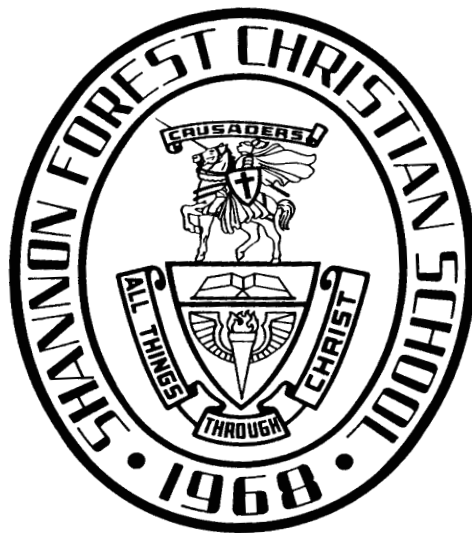


**Shannon Forest Christian School  
Lower School Parent/Student Handbook  
2009/2010**



**Lower School Office  
Building 300  
832 Garlington Road, Greenville, SC 29615  
(864)678-5119  
[www.shannonforest.com](http://www.shannonforest.com)**



# SHANNON FOREST CHRISTIAN SCHOOL

## LOWER SCHOOL HANDBOOK

### TABLE OF CONTENTS

History and Organization .....	2
Statement of Faith .....	2
Mission Statement and Goals .....	2
Philosophy .....	3
School Beliefs .....	3
Objectives .....	4
Accreditation .....	4
FERPA .....	4
Developmental Point of View .....	4
Admissions Policies .....	5
Curricular Programs .....	6
Methods of Evaluation .....	7
Promotion and Re-Registration .....	7
Extracurricular Programs .....	8
Attendance .....	8
Carline Procedures .....	9
Extended Care Program.....	11
Campus Attire Guidelines .....	12
Health Related Issues .....	14
Discipline.....	15
Procedures for Complaints/Concerns.....	16
General Information .....	17
School Finances.....	20

*“I can do all things through Christ who strengthens me”  
Philippians 4:13*

## HISTORY AND ORGANIZATION

Shannon Forest Christian School began in 1968 with a vision for providing a Christ-centered education that would nurture the Christian values that students were being taught at home and in the church. Today, as a fully-accredited, college preparatory school serving the entire Christian community, Shannon Forest continues to carry on its original mission.

Located on a spacious 50-acre campus in the heart of Greenville's eastside, Shannon Forest Christian School offers a complete educational program for children in three-year-old pre-kindergarten through the twelfth grade.

Shannon Forest Christian School is a ministry of Shannon Forest Presbyterian Church. The school operates as an interdenominational school under the direction of the school board. More than 30 denominations and 150 different local churches are represented by school families, faculty and staff.

## STATEMENT OF FAITH

- A. The Bible is the Word of God, divinely inspired as originally given, inerrant, the only infallible rule of faith and practice.
- B. God is Triune – one eternal God existing in three separate and distinct persons: Father, Son and Holy Spirit.
- C. Christ is God manifested in the flesh, born of a virgin, lived a sinless life, suffered and died on the cross as an atonement for our sins. He arose bodily from the dead, ascended into heaven, now sits at the right hand of God as our mediator and is one day coming again visibly in power and glory to earth as revealed in the Bible.
- D. Man was created in God's image and being descended from Adam by ordinary generation, inherited a sinful nature and is totally unable to save himself from the natural consequences of his sin, both original and actual.
- E. Regeneration by the Holy Spirit is absolutely essential to Christian faith and life. By God's grace only and through faith in the accomplished work of Christ on the cross alone are we saved from eternal death.

## MISSION STATEMENT AND GOALS

***The purpose of Shannon Forest Christian School is to support the Christian home and church by providing quality education from an evangelical, Biblical perspective in order to equip and challenge students to influence culture and society for Jesus Christ.***

The school is committed to the Bible as the Word of God. It believes that the most adequate summary of Biblical doctrine is found in the Westminster Confession of Faith and Catechisms.

The school believes that all persons are made in the image of God and therefore are called to think, value, and exercise dominion over a world created and governed by God. Accordingly, the school is committed to equipping children from Christian homes to think, value, and exercise dominion from a Biblical perspective. With these beliefs and commitments in mind, the school seeks to accomplish the following goals:

❖ To Develop Students' Intellectual Gifts

The school provides an understanding of the unity and diversity of the created order through a full range of offerings in liberal arts. It seeks to develop the skills of analysis, synthesis, interpretation and application in order to encourage intellectual growth. Intellectual growth, however, is not an end in itself. Acquiring concepts and thinking skills should lead to personal commitment and loving action in the students' lives reflecting a Christian world view.

❖ To Foster Students' Moral Growth

The school desires that students develop lifestyles characterized by personal godliness and charity toward their fellow men. They must first acknowledge their sinfulness and need to be saved by the redeeming power of Jesus Christ. The school seeks to support the home and church in leading the students to a growing, personal relationship with the Savior.

❖ To Develop Students' Creative Gifts

The school desires that students recognize and develop the unique gifts and talents each has been given by God. It further aims to encourage students to use those gifts in service to the community through ongoing school and personal service projects.

These are the goals and mission of Shannon Forest Christian School. The Church Session, the school board, administration, faculty and staff are united in their commitment to serving the Christian community and society-at-large by carrying out this mission.

## **PHILOSOPHY**

All truth is God's truth, and God has inerrantly and infallibly revealed His truth in the Bible.

This truth is the foundation for all aspects of our school and constitutes the philosophy of our school. It is our goal to re-create the mind and character of Christ in each student. This goal is achieved through a commitment to the following:

1. The Triune God is the Creator, Sustainer and Lord of all.
2. God sovereignly rules over all His creation.
3. God has revealed Himself through His world and His word.
4. Because of man's sinful nature, he opposes God's truth.
5. Redemption is planned by the Father, purchased by the Son and actualized by the Holy Spirit, and redemption reconciles man to God and enables him to grow in understanding God's truth and love.
6. The home, the church, and the school should complement each other and promote the students' spiritual, academic, social, emotional and physical growth.
7. The teacher represents the parent at school in directing the students to submit to the truth and love of Christ.
8. God has given differing abilities to each student. The parents, teachers, and students must share the responsibility to challenge each student to use his abilities as unto the Lord.
9. The Christian, as the image bearer of Christ, must accept the responsibility to demonstrate the Lordship of Christ in every area of life.
10. Prayer is the foundation which cultivates our oneness in Christ.

## **SCHOOL BELIEFS**

Our faculty, staff, administration, and school board members believe:

1. Each student, created in God's image, has unique spiritual, physical, intellectual, emotional and social needs.
2. All learning and school experiences should reflect biblical integration.
3. Teachers, parents and the church share the responsibility for the support of the school's mission.
4. Students learn to make "life decisions" based on the wisdom and understanding imbued from God's Word.
5. A student's self esteem is predicated upon his/her relationship to Christ and is enhanced by mutual respect between students and staff.
6. Student performance is enhanced by their obedience to God's Word.
7. Instructional practices should incorporate learning activities that take into account differences in learning styles.
8. Developmentally appropriate learning activities enhance learning at all levels.

9. Exceptional students require special services and resources. Students learn best when they are actively engaged in the learning process.
10. Challenging expectations increase individual student performance.
11. Students learn to make appropriate academic decisions given a supportive and challenging learning environment.

## **END STATEMENTS**

- Students' minds are appropriately developed.
- Students treat their bodies as the temple of the Holy Spirit.
- Students allow the Spirit of God to guide their souls to all Truth.
- Students practice social, cultural, and ethnic diversity as it relates to a Christian world view.
- Discipleship is fostered in an intentional/strategic way with students, families, administration, faculty and staff.

## **ACCREDITATION**

SFCS is accredited by the Southern Association of Colleges and Schools (SACS). SFCS holds memberships with the Association of Christian Schools International (ACSI) and the National Association of Elementary School Principals (NAESP).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Throughout the school year, SFCS may release for publication a student's name, class, participation in officially recognized activities and sports, degrees, honors, awards and post-high school plans without the consent of the student or parents. Under the Family Educational Rights and Privacy Act (FERPA) parents have a right to inform the school within a reasonable time that they do not wish certain information to be released without prior consent.

## **DEVELOPMENTAL POINT OF VIEW**

Shannon Forest Christian School's early childhood programs are founded on the belief that the uniqueness of each child is God-given and related to varying degrees of developmental readiness.

A "developmental point of view" maintains that behavior is a function of structure and that growth is orderly, structured and predictable. Each child will go through a somewhat predictable cycle of developmental stages but at a rate and pattern of growth particular to the individual child, especially in the early years.

The physical, social, emotional, intellectual and spiritual aspects of development depend on and support each other. A "developmental point of view" means appreciating and anticipating that readiness for any task has its roots in the biological/maturational makeup of a child. Therefore, we cannot produce, speed up or ignore maturational readiness.

Shannon Forest Christian School will provide opportunities for your child to develop spiritually, physically, socially, emotionally and cognitively (intellectually) through an approach that maximizes the child's initiative and participation.

## **ADMISSIONS POLICIES**

SFCS admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs and activities accorded or made available to students of the school. It does not discriminate in the administration of any of its programs.

### **Enrollment**

Students are admitted on the following conditions:

- ❖ The child demonstrates developmental readiness in terms of mental, emotional, social, and physical characteristics. SFCS reserves the right to require a developmental assessment before enrolling a student (K5-4<sup>th</sup>) if deemed necessary for appropriate placement.
- ❖ All students entering the PK3 are required to be toilet trained prior to attendance. The child should be self-sufficient in his/her bathroom procedures.
- ❖ Students must be five years old by September 1<sup>st</sup> to enroll in kindergarten (K5).
- ❖ Students must be six years old by September 1<sup>st</sup> to enroll in first grade.
- ❖ The student has prior acceptable behavior, academic performance, and spiritual recommendations, if applicable.
- ❖ The child's parent(s) complete an interview with the administrator to discuss Christian education, Biblical integration, and their profession of faith in Jesus Christ.
- ❖
- ❖ The student successfully completes a nine-week behavioral and academic probationary period (maintaining a minimum of 77 percent overall in core subjects) required for all new students.

### **Dismissal**

Reasons for dismissal may include, but are not limited to, the following:

- ❖ The child is developmentally too young for the pre-school program or emotionally not ready (excessive crying, separation anxiety, etc).
- ❖ Our learning environment cannot meet the student's needs (including needs which were not disclosed at the time of enrollment).
- ❖ Student behavior consistently causes disruption in the learning environment, diminishing the educational opportunity for other students.
- ❖ Psychological or educational testing indicates that placement at SFCS is inappropriate.
- ❖ Parents fail to cooperate with the procedures and policies as outlined in the handbook.

### **Parent Responsibilities**

- ❖ Parents should reflect a commitment to support the school's statement of faith and sign the "Parents As Partners" agreement.
- ❖ At least one parent must evidence and verbalize a credible profession of personal faith in Jesus Christ.
- ❖ At least one parent should regularly attend a local, evangelical, Bible-believing church.
- ❖ Parents submit a completed application with full disclosure regarding child's prior academic and behavioral profile. Failure to provide this information may result in disenrollment.

### **Withdrawal**

When it is necessary to withdraw from school or transfer to another school, the student's parent/guardian must sign a withdrawal form. There is a withdrawal fee of \$300. The student is expected to return all textbooks/school property. All grades, recommendations and other information will be inaccessible to other schools until all outstanding financial obligations are paid in full.

## **CURRICULAR PROGRAMS**

A consistent academic program has been developed by SFCS to fulfill its mission and reach its goals. Students receive formal instruction in each of the following areas. Specials classes meet once a week.

### **Core Subjects**

Language	Bible
Reading	Social Studies
Handwriting	Science
Spelling	Mathematics

### **Specials Classes**

Art, Physical Education, Music, Computer, Library, Spanish

### **Homework**

Homework is given to reinforce previously taught concepts. A separate curriculum for homework will not be developed. Generally, students are expected to have homework each night and occasionally on weekends. Because of church activities, homework on Wednesday evenings will be minimal. The amount of time a student needs to complete homework varies from day to day and from student to student.

### **Class List Formation**

Forming class lists for a new school year is a process which begins and ends with prayer. The process involves the previous classroom teacher/s, the learning specialist and the administration. Many factors play a role in the process of developing heterogeneous classrooms. These factors include, but are not limited to:

- ❖ Stanine scores
- ❖ Cognitive ability levels
- ❖ Gender
- ❖ Learning styles (student)
- ❖ Temperament/personality (student & teacher)
- ❖ Learning differences
- ❖ Teaching styles (teacher)
- ❖ Psychosocial emotional issues

### **Learning Difference Program**

The Learning Difference Program is specifically designed to be an adjunct educational tool complementing the overall educational program. Students will be considered for acceptance into this program predicated upon the following:

- ❖ Priority status will be given to presently enrolled SFCS students.
- ❖ Submission of full psychological testing (current within 3 years) performed by a certified professional.
- ❖ Minimum full scale I.Q. (WISC) of 100.
- ❖ Recommendation from administrative/faculty support team.
- ❖ Acceptable prior academic/behavioral profile.
- ❖ Consultation with psychologist, administration and teacher from school in which student was previously enrolled.

Students enrolled in the Learning Difference Program may have an annual accommodation and/or modification plan developed cooperatively by the teacher and the LDP specialist. Students who are enrolled in the LDP and are receiving prescribed accommodations according to their psychological evaluations are eligible for all awards and recognitions as any other student. However, students who have a modified curriculum altering the learning outcomes of the instructional program according to their psychological evaluations will not be eligible for academic awards or recognition for those modified classes.

## **F.O.C.U.S.**

The F.O.C.U.S. pullout program is designed to address the needs of the high ability learner in 3<sup>rd</sup> through 6<sup>th</sup> grade. Students must meet minimum set criteria based on ability, achievement, and performance to qualify for the program. Emphasis will be on the following: concept-based, metacognition, meaning-based, multiculturalism and globalism, active learning and problem-solving, real world relevance, intra- and interdisciplinary connections, and higher order thinking. Students are served five hours per week during the regular school day in a small group setting.

## **METHODS OF EVALUATION**

Report Cards are issued at the end of each nine-week grading period. PK3-First Grade will be evaluated using a descriptive scale, while Second through Fourth Grade will receive both letter grades and percentages. Incomplete grades must be made up prior to the end of the next grading period or a 69% "F" will be recorded. Incomplete grades for the fourth quarter must be completed by the second week of June.

Second through Fourth grade students will be assessed using the following grading scale which is consistent with the South Carolina Uniform Standard scale:

A	93 – 100
B	85 – 92
C	77 – 84
D	70 – 76
F	below 69

Percentages will be recorded to provide more detailed communication. Special areas, non-core subjects, and conduct will use the following descriptors:

V	Very Good
S	Satisfactory
N	Needs Improvement
NA	Not Assessed

Mid-term progress reports will be sent to students earning below a C or students who are experiencing a significant change in academic or behavioral performance.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are used as a tool to communicate your child's growth, developmental patterns and readiness for the next level of instruction. We encourage both parents to attend these conferences. Formal parent/teacher conferences are scheduled each fall. Parent/teacher conferences may be scheduled at other times during the year at the request of the parent or teacher. Each teacher has an e-mail address to increase the availability of the teacher to the parents.

### **Annual Evaluations & Achievement Testing**

Each spring, kindergarten through fourth grades will participate in a nationally normed achievement test. SFCS administers the Stanford Achievement Tests. The Metropolitan Readiness Test is administered to PK4 and Transitional Kindergarten students enrolled for the following year.

## **PROMOTION AND RE-REGISTRATION**

The school reviews the records to ensure the student achieved sufficient progress to qualify for advancement to the next grade level. Any student making less than expected progress will require a meeting between the administrator, the classroom teacher and the learning specialist (LDP).

Pre-kindergarten and kindergarten students' promotion is contingent upon developmental readiness and/or developmental age. A formal developmental assessment may be required to determine a developmental age before a student is promoted to kindergarten or first grade.

First and second grade students must demonstrate competency in reading and math to be promoted.

Third and fourth grade students must demonstrate competency in core subjects (average of 77%) to be promoted.

The school reviews the records to ensure there are no delinquent accounts. No student shall be re-registered with a delinquent account.

## **EXTRACURRICULAR PROGRAMS**

### **Athletic**

Our intramural program provides challenging athletic opportunities for children in grades pre-kindergarten four through fourth grade. These activities (such as soccer, basketball, and T-ball) are seasonal and provide competition that is developmentally appropriate. These programs are under the direction of the athletic department and are dependent upon appropriate staffing.

### **Summer at Shannon**

A unique summer-long program is offered to SFCS families with children entering pre-kindergarten three through children entering sixth grade. Students spend summer days enjoying everything from music and art to sports and nature. This program is dependent upon staffing and facility availability. Brochures and registration information are available each spring.

## **ATTENDANCE**

South Carolina state law requires that a student be in attendance a minimum of 175 days of school. The 175 day rule will not apply to cases of extended or chronic illnesses when certified by a physician (non-related) and/or absences that are due to an emergency situation approved by the administrator as excusable. Students are permitted 10 days absence per year. Absences in excess of 10 days are permissible only with a doctor's excuse. The administrator reserves the right to approve additional days of absence.

PK3 - 4<sup>th</sup> grade students may enter the classroom at 7:55 a.m.

Students arriving between 7:30 am and 7:55 am report as follows:

PK3 – K5 students report to the Lower School room 103A

1<sup>st</sup> - 4<sup>th</sup> grade students report to the LS lunchroom (upper level of 300 building)

School begins at 8:10 a.m.

Students are expected to be in their rooms and ready for instruction to begin at 8:10 am. Students must be in school for two hours to receive credit for a half day of school and must be in attendance for four hours to receive credit for a full day of school.

**Tardy Procedures:** The beginning of the school day is vitally important to the success of the entire school day. Please make every effort to have your child in class on time. Chronic tardiness will be addressed by administration. Four (4) or more tardies per grading period is excessive.

First through Fourth grade students arriving after 8:10 am must report to the Elementary office to receive a tardy pass. PK3 – K5 students must be accompanied by parents and will report to the Early Childhood office to receive a tardy pass.

**NOTE:** When determining attendance awards, three tardies in one grading period will equal one absence. This is for award purposes only. Report cards will reflect the actual numbers.

### **Illness:**

Please call the lower school office (678-5119) to inform the school when your child will not be attending due to illness. Your child must be fever-free and/or symptom-free for 24 hours before returning to school. Children placed on antibiotics may return to school after 24 hours on their prescribed medication. When

children become ill at school and can no longer function in the classroom, parents will be notified to come sign them out. Call the lower school office to make arrangements to pick up assignments.

**Make-up Work:**

Students are expected to make up all missed work for any absence. Students are permitted to make up all assignments and tests missed during absences for full credit. When absent due to illness, the student will be given one day for each day absent to make up work. The classroom teacher will work with the student and parents to make the necessary arrangements. It is not feasible to make up standardized tests (SAT). The administration reserves the right to require SAT reading and math subtests given and hand scored if deemed necessary.

**Procedure for Return from Absence:**

Within three days following an absence, the student will present a specific, written excuse from his/her parent/guardian to the classroom teacher (K5-4<sup>th</sup>). Without written communication from the parent, the absence will be recorded as unexcused.

**Early Student Pick-Up:**

Permission to leave the school during the day may be granted generally for medical/dental appointments upon an approved request from the parent and/or physician’s appointment card presented to the school before the school day begins. Early departures can be as detrimental as morning tardies, so we encourage parents to schedule these appointments either before or after school. PK3 – 4<sup>th</sup> grade parents must report to the lower office for early release. Please do not go directly to your child’s classroom. Students being dismissed from class early need to take their make-up work with them.

**Arrival and Dismissal Times:**

- 7:30 a.m. Early arrival students may begin arriving at school
  - 7:55 a.m. PK3 – 4th grade enter classrooms
  - 8:10 a.m. PK3 – 4th grade school begins (tardies recorded)
  - 11:45 a.m. PK3 – K5 half-day dismissal
  - 2:50 p.m. PK3 – K5 full-day dismissal
  - 2:50 p.m. 1st – 4th grade dismissal
  - 3:00 p.m. Late stay begins
- 11:45 a.m. On half days, all SFCS students are dismissed at 11:45 a.m.

**CARLINE PROCEDURES**

Carline maps will be distributed to each family. Please follow the directions carefully and faithfully. Our goal is to provide a safe and efficient process to transfer students. It requires everyone’s cooperation to accomplish this goal. Teachers, students, and parents working together can make a great beginning and ending to each school day. Thank you for your help.

**PK3-4th Grade Families**

Each family will be issued a carline “tag” to be used for afternoon “pick-up”. The color of your tag will indicate which carline zone you are assigned, upper-level or lower-level. The carline tag will have a number assigned to your family or your carpool. This tag will hang from your rear view mirror. **Please help the carline procedure go smoothly by displaying your tag everyday during afternoon carline.** Bright yellow will be used for the lower-level carline and a salmon color will be used for the upper-level carline. Carline tags are available during the August Lower School Open House. Contact the Early Childhood office to register your carpool. Remember to contact the Lower School office if your carpool changes during the school year.

## **Morning Drop-Off**

### **Lower-level carline circle**

- ❖ Drive into the “drop-off” circle (as labeled on carline map).
- ❖ Do not get out of your car.
- ❖ An aide will assist your child out of the car.
- ❖ Put the car in “park” while your child is exiting.
- ❖ Follow the car in front of you when leaving the circle.
- ❖ Do not pull around other cars.
- ❖ PK3, PK4, KT and K5 grade students arriving between 7:30-7:55 am will go to room 103A in the Elementary building for early arrival supervision.
- ❖ PK3, PK4, KT and K5 students arriving between 7:55–8:10 am will enter the Early Childhood Building and go directly to their rooms.
- ❖ 1<sup>st</sup>-4<sup>th</sup> grade students arriving between 7:55-8:10 am may enter the 300 Building through the lower level entrance at the double doors or through the double door entrance at the upper level and go directly to their classrooms.

### **Upper-level main entrance (300 Building)**

- ❖ Cars will unload students at the main entrance.
- ❖ An aide will be available from 7:55 to 8:10 a.m. to assist the drop-off process.
- ❖ Do not get out of your car during carline.
- ❖ Put the car in “park” while your child is exiting.
- ❖ Do not pull around other cars.
- ❖ Slowly exit the parking lot, always watching for others.
- ❖ 1<sup>st</sup>-4<sup>th</sup> grade students arriving between 7:30 – 7:55 am, go to the 300 Building lunchroom for early arrival supervision.
- ❖ 1<sup>st</sup>-4<sup>th</sup> grade student arriving between 7:55 - 8:10 am may enter the 300 Building through the lower level entrance at the double doors or through the double door entrance at the upper level and go directly to their classroom.

**NOTE: Families with more than one child on the lower school campus will use the drop-off location of their youngest child. Please use the lower-level carline drop-off area if you desire aide assistance. There will always be more aides available at the lower-level than the upper-level.**

## **Afternoon Pick-Up**

### **Lower-level Carline**

Please hang your carline tag from the rear view mirror. This will allow the teachers to have your child in position as you arrive at the pick-up circle.

- ❖ Please use the same guidelines as the Drop-off Procedures.
- ❖ Notify your child’s teacher, in writing, of any change in your child’s normal pick-up time.
- ❖ Notify the lower school office when an emergency dictates an unplanned change in the normal pick-up time.
- ❖ Only persons on your authorized pick-up list will be allowed to receive your child. Identification will be required if the school is in doubt.
- ❖ Children who are not picked up by the end of carline will be delivered to Late Stay.
- ❖ Late stay fees will be charged beginning at 3:10 pm.

### **Upper-level Carline (300 Building)**

The upper-level teachers will be able to expedite the process when they see your carline tag.

- ❖ Cars will form six lines in the upper-level parking lot as indicated on the carline map.
- ❖ Cars must be in a parked position with the motor turned OFF.
- ❖ Students will walk to their car as the classes circle the parking lot.
- ❖ No car will be permitted to enter the parking lot while students are walking.

- ❖ Once the entire group of students has gone completely around the lot, the teacher assigned to direct cars will signal the cars to exit. All cars will use the gravel driveway to exit.
- ❖ Do not restart your car until all students are back at the building.
- ❖ When the first group of cars is gone, the lanes will fill once again, the students will walk to their cars as they circle the parking lot, repeating the procedure.
- ❖ Children who are not picked up by the end of carline will be delivered to Late Stay.
- ❖ Late stay fees will be charged beginning at 3:10 pm.

## **EXTENDED CARE**

### **Morning:**

- ❖ Supervised early arrival is available beginning at 7:30 for all students, PK3-4<sup>th</sup>. There is no charge for this service.
- ❖ Students arriving between 7:30-7:55 am report to the following areas:
  - PK3 – K5: Lower School room 103A
  - 1<sup>st</sup> -4<sup>th</sup> grade: Lower School Lunch Room

### **Afternoon:**

- ❖ Late stay is available each afternoon from 3:00 – 5:45 p.m. Late charges will be assessed beginning at 6:00 p.m. at \$10.00 for each 15 minute interval. You will receive a monthly bill for your use of the late stay program.

Contact the lower school office if you are interested in using the Extended Care Program. You must register to have your children participate in the Extended Care Program. You will receive a monthly bill for your use of extended care.

**NOTE: Early arrival is not available on delayed opening days. Arrival time on delayed opening days is 10 minutes prior to class beginning and students will report directly to their classroom. Late stay will not be available on half days or days when there is no school.**

## **DRESS CODE**

Dress standards at Shannon Forest Christian School are based on the scriptural principles of modesty and appropriateness. The dress standards of Shannon Forest Christian School make an impact on our school environment every day. The appearance of our students communicates the Christ-centered focus of our school. The school dress standards apply to all events during school hours.

We request that parents be alert to what their student is wearing each day to assure that he/she is conforming to the dress guidelines. Parents may be called to bring a change of clothing for the student if their dress does not meet SFCS standards.

School administration is the final authority on dress code issues.

## **Campus Attire Guidelines for Grades 1-4 Boys**

<b>Dress Item</b>	<b>Description</b>
Shirts	<ul style="list-style-type: none"> <li>• Knit polo shirt with SFCS logo (short or long sleeved) in white, navy, forest green</li> <li>• White turtleneck without any visible logo may be worn <b><i>under</i></b> SFCS logo attire.</li> </ul>
Shorts	<ul style="list-style-type: none"> <li>• Khaki or navy</li> </ul>
Pants	<ul style="list-style-type: none"> <li>• Khaki or navy</li> </ul>
Outerwear	<ul style="list-style-type: none"> <li>• Crewneck sweatshirt with SFCS logo (navy or forest green)</li> <li>• Zippered hooded sweatshirt with SFCS logo (navy or forest green)</li> <li>• Fleece zip up jacket with SFCS logo (navy or forest green)</li> <li>• <b><i>Only SFCS outerwear may be worn inside the classroom. Non-SFCS outerwear may be worn to and from school but not in the classroom.</i></b></li> </ul>
Shoes	<ul style="list-style-type: none"> <li>• Low top, closed toe, closed heel (i.e. tennis shoes, loafers, etc.; no sandals or crocs)</li> <li>• Dominant color should be conservative (i.e. black, navy, tan, brown, or white)</li> <li>• Tennis shoes must be worn on P.E. Days</li> </ul>
Socks	<ul style="list-style-type: none"> <li>• Socks must be worn and must be visible. (acceptable colors: navy, white, green)</li> </ul>
Field Trip Attire	<ul style="list-style-type: none"> <li>• Khaki pants</li> <li>• Forest green polo shirt</li> <li>• <i>Variations at the discretion of the administration</i></li> </ul>
Spirit Days	<ul style="list-style-type: none"> <li>• SFCS t-shirts</li> <li>• Blue jeans</li> <li>• <i>Spirit Days will be designated at the discretion of the administration</i></li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>• All items must be purchased through the school website or Educational Outfitters except as noted below.</li> <li>• Khaki and navy pants may be purchased from a store of your choice (no cargo pockets allowed).</li> <li>• White turtleneck may be purchased at the store of your choice but must be worn <b><i>under</i></b> SFCS attire (i.e. polo) and must not have any visible manufacturer's logo.</li> <li>• Shirts longer than pocket length must be tucked in.</li> <li>• Belts must be worn if pants have belt loops. Brown, black, navy, or tan belts are acceptable.</li> <li>• Boys' undershirts must be solid white.</li> <li>• All clothing must fit properly and be in good repair. Pants and shorts must be worn at waist level. Excessively baggy, frayed clothing and pants that drag the floor are not permitted.</li> <li>• Extreme hairstyles and colors are prohibited. Hair must be clean and neat and should not obscure the eyebrows, touch the collar or be longer than the bottom of the ear.</li> <li>• Boys may not wear jewelry except for watches.</li> <li>• <b><i>Non-SFCS outerwear may be worn to and from school but not in the classroom.</i></b></li> </ul>

- The SFCS administration reserves the right to make decisions as needed to clarify any questions regarding the Campus Attire Guidelines.
- Violations to the dress code may result in disciplinary action and/or may impact the student's conduct grade.

## Campus Attire Guidelines for Grades 1-4 Girls

Dress Item	Description
Shirts and blouses	<ul style="list-style-type: none"> <li>• White camp blouse with SFCS logo (short or long sleeved)</li> <li>• White Peter Pan blouse with no visible logo - must be tucked in (short or long sleeved)</li> <li>• Knit polo with SFCS logo (short or long sleeved) in yellow, white, navy, forest green</li> <li>• White turtleneck without any visible logo may be worn <b>under</b> SFCS logo attire</li> </ul>
Jumper	<ul style="list-style-type: none"> <li>• SFCS plaid jumper (not to exceed 3 inches above the middle of the kneecap)</li> </ul>
Skorts	<ul style="list-style-type: none"> <li>• SFCS plaid, khaki, or navy (not to exceed 3 inches above the middle of the kneecap)</li> </ul>
Shorts	<ul style="list-style-type: none"> <li>• Khaki or navy (not to exceed 3 inches above the middle of the kneecap)</li> </ul>
Pants/Capris	<ul style="list-style-type: none"> <li>• Khaki or navy</li> </ul>
Outerwear	<ul style="list-style-type: none"> <li>• Crewneck sweatshirt with SFCS logo (navy or forest green)</li> <li>• White cardigan sweater, must be plain white, button front with no collar, no manufacturer's logo or any other design on sweater.</li> <li>• Zippered hooded sweatshirt with SFCS logo (navy or forest green)</li> <li>• Fleece zip up jacket with SFCS logo (navy or forest green)</li> <li>• <b>Only SFCS outerwear may be worn inside the classroom. Non-SFCS outerwear may be worn to and from school but not in the classroom.</b></li> </ul>
Shoes	<ul style="list-style-type: none"> <li>• Low top, closed toe, closed heel (i.e. tennis shoes, loafers, saddle oxfords; no sandals or crocs)</li> <li>• Dominant color should be conservative (i.e. black, navy, tan, brown, or white)</li> <li>• Tennis shoes must be worn on P.E. Days</li> </ul>
Socks	<ul style="list-style-type: none"> <li>• Socks must be worn and must be visible (acceptable colors: navy, white, green)</li> </ul>
Tights	<ul style="list-style-type: none"> <li>• Solid white or navy form fitting tights may be worn during cold weather</li> </ul>
Field Trip Attire	<ul style="list-style-type: none"> <li>• Khaki pants or skort</li> <li>• Forest green polo shirt</li> <li>• <i>Variations at the discretion of the administration</i></li> </ul>
Spirit Days	<ul style="list-style-type: none"> <li>• SFCS t-shirts</li> <li>• Blue jeans</li> <li>• <i>Spirit Days will be designated at the discretion of the administration</i></li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>• All items must be purchased through the school website or Educational Outfitters except as noted below.</li> <li>• Khaki and navy pants may be purchased from a store of your choice (no cargo pockets allowed).</li> <li>• White Peter Pan blouse may be purchased at the store of your choice but should have no visible manufacturer's logo and must be tucked in.</li> <li>• White turtleneck may be purchased at the store of your choice but must be worn <b>under</b> SFCS attire (i.e. jumper, polo) and must not have any visible manufacturer's logo.</li> <li>• White cardigan sweater, must be plain white, button front with no collar, no manufacturer's logo or any other designs on sweater.</li> <li>• Shirts longer than pocket length must be tucked in.</li> <li>• Belts must be worn if pants have belt loops. Brown, black, navy, or tan belts are acceptable.</li> <li>• The displaying of undergarments is prohibited.</li> <li>• All clothing must fit properly and be in good repair. Pants, shorts, skorts must be worn at waist level. Excessively baggy, frayed clothing and pants that drag the floor are not permitted.</li> <li>• Extreme hairstyles and colors are prohibited.</li> <li>• Jewelry that is distracting or draws undue attention to the student is prohibited.</li> <li>• Bare midriffs may not be exposed at any time.</li> <li>• <b>Non-SFCS outerwear may be worn to and from school but not in the classroom.</b></li> </ul>

- The SFCS administration reserves the right to make decisions as needed to clarify any questions regarding the Campus Attire Guidelines.
- Violations to the dress code may result in disciplinary action and/or may impact the student's conduct grade.

## **Pre-Kindergarten 3 (PK3) through Kindergarten (K5)**

Student's clothing should be casual, comfortable and in good taste. It is very important that clothing is "bathroom friendly" (elastic-waist shorts/pants, no belts etc). Students should wear supportive shoes that protect the feet. Shoes should be closed-toed and close-heeled. Please do not allow your child to wear jellies, flip-flops, crocs, sandals, platform shoes or cowboy boots. These requests are made for the safety of your child.

All early childhood students are required to be toilet-trained prior to attendance. The child should be self-sufficient in his/her bathroom procedures.

At the beginning of the school year, all 3 and 4 year olds should bring a full change of clothes (shirt, pants, underwear and socks) in a labeled Ziploc bag. These clothes will be kept in the student's classroom or backpack. Parents will be asked to switch out the clothes as the seasons change.

## **HEALTH RELATED ISSUES**

### **Immunization Records**

Immunization records must be current at the time each student is admitted to Shannon Forest Christian School. Immunization records must be current according to South Carolina Department of Health. It is a parental responsibility to keep a student's immunization record up to date. All students, new and returning, must have current immunization records to attend school.

### **Emergency Information Forms**

All students **must** have an emergency information form on file with the office.

### **Medications**

Shannon Forest Christian School does not supply any over-the-counter medications. All medications dispensed at school must be brought by the parent, who will fill out a "Permission to Administer Medication" form in the office. All medications, prescription and/or over-the-counter must be in their original containers and clearly labeled with the student name. All medications are kept in a secured location in the Lower School office. Medications can only be returned to parents, they will not be sent home with students. All medication not picked up by the parent will be discarded at the end of the school year. A medication log will be maintained in the office.

### **Accident Reports**

An accident record is kept in the office for all minor accidents. Parents will be notified, as directed on the Emergency Information form, in the event of a major accident.

### **Communicable Diseases**

Shannon Forest Christian School recognizes the importance of providing and maintaining a school environment which minimizes the risk of transmitting significant communicable diseases. A child with a diagnosed communicable disease may not attend the regular day school program.

A student who has been out of school due to illness should not return to school until he/she has been free of fever, repeated diarrhea or vomiting for 24 hours. When taking an antibiotic, the student should be on the medication for 24 hours before returning to school. Conjunctivitis (Pink Eye), Impetigo, Pediculosis (head lice), Ringworm, etc. must all be treated before returning to school.

The diseases to which this policy applies include but are not limited to the following, which have been declared by the Department of Public Health to be contagious, infectious, communicable and dangerous to the public:

- |           |  |
|-----------|--|
| Class I:  | Measles, meningitis, meningococemia, chickenpox                                      |
| Class II: | HIV infection, encephalitis, viral hepatitis, salmonellas, shigellosis, Tuberculosis |

## **DISCIPLINE**

### **Philosophy**

As I Timothy 1:5 states, “the goal of our instruction is love.” We want to teach and exhort students to love God and obey Him out of that love. It is our desire to see our students learn to love others with the selflessness of Christ.

Discipline is inseparably linked with the process of discipleship. The goal of disciplinary procedures is to teach personal responsibility for one’s actions, obedience to authority, and dependence on God and His Word. The biblical model we follow comes from II Timothy 3:16, “All scripture is given of God and is profitable for doctrine, reproof, correction and instruction in righteousness.” The model from this text revolves around a three-fold pattern of parental guidance:

1. Instruction of God’s commands and right ways of thinking and behaving
2. Warning concerning natural and parent/teacher imposed consequences
3. Correction of misbehavior

Discipline is the guided process whereby children are nurtured in the discipline and admonition of the Lord. The parent, who is the primary disciplinarian, delegates this authority. The school, in turn, acts on behalf of the parent in partnership, as the authority. At Shannon Forest Christian School, we endeavor to thoroughly teach what is right and pleasing while keeping correction appropriate. Anger has no place in such a scheme because anger is essentially self-centered while discipline (love) is others-oriented. Love will, however, cause parents and teachers to take action that a student may not like even though it is ultimately for his/her best.

### **Parental Support**

It is expected that parents will give their full support and cooperation with the school’s discipline strategies. As outlined in the “Parents As Partners” agreement, a child may be dis-enrolled due to the failure of the parent to be supportive of the school’s policies, programs and procedures.

### **Classroom Management Plans**

All teachers will have written management plans to identify expectations and consequences for the students. These plans will provide a foundation for regulating and reinforcing student behavior as well as advising parents of specific classroom procedures. Each plan will be balanced in terms of both positive and negative consequences. Classroom management plans are distributed during the classroom orientation each fall.

### **School-Wide Discipline Plan**

Students are expected to obey the rules and regulations published in the Parent/Student Handbook, in teachers’ classroom management plans, and in any communication distributed by any administrator.

### **Discipline Procedures**

1. The teacher will discuss with the student the inappropriate behavior and reinforce the expected behavior.
2. The teacher will remove the student from the class activity and again speak to him/her about the inappropriate behavior and reinforce the expected behavior. A note may be sent home by the teacher if she feels it is appropriate.
3. The teacher will schedule a conference with the parent concerning the student’s behavior.
4. The teacher will take the student to the administrator’s office for further support and reinforcement of the expected behavior. A note will be sent home to the parent.
5. If inappropriate behavior continues, the parent will be called and the child will be sent home, waiting in the office until the parent arrives.
6. SFCS reserves the right to suspend students when it is warranted.
7. The final step available to the administration of SFCS is expulsion of the student.

The above steps will be bypassed if the child’s behavior is deemed to be dangerous by the administration.

### **Harassment and Bullying Policy**

SFCS is committed to maintaining an environment in which all students treat each other with dignity and respect, and which is free from all forms of intimidation, including verbal, visual, and physical. Any student engaged in acts of bullying or harassment including verbal or physical aggression will be disciplined with in-school suspension or out-of-school suspension, with a possibility of expulsion.

### **Behaviors that warrant dismissal**

1. Repeated use of offensive language or behavior.
2. Physical aggression and/or threat of aggression towards teacher and/or peers.
3. Repeated defiance, disrespect or disobedience.
4. Possession of illegal substance.
5. Possession of a weapon.

## **Procedures for Complaints/Concerns**

The following are procedures for “Handling Concerns and Complaints.” These procedures are predicated upon Biblical precepts and principles (*cf.* Matthew 5:23-24; Matthew 18:15-18).

If you have a concern, problem or question relating to a classroom or school situation, please speak with the person(s) involved first. Generally most problems can be resolved at this level. (Matthew 5:24, Matthew 18:15) However, if after discussing the matter with the person involved you are not satisfied with the solution, you may then ask for an appointment with the department administrator and then (if necessary) meet with the Head of School. (Matthew 18:16)

If after going through these steps you are still not satisfied, the last recourse for the unsettled concern would be a written request from the parent for a meeting with the School Board, where both parties would be available to present their written concerns. (Matthew 18:17) Please note the following:

The SFCS Board is a policy-making and strategic planning Board and therefore does not usually involve itself in daily school administration. The Board will direct inquiries, complaints, or suggestions to the appropriate staff member or administrator for action. Matters can be satisfactorily and expeditiously handled if they are addressed to the faculty or staff member who is closest to the concern.

If there are parental or employee concerns that need to be addressed by the Board, these issues are brought to the Board through the following process:

The person with the concern puts that concern into writing and addresses it in a sealed envelope to the attention of the Chairman.

The Chairman, in consultation with the Board Executive Committee, will examine the submitted issue and may take one or more of the following actions:

- The Chairman may direct the matter to the Head of School for action and response.
- The Chairman may add the issue to the Board’s next agenda for review and response.
- The Chairman may convene a special meeting of the Board to consider the matter and provide a response.
- The person who submitted the concern may be invited to appear before the Board, if the Board determines such an interview is necessary to complete its review.

## **GENERAL INFORMATION**

### **Birthdays**

- ❖ Celebration – If you would like to bring a special snack for the class, please contact your child’s teacher for the most appropriate time. Please do not bring “goodie bags”.
- ❖ Birthday snacks may be distributed during morning break, lunch or recess. Individual classroom birthday parties will not be held at school.
- ❖ Birthday party invitations may only be distributed at school if the entire class is invited to the party. If the entire class is not invited, please use the postal service to distribute your invitations. Please do not use carline for this activity.
- ❖ Birthday Book Club is a great way to celebrate your child’s birthday. A book may be donated by purchasing one through the school librarian. Contact the lower school librarian for detailed information. The librarian will place a special Birthday Book Club label in the front of the book. The label will contain your child’s name and the name the person making the donation (parent, grandparent, aunt, uncle, etc.).

### **Change of Address and/or Phone Number**

If a move is made during the school year, please report the change of address and phone number to the lower school office. The lower school office will notify all other areas of the school. Thank you for helping us keep current and accurate records.

### **Child Abuse Report Act**

As a matter of law, SFCS is required to report suspected acts of child abuse to the South Carolina Department of Social Services (DSS).

### **Classroom Visits**

Parents are permitted to visit the classroom. In order to protect the learning environment for all our students, we allow scheduled visits only. To schedule a classroom visit, please notify the lower school office at least three days prior to the desired visit. The classroom teacher will work with the office staff to schedule a time (30 minutes) which will be appropriate for the class. On the day of the approved visit, report to the lower school office to sign the visitor log and get a nametag. Generally, all visitors must be accompanied by an administrator or an administrator’s designee. Visits will be limited to 30 minutes to protect the learning environment for all of our students.

### **Computer Usage**

Our code of conduct at SFCS applies to all uses of computer technology at school – local, internet and e-mail. Use of the internet is only permitted with teacher supervision.

### **Electronic Devices**

No electronic communication devices are permitted on a student or in his/her possession. The following list identifies such devices, but is not limited to these, as the school reserves the right to make a determination on a case by case basis: pagers, beepers, cell phones, CD players, Walkmans, Game Boys, and video games on calculators. Any devices brought to school will be confiscated and returned only to the parent.

### **Field Trips**

Field trips are scheduled to support the curriculum of SFCS and are educational in nature. To maximize the learning objectives of the field trip and to ensure that safety and supervision are at their highest, siblings are not permitted on such trips. Parents who volunteer to chaperone will be asked to sign an agreement of understanding relating to their duties and responsibilities while on the trip.

### **Holiday Celebrations**

Shannon Forest Christian School will endeavor to maintain a Christ-centered focus in its holiday celebrations. As a school, we're grateful for opportunities to celebrate these festive occasions and to share with our students a biblically integrated perspective. As the Psalmist declared, "This is the day that the Lord has made, let us rejoice and be glad in it."

Classroom time will be given to the celebration of Christmas, Valentines Day and Easter. The classroom teacher will receive help from the homeroom mothers for the parties.

### **Library**

Your child will visit the school library once a week. Students can check out library books on a weekly basis. If your child loses or damages a library book, please contact the librarian. You will be notified before the charge of a lost book is added to your school account through the business office.

The librarian may conduct two book fairs each year, one in the fall and one in the spring. This is a great opportunity to purchase high quality books for your child and/or your child's classroom.

### **Lunch Program**

Your child may bring his/her own lunch from home or order from the school menu as desired. Teachers will take lunch orders at the beginning of each day. The lunch room places the order to various vendors at 9:00 a.m. each morning. If your child arrives after 9:00 a.m., you will need to provide lunch for your child. You will receive ordering information at the beginning of each school year.

It is expected that appropriate behavior will be displayed during lunch time. (proper table manners, obedience, cooperation, etc.)

Pre-kindergarten students staying for the full day will eat their lunches in their classrooms. The lunch room staff will deliver their lunches to them each day.

K-4<sup>th</sup> grades will have their lunches in the Lower School lunch room.

Parents may have lunch with their children. Please register in the office before going to the lunch room.

### **Property/Book Damage or Loss**

Parents are responsible for any damage to or loss of school property or other student's property by their children. Parents will be assessed a replacement fee for all books (library or classroom) that are lost or damaged by their children. Report Cards and/or transcripts will not be issued until all accounts are clear.

### **School Cancellations or Delays**

Occasionally, SFCS may need to cancel or delay school due to inclement weather or other unexpected emergencies. Please watch the local television stations or listen to the local radio stations for announcements relating to the cancellation, delay or emergency early dismissal of Shannon Forest Christian School. Announcements will be made on the following:

Television Stations: WYFF-TV (4) and WSPA-TV (7).

**It may not be necessary to close SFCS every time the Greenville County schools close, please watch the local announcements.**

**Note: Early arrival is not available on delayed opening days. Regular arrival time is 10 minutes prior to class beginning. There will be no lunch orders on late days – students will need to bring a lunch.**

### **School Directory**

Each fall SFCS publishes and distributes a school directory for the use of our school families. It is not permitted to be used for any business solicitation or personal solicitation of any kind.

### **Solicitation/Petitions**

Solicitations and/or petitions of any kind (student or parent initiated) are not permitted on SFCS/SFPC property.

### **Snack Policy**

PK3 through K5: Parents are asked to provide snacks and beverages on a weekly basis. Your child's teacher will give you the opportunity to sign-up at the beginning of the school year. If your child has allergies that prevent him/her from eating certain foods, please inform the teacher and make sure it is recorded on your emergency information form. In the case of severe allergies you will have to send your child's snack each day. Because of excessive peanut allergies, we do not serve peanuts as snacks; however, it is impossible to guarantee that no peanut products will be served.

1<sup>st</sup> - 4<sup>th</sup>: Each student will bring their own healthy snack each day. Please focus on healthy foods, limiting sugar intake.

### **Toys**

Students need to leave their toys at home. Exception to this is when the teacher has given prior permission for a specific reason such as 'show and tell', classroom demonstration, or other educational purpose. Card collections and trading of cards are not permitted at school. This includes the time before school when students arrive prior to 8:10.

### **Weekly Communication**

Each Monday, your child will come home with correspondence from the teacher. The "Monday Folder" will contain a classroom communication highlighting that week's curriculum, tests, spelling lists, field trips, upcoming events and other pertinent classroom information.

Classroom information is also available by going to [www.schoolnotes.com](http://www.schoolnotes.com). Enter the school's zip code 29615 and click on your child's teacher.

Snap Grades, an online program which allows parents to check grades, will be available to parents of third and fourth grader students..

## **SCHOOL FINANCES**

### **General**

Our policies regarding finances are listed on the Registration Form. However, please be reminded that all accounts, including library overdue books, must be current for report cards to be issued and/or any transmission of official records. All students, 1st-12th, at Shannon Forest are considered full-time and are expected to pay full tuition. Early Childhood students (PK3 – K5) may be partial day programs and expected to pay the tuition fees set for the preschool programs.

### **Financial Policy**

Due to the school's planning process, it is essential that the parent understands their child/ren's enrollment is a commitment for the entire academic year. Withdrawal and/or disenrollment from the school will require payment of a "Withdrawal/Disenrollment Assessment" of \$300.00 per student, if such action occurs either 30 days prior to the beginning of the first semester or during the school year. There are no exceptions. In addition to the \$300.00 assessment, a per diem rate will be charged for the number of days the child is enrolled. Regardless of the date, a "Withdrawal/Disenrollment Form" must be completed by the parent/guardian for each child that is enrolled in the program.

### **Financial Support and Ancillary Expenses**

Please note that tuitions do not cover the complete costs associated with operating the school. Parents' financial contributions are encouraged. During the year there will be opportunities to support the program through parents' gifts.

Please note that students may incur additional expenses for participation in intramurals, field trips, class parties, kindergarten graduation, school pictures, yearbook, etc.

**Note: Any departure from these policies is at the discretion of SFCS administration.**

The faculty, staff, and administration of Shannon Forest Christian School look forward to a partnership with our families during the 2009/2010 school year.

We give thanks to God for the opportunity to serve Him through this ministry.

May the school year be a blessing to your family.