



Southfield Christian School



Southfield Christian School



Table of Contents

- General Information** 3
 - General Description..... 3
 - History 4
 - Statement of Vision/Mission 4
 - Governing Values 5
 - Association 5
 - Organizational/Administrative Structure 5
 - Faculty and Staff 6
 - Parent Involvement 6
 - Assistance Directory 7
 - School Hours 7
 - Non-Discrimination Statement..... 7

- Academic Policies** 8
 - Grading System..... 8
 - Promotion Requirements..... 8
 - Academic Support 9
 - Report Cards 9
 - Honor Roll 10
 - Classroom Policies 10
 - Make-up Policies 11
 - Books 12

- Attendance Policies** 13
 - Excused Absences 13
 - Unexcused Absences..... 14
 - Partial Day Absences 14
 - Illness During the School Day 15
 - Family Trips 15
 - School Visitors..... 15
 - Tardies 15

- Student Expectations/Behavior Policies**..... 16
 - Christian Character 16
 - Mutual Respect 16
 - Common Courtesy 18



School Discipline Policies.....20
 Lines of Authority.....20
 Complaint Procedure.....20
 Disciplinary Methods.....21
 Major Offenses25

School Dress Code26
 Philosophy26
 Uniform/Dress Code Policy26

Extra Curricular Activities.....28
 Elementary Socials.....28
 Concerts/Clubs/Field Trips28

Miscellaneous Information/Policies29
 Change of Address.....29
 Chapel/Spiritual Life.....29
 Parent-Teacher Conferences29
 Fire Drill30
 Severe Weather Procedures30
 Lockdown Drill30
 Skateboards and Roller Skates31
 Lost and Found.....31
 Snow Announcements.....31
 Telephone Use31
 Communication Devices.....31
 Transportation Guidelines32
 Delayed Pick Ups33
 Bicycles.....33
 Car Pools33
 Southfield Public School Buses.....33
 Student Records.....33
 Withdrawing from SCS34
 Tuition Policy34

We admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities available at the school. In compliance with federal law, we are authorized to enroll nonimmigrant alien students.



GENERAL INFORMATION

General Description

Southfield Christian School is a ministry of Highland Park Baptist Church in Southfield, Michigan. Located at 28650 Lahser, just south of Twelve Mile in Oakland County, Southfield Christian Elementary School provides a proven Christ-centered academic education which prepares children for the college preparatory curriculum of Southfield Christian High School.

The school was founded in 1970 and serves kindergarten through twelfth grade. The *elementary, middle, and high school* are accredited by the North Central Association of Colleges and Schools and the Independent Schools Association of the Central States.

The pursuit of excellence for the glory of God begins with the members of the faculty and administration, all of whom bear witness to their faith in Jesus Christ as Lord and Savior. Each member of the professional staff is certified by the State of Michigan for the grade level in which he or she serves.

Academic studies which stress reading, writing, mathematics, science, and social studies as well art, music, physical education, computer education, and enrichment activities, all in the context of the Christian faith, provide daily stimulation for elementary students. Daily Bible classes and weekly chapels are a regular part of the school program.

At Southfield Christian Elementary School, students, under the direction of Christian teachers, are encouraged to grow spiritually, academically, socially, and physically.

Revisions are in italics

The School Board reserves the right to change any policy or procedure at any time in its sole discretion with reasonable notice to constituents.



History

Southfield Christian School began on September 9, 1970, as a ministry of Highland Park Baptist Church. During the first year, there were 117 students in grades K-8 with six full-time teachers and one part-time teacher. In September 1971, grade nine was added, and an additional grade was added each September until the high school facility was completed in the fall of 1973. *The first senior class was graduated from Southfield Christian in June, 1975.*

The next significant milestone in the progress of the school was the pursuit of accreditation from the University of Michigan and the North Central Association of Colleges and Secondary Schools. In June 1975, a notice was received that full accreditation had been granted. In addition, the school was accredited by the Independent Schools Association of the Central States in February, 1996.

Enrollment for kindergarten through grade twelve continued to increase and since 1975 has been approximately 700 students with about 270 students in the elementary grades. A new connector wing was completed and occupied in 2001, expanding the space available for elementary and secondary school use.

At the beginning of 1977, the administrative structure of the school was modified to include an administrator, elementary school principal, a secondary school principal, and a business manager. The present administrative team consists of the Superintendent, the Elementary School Principal, *the Middle School Principal*, the Secondary School Principal, and the Business Manager.

Statement of Mission/Vision

Southfield Christian School is a Christian, college-preparatory educational community committed to pursuing excellence for the glory of God.



Governing Values

Spiritual Governing Values

Adherence to an absolute standard (Bible)
Commitment to truth and truthfulness
Development of Christian character

Academic Governing Values

Adherence to a standard of personal academic excellence
Commitment to a well-rounded college prep program
Development of sound study skills

Goals

Spiritual	Nurture the relationship students have with Christ
Intellectual	Prepare students for higher education
Social	Offer students Biblical guidelines and instruction for healthy relationships
Physical	Encourage students to value physical fitness and a healthy lifestyle
Aesthetical	Offer students' exposure to and instruction in the various genres of fine arts

Association

Southfield Christian School is a ministry of Highland Park Baptist Church of Southfield, Michigan. Although Highland Park Baptist Church is the sole financial contributor to the school, the student body reflects membership in over one hundred local churches.

Organizational/Administrative Structure

Southfield Christian School is under the jurisdiction of a school board *made up of members of Highland Park Baptist Church. The Board consists of twelve members and is the chief policy-making body of the school. Six School Board members are appointed by the Church Elder Board and six are elected by the membership of the Church.* The Board appoints a head administrator, called the superintendent, who is directly responsible to the School Board to discharge all matters of school policy and procedures.



The Superintendent recommends the appointment of an elementary school principal to the Board of Education. The school principal is given authority in the daily operation of the elementary school.

Faculty and Staff

Faculty and staff are carefully screened by the Elementary School Principal and Superintendent. All applicants must meet stringent guidelines, designed to assess spiritual maturity and commitment, academic qualification and experience, and an obvious concern for the development and discipleship of students. All faculty members hold a minimum of a B.A. degree and Michigan certification.

Parent Involvement

1. **P.T.F.:** Our major parent support group is known as the Parent Teacher Fellowship (P.T.F.). All parents are members of the P.T.F. and are asked to volunteer their service or time in at least one project per year. P.T.F. projects include Pizza Days, teacher luncheons, work days, the coordination of volunteers for school functions, and assisting in fundraising drives. Revenues from P.T.F. functions are contributed directly into school programs and projects.
2. **Parent volunteers:** Parent volunteers are used in numerous ways in the elementary school. Room parents help with class parties and field trips. Parents also help young children on the computer. Assisting in the elementary library, grading papers, *chaperoning field trips, and participating in learning games* are other ways in which parents support the school.



Assistance Directory

The school has two direct lines into the elementary school office. They are (248)357-3662 and (248)357-3663. These numbers can be utilized between the hours of 8:00 a.m. and 4:00 p.m.

School Hours

Students are allowed into their classrooms when the first bell rings at 8:15 a.m. The tardy bell rings at 8:30 a.m. All students should be in their classrooms and ready to begin the school day at 8:30 a.m. School is dismissed at 3:00 p.m. After school care is provided for working parents until 5:00 p.m. at a cost of \$4.00 per hour or part of an hour per child.

Non-Discrimination Statement

We admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities available at the school. In compliance with federal law, we are authorized to enroll nonimmigrant alien students.



ACADEMIC POLICIES

Grading System

The following is the approved grading scale for the Southfield Christian Elementary School.

93 – 100	A	80 – 82	B-	68 – 69	D+
90 – 92	A-	78 – 79	C+	63 – 67	D
88 – 89	B+	73 – 77	C	60 – 62	D-
83 – 87	B	70 – 72	C-	59 - 0	F (Failing)

Promotion Requirements

- Primary (K-3):** A student must do satisfactory work in reading and/or math for promotion to the next grade. The degree of deficiency of any student doing unsatisfactory work in these areas will determine whether the grade is repeated, or special summer work in a school or with a tutor, approved by the elementary principal, is required. *Any student absent from school more than 38 school days during the school year* may be asked to repeat the grade. The parents of any student who has failed to reach the maturation level necessary for success at the next grade level will be advised via a conference.
- Upper Elementary (4, 5):** A student receiving a D or F in any academic subject may, depending on the severity of the deficiency, be required to repeat the grade, to complete summer work in a school, or to be tutored. Tutorial arrangements for summer instruction must be approved by the elementary school principal. *Any student absent from school more than 38 school days during the school year* may be asked to repeat the grade.



Academic Support

Students who meet the school's requirements for admission, and yet are found through additional testing to require assistance beyond the regular classroom instruction in any academic area, are asked to meet with the teacher, principal, and their parents to map out an individual plan for the child.

Southfield Christian Elementary School does not have a special education program, a learning disabilities teacher, a resource room, or a private tutorial program. However, once a child is enrolled we will do whatever is able to be done for that child.

Types of interventions might include the following:

- Working with the reading teacher.
- Reducing or revising an assignment.
- Recommending private tutoring or counseling.
- Providing additional work for home.

Report Cards

- Primary (K-3):** A written report will be given at the end of each nine-week marking period advising parents of social and personal growth, academic strengths and weaknesses, conduct, and any suggestions for reinforcing teaching efforts. Academic progress for each subject will be indicated by using O (Outstanding), S (Satisfactory), and N (Needs to Improve).
- Upper Elementary (4, 5):** Academic grades, social and personal conduct indications, and teacher evaluations will be reported on a nine-week basis. Academic progress for each subject will be indicated by using percentages. Students' grades are available online at southfieldchristian.org and are updated once a week. We recommend parents and students check their academic progress online at least once per week.



3. **Incomplete Grade:** "I" or incompletes are given due to extreme circumstances at the time of the issuance of the report card. All incompletes must be made up after two weeks from the receipt of the report card.
4. **Withholding Report Cards:** Report cards will be withheld for students whose tuition and fee accounts are not current. Cards will also be withheld if the money for any lost library books has not been received.

Honor Roll

Students in grades 4 and 5 who receive a report card grade average of 88 percent or higher and have no more than one grade in the 70 percents on their report card will be placed on the Honor Roll for the quarter. Students in these grades who have a report card grade average of 93 percent or higher and no grade in the 70 percents will be placed on the High Honor Roll for the quarter. Their names will be posted in the school and recognized in the school community.

Classroom Policies

1. **Classroom Assignments:** *If a student is not properly prepared, the following actions may be taken.*

The student may be required to complete class work as homework.

The student may be required to complete the assignment outside of the classroom.
2. **Homework Assignments:** Assignments given as homework are designed to reinforce classroom learning and to develop initiative, responsibility, and self-learning. Late assignments may be depreciated up to 10 percentage points per late day unless there are extenuating circumstances. An assignment more than two days late may receive no credit. At the discretion of the teacher, an overdue assignment may be required to be completed without credit.
3. **Tests:** Oral and written tests may be given when teachers feel that they will assist in the learning process.



Make-up Policies

1. **General Statement:** The student will have one (1) school day for every day missed to a maximum of five (5) days to complete make-up work. This includes excused vacations. For example, if a student is absent Monday and Tuesday, he/she has Wednesday and Thursday to make up the work missed.
2. **Tests**
 - Students absent on the day of a test and that day only must make up the test on the day they return. Should a student arrive during the day of a test, the teacher can require the student to take the test on that day.
 - Students who are absent for more than a one-day period of time on or prior to the date of a test shall make up the test as directed by the teacher.
 - Except for extreme absences, **tests must be made up** within a five-day period of time from the date of the absence.
 - No academic penalty is assessed to excused absences.
 - A student receiving a suspension or an unexcused absence may make up major tests. However, a 10 percent reduction shall be made for each test.



3. Assignments

- A. Basically, an assignment is due on the date requested.
- B. For each day an assignment is late, **10** percentage points may be deducted from the grade.
- C. Students absent **on the due date of a project or assignment and that day only**, are responsible to hand that assignment in on the day they return.
- D. Students who are **absent for more than a one-day** period of time on or prior to the date of the assignment shall comply with the policy in the general statement. Assignments missed or turned in late due to an unexcused absence will receive a deduction of 10 percent on the assignments.
- E. Assignments assigned on the day of a school suspension or an unexcused absence, receive no credit however the assignments may still have to be completed.
- F. Students who do not make up or turn in assignments after a 2-day period exceeding the original due date may receive "0" (no credit) for the assignment or test.

Books

All textbooks are leased or purchased from the school. Children are also allowed to check out library books. All books are to be handled with care and kept in good condition, free from marks. The student will be charged for any lost or damaged books.



ATTENDANCE POLICIES

Faithful school attendance is critical to a successful school experience. While some elements of a missed classroom experience can be made up, certain other facets can never be reproduced or repeated. Some absences, however, are inevitable and unavoidable, thus attendance policies at S.C.S. are strictly adhered to and enforced. Your understanding and mutual cooperation in this area will be greatly appreciated.

Excused Absences

1. Categories

There are only three categories that the school considers valid excused absences:

- Personal illness of a student or a doctor's visit.
- Death or emergency within the family.
- Pre-approved family trip.

Although a parent has the right to keep a student home from school, the school also has the right not to excuse requests that do not fall within these three categories.

2. Approval Procedure

In order for an absence to be excused, the following procedures must be followed.

- **Sickness:** Parents must contact the elementary school office by phone (248 357-3662) on the day of the absence or by note the day the student returns to school. The note should include the date of absence, the reason for absence, and the signature of the parent or guardian. Please note that it is the reason stated in the note, not the note itself, that determines if the absence is excused or not.



- **Doctor Appointments:** Whenever possible, medical appointments should be scheduled after the school day. If the student must be excused during school, a note from the parents or doctor stating the date and time of the appointment must be submitted.
- **Family Trips:** Students must submit a note prior to the planned family vacation period. Excused family vacations must be vacations with the immediate family (parents).
- **Homework Request for Absence:** A parent may call the elementary school office by 10:00 a.m. and request homework on the day of an absence. All other requested assignments, other than those for a family trip, will be assembled twenty-four (24) hours after the parent calls and may be picked up at 3:00 p.m. on the day following the request.

Unexcused Absences

An unexcused absence is an absence that the school does not consider legitimate or where the school's attendance policies have not been followed. Examples would include:

1. Family trips that are not with the student's family or exceed the maximum of days allowed for vacations.
2. Students who leave campus without permission from the school office.

Partial Day Absence

If a student arrives late, he/she must have a note explaining the reason for lateness, or a parent must stop at the elementary school office and explain the lateness. A determination as to whether the absence is excused or unexcused will be made upon the student's return to school.



Illness During the School Day

Students who become ill during the school day must report to the elementary school office. Parents will be notified of their child's illness to determine if the child needs to be taken home or should remain in school.

Family Trips

The school allows up to six (6) consecutive days and no more than ten (10) days per school year for family vacations. Family vacations are defined as a vacation with the student's family and must be pre-approved to ensure that they are excused.

Unexcused absences will be assessed for each extra day missed.

School Visitors

1. Visitors are limited to out-of-town guests and those students who may be interested in attending SCS.
2. Permission to bring a visitor should be obtained from the elementary school office one week prior to the visit.
3. Visitors should dress in a modest and decent manner.

School Tardiness

Punctuality to school is important. While unforeseen problems may occur in getting to school on time, such as inclement weather or traffic tie-ups, every effort should be made to be in the classroom before the tardy bell rings. A student is considered tardy if he/she is not in the classroom and seated when the tardy bell rings. If a student has four unexcused tardies per marking period, a parent contact will be made. *Additional tardies may result in detentions for the students involved.*



STUDENT EXPECTATIONS/ BEHAVIOR POLICIES

A school can only be on the “same team” with parents when there is clear communication and mutual agreement regarding student behavior. The goal of this section is to outline and highlight SCS expectations in the area of student behavior. Our standards of behavior are based on the pillars of **Christian character, mutual respect, and common courtesy.**

Christian Character

Southfield Christian School has as its foundation the goals of presenting a Christian educational program to our students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. With this in mind, along with the scriptural guidelines of liberty found in I Cor. 8-10 and Romans 14, the school unashamedly states its opposition to non-Christian lifestyles, immorality, and the use of alcohol, tobacco and drug- related substances both on and off school property. A Christian lifestyle cannot simply confine itself to the school day. It must be a life’s belief and practice. The school will not hesitate to assert its discipline in areas where a student practices a lifestyle or engages in activities antagonistic to the policies, goals and character of the school, regardless of where the event occurs.

Please be advised that if a student engages in compromising activities on or off campus, the school, with the endorsement of the Southfield Christian School Board and administration, will take disciplinary action. Should the student’s or family’s beliefs and lifestyle give consent to activities outside the lifestyle expected by the school, it is best that the family reconsider their affiliation with Southfield Christian School.

Mutual Respect

1. Respect for students - As a staff, we *celebrate* our responsibility in treating students with the utmost respect and fairness. Should a student feel a teacher has been disrespectful or unfair, the student is encouraged to speak to the teacher. If that is unsuccessful, the student should appeal to the elementary school principal.



2. Respect for God - Students are expected to show respect for God by making choices that glorify Him and honor His Word. (Eccles. 12:13; Matt. 22:37, 38; Eph. 4:1; Thess. 3: 13)
3. Respect for Others – Students are expected to show respect for others by:
 - Accepting and appreciating each other’s differences and seeing each person as uniquely created and loved by God. (Psa. 139: 13-16; Gal. 3:26-29; I Peter 2:17; James 2:1-9; Acts 10:34, 35)
 - Doing those things that bring honor to the name of God, their family, church, and school. (I Thess. 4:11, 12; Exod. 20:12; Prov. 20:11, 22:1 17:25; Rom. 12:17, 16:9)
 - Honoring other people’s worth and feelings through words and actions that build up, unify, and bring peace. Students will avoid those words and actions that hurt, tear down, or cause conflict. (Eph. 4:29-32; Rom. 12:17, 18; 14:19; 15:2; I Thess. 5:15; I Cor. 13:4, 5; I Peter 3:8, 9; Col. 3:13)
 - Being courteous and putting others’ needs before their own. (Rom. 12:10; Phil. 2:1-11; I Peter 2:17; I Cor. 13: 4, 5)
 - Honoring and obeying those in authority and obeying all of the rules established by the teachers and the school. (Heb. 12:17; Rom. 13:1-7; Prov. 5:11-13)
 - Allowing learning to take place without disruption or distraction. (Titus 3:1, 2; Rom. 12:10; Phil. 2: 1-11; Prov. 5:11-13; 25:28)
 - Not damaging or defacing others property or handling it without their permission. (Phil. 2:4)
4. Respect for themselves – Students are expected to show respect for themselves by:
 - Fulfilling their responsibilities to the best of their ability and by being dependable. (Prov. 18:9, 25:19; Col 3:17, 23, 24; I Cor 4:2, 9:24, 25)
 - Accepting the responsibility for the consequences of inappropriate words, actions, and attitudes. (Gal. 6:7; Rom. 14:12; Psa. 51:6, 17; Jer. 2:35; Prov. 3:11,12; Heb. 12:10, 11)



Common Courtesy

1. Classroom Courtesy – Students demonstrate classroom courtesy by:
 - **Being Punctual:** All students must be in class and seated when the bell rings.
 - **Being Prepared:** Students are expected to come to class prepared each day (pencil, paper, textbooks, etc).
 - **Participating:** Students are expected to be participants (involve themselves in discussion, respond when called upon, etc.) in class activities.
 - **Having proper posture:** Students are asked not to put their feet on desks, tip their chairs, or put their heads down on their desks.
 - **Not chewing gum:** Students are asked not to chew gum in the building or on the playground due to unsanitary disposal of gum and the damage to clothing, furniture and floors.
2. Hallway Courtesy – Students can demonstrate hallway courtesy by obeying the following guidelines:
 - **Food:** Food is not to be eaten in the hallway.
 - **Running:** Running is not permitted in the hallways.
 - **Voice level:** Students are to be quiet in the hallways so that students and teachers in classrooms are not disturbed.
 - **Electronic Entertainment Devices:** Electronic entertainment devices, such as ipods or hand-held video games are not allowed *before or during school except with permission from a specified teacher. Hand-held video games are allowed during after-school care supervision.*



3. Lunchtime Courtesy – Students demonstrate lunchtime courtesy by obeying the following guidelines:
 - Food must be eaten **at lunch tables** only. Food is not allowed in any other part of the building.
 - Students must **clean up** their own food area.
 - Food, lunch bags, or any objects are not to be thrown in the lunchroom area.
4. Chapel Courtesy – Students demonstrate chapel courtesy by obeying the following guidelines:
 - Students should bring only their **Bibles to chapel, and no other books or notebooks.**
 - Full attention to the program is required. Students should not interrupt with talking or other communication.
 - **Proper posture and etiquette** are prerequisites for chapel. Students are not allowed to sleep or slouch in their chairs.
 - Students should enter and leave chapel in an orderly fashion.
5. Building Courtesy – Students demonstrate building courtesy by obeying the following guidelines:
 - Students will be allowed into the classrooms at 8:15 a.m. When arriving before 8:15 a.m. children may quietly line up in their designated waiting areas.
 - Students will be dismissed at 3:00 p.m. and should be picked up by 3:30 p.m. Students remaining after 3:30 p.m. must remain under the supervision of the staff in the after-school care area.
 - School property is to be treated with care and respect. Students are responsible for deliberate damage and neglect. Desks, lockers, books, etc. are not to be marked or covered with stickers.



SCHOOL DISCIPLINE POLICIES AND PROCEDURES

The following policies and procedures are provided to give both the student and parent an overview of our school disciplinary procedures.

Please note that this list is not meant to be exhaustive but illustrative of the various disciplinary actions and procedures the school follows.

Lines of Authority

1. **Classroom Discipline**

The teacher is the first line of discipline in any classroom setting. Classroom discipline may range from parental contact to a written assignment. A teacher may refer the student to the elementary principal due to extreme or habitual negative classroom behavior.

2. **Principal**

The principal will become involved in all matters of serious school discipline. The principal holds the right to use parental conference, work assignments, detentions, suspensions, and other appropriate means of disciplining.

3. **Superintendent**

The school superintendent is involved in the enforcement of disciplinary policies and in cases of student probation. The superintendent is the final administrative line of parental appeal in a disciplinary matter.

4. **School Board**

Upon recommendation of the superintendent, and by parental request, the Education Committee of the School Board will meet for an appeals hearing. The Board is the final decision-making body in all matters of school discipline.

Complaint or Problem Procedures

Occasionally during the course of the year misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school, or any one of several possibilities. This is often the result of lack of communication between those involved.



SCS's policy for dealing with these situations and complaints is consistent with the teaching found in Matthew 18.

1. All questions, problems or complaints should be brought to the teacher first **before anyone else is involved.**
2. If the situation is not cleared up at this level through direct contact, the teacher and parent should agree to counsel with the administration. If the situation still exists, a meeting with the superintendent would follow.
3. If the problem is still not solved at this level, it should then be presented in writing to the chairman of the Education Committee of the Board for inclusion in the agenda of the regular monthly meeting of the Education Committee.

Disciplinary Methods

Discipline in our school follows three general steps. At the first level, the teacher works with the child to achieve necessary changes in behavior. When insufficient progress is being made, the teacher enters the second stage, and will then involve the parent in working together to see the necessary change. At the third level, the building principal becomes involved. Serious infractions, such as those listed in the major offenses, go directly to the principal.

1. **Recess Detention**

Official recess detentions may be issued by the principal or a teacher with the principal's approval. Parents will usually be contacted to inform them of their child's detention. Detentions must be served on the assigned date. Students who are absent on the day of detention will be expected to attend the first session available upon their return. Students will not be excused from detention to attend special activities or classes.

2. **Suspensions**

Suspensions are serious steps in school discipline. Suspensions may be given for violations such as cheating, stealing, playing with matches, fire, or firecrackers, defacing or damaging school property,



fighting, showing disrespect, use of profane or obscene language or gestures, extreme misbehavior during school, habitual problems with school related policies, use or possession of tobacco, alcohol, or drugs, making threats against the school or an individual, or possession of any weapon/firearm. In general, the fourth referral of a student to the principal in a quarter will result in a half-day suspension.

In addition to the attendance penalty of missing school, the following academic penalties will occur for students who are suspended:

- A suspension will result in no credit for class and homework assignments assigned on the day of the suspension.
- Major quizzes, tests, or projects may be made-up with the reduction of 10 percent in the grade.

3. Behavioral Ineligibility

Participation in extracurricular activities is a privilege that may be lost by a student who consistently defies authority or commits a serious breach of conduct. After consultation with the student and the staff member involved, the principal may declare a student ineligible to participate for a period of two (2) weeks or more or until there has been a significant improvement on the part of the student.

4. Probations

Probation is a serious step, which can lead to the dismissal of a student. Probation is a set period of time where a student is closely monitored by school officials. There are three types of probations utilized by SCS: academic, social, and special probation.

A. **Academic Probation** - Academic probation is defined as insufficient academic progress due to a lack of effort or other reasons. A student on academic probation is ineligible for all extracurricular activities for the pre-established time, usually a marking period. During this time, all positions of trust and responsibility will be relinquished. School attendance is also limited from 8:15 am – 3:15 pm unless the primary reason to come earlier and/or stay later is to gain academic help. A second marking period of insufficient academic progress may disqualify a student from returning to SCS.



B. **Social Probation** – Social probation is applied in cases of extreme inappropriate behavior, habitual discipline referrals, or in cases where a student’s attitude is antagonistic to the beliefs and philosophies of the school. Additional problems for which probation may be incurred include:

- An attitude which is antagonistic to the basic goals of the school and which produces an adverse effect upon the other students.
- Deliberate continued disobedience of school rules and behavioral guidelines.
- A serious breach of conduct inside or outside of the school which has an adverse effect upon the school.

Probation can be imposed for up to a semester. During this time a student will not be permitted in extracurricular activities and will relinquish all positions of trust and responsibility. The student will also be limited to a strict school day attendance of 8:15 a.m. – 3:15 p.m. unless the primary reason to come earlier and/or stay later is to gain academic help. Attendance is not permitted at any school sponsored event outside the school day. At the end of the probation period, if the student’s behavior has significantly improved, he or she may be restored to full status. If the problem(s) persists, the administration will decide to either extend the probation or recommend dismissal to the School Board.

C. **Special Probation** - Special probation is a category that is very similar in intent, design and requirements to social probation. It can be imposed for a period of time ranging from one year or more. Failure to meet the conditions of special probation can result in immediate dismissal from school at any time. Probation, when imposed for a student who has committed a serious or chronic offense, will result in the student relinquishing all position of trust and responsibility. During this time, the student will be encouraged to correct the problem. At the end of the probation period, if the student’s behavior or academic performance has significantly improved, he or she may be restored to full status. If the problem(s) still persists, the administration may extend the probation or recommend dismissal to the School Board. The student and parents are to be advised of the school’s action and may, after the parent conference, appeal the decision to the



Education Committee of the Board. Probation criteria unsuccessfully met may result in a student being dismissed mid-year, or in being denied re-registration for the subsequent school year.

5. Expulsion

Expulsion is the most serious disciplinary step a school can impose on a student and has serious implications on a student and his/her family. Some examples of activities that would cause expulsion are probation, habitual suspensions, (generally three in one year), major and habitual discipline problems, defacing or damaging school property, use of or possession of tobacco, drugs, or alcohol, making threats against the school or an individual, or possession of any weapon/firearm. Threats against the school or an individual will result in prosecution. Parents may request a formal Board hearing to review the recommendation of expulsion.

It is the responsibility of the School Board to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit a recommendation of expulsion by the administration, the following procedure will be followed:

- The school administrator will communicate with the student and parent(s) to summarize the reason(s) for a recommendation of expulsion.
- The school administrator will notify the chairperson of the School Board as to his recommendation. A date and time will be established for the Education committee of the School Board to meet to hear the recommendation.
- The parent(s) and student will be notified as to the date and time of the meeting.
- The Education Committee will then meet with the administration, involved teachers, parent(s), and student for a hearing.
- The teacher, parent(s), and student will then be excused at which time the Education Committee of the Board will make a final decision regarding the expulsion.



Major Offenses

Six common elementary school temptations are stealing, cheating, inappropriate language, bullying, vandalism and fighting. The school stands united in its opposition to these behaviors.

- A. **Stealing** - A simple definition of stealing is "the possession of anything that does not belong to you, or that you do not have the owner's permissions to use." As a Christian Institution, SCS clearly states its opposition to stealing. Any form of stealing may result in the immediate suspension of the student.
- B. **Cheating** - Cheating includes plagiarism (written or electronic), copying another's work, or obtaining inappropriate help to complete an assignment, quiz or test. Consequences for cheating may include loss of credit on the assignment or test and/or suspension, depending on the circumstances and severity of the incident. Students who aid another student in cheating will be penalized as well.
- C. **Inappropriate Language** – Jesus said, "Out of the overflow of the heart the mouth speaks." (Matt. 15:18) and "That which comes out of the mouth, this defiles a man." (Matt. 15:11) Consequently, vulgar language, swearing, and verbal harassment are inconsistent with our school mission, and will not be tolerated.
- D. **Bullying** - Bullying is a serious issue that can take physical and verbal forms. The results of bullying are significant to both the persons bullying and being bullied. Instances of bullying will result in investigation and involvement by the principal, and will likely result in suspension.
- E. **Vandalism** - The willful destruction of school property by graffiti, breakage, etc. is an offense against the school and Highland Park Baptist Church. Students involved in any defacement of property may be subject to suspension or expulsion from SCS.
- F. **Fighting** - Fighting is a serious issue that will be dealt with immediately by the principal with consequences that will likely include suspension.



SCHOOL DRESS CODE

Philosophy

Southfield Christian School permits latitude of dress within the reasonable parameters provided by a uniform. Therefore the uniform policy allows students to make choices in regard to color and style from designated clothing. Jeans days allow students to have a wider freedom of choice.

Southfield Christian School believes that the overriding principles for student attire should be modesty, neatness, and cleanliness. In an attempt to provide a better description of these principles, the school uniform has been chosen.

SCS Elementary Uniform / Dress Code Policy 2007-08

On the Top and Bottom

Students have a choice of any top or bottom clothing item available in the SCS Dennis Uniform Booklet. Each day students will have a choice as to which color, style, or type of clothing item they wear as long as it is one of the items listed in the booklet. Shirts are expected to be tucked in during the school day and belts should be worn if there are belt loops. Fleece vests and sweatshirts purchased through Dennis may be worn during the school day. Any top, bottom, or outerwear purchased somewhere other than Dennis Uniform may not be worn during the school day. Layering of clothes (long sleeve shirts worn under short sleeve shirts) is not allowed.

Footwear

Any dress shoe, athletic shoe, dress boot, or sandal that fits securely on the foot is allowed. Open back shoes that do not fit tightly should not be worn and sandals should have a back strap. Flip-flop style sandals are not allowed. Standard socks or hosiery should be worn at all times.

Belts and Accessories

Belts and accessories may be purchased anywhere and should be decent, simple, and modest so as not to draw unnecessary attention to



the person wearing them. Pants or shorts with belt loops should have standard belts worn with them.

Miscellaneous

Students should be neatly groomed with moderately styled hair. Simple and safe jewelry is allowed. Natural color lip gloss and pastel colored nail polish with all nails being painted the same color are permissible. Miscellaneous items not allowed include makeup, male earrings, facial hair, head coverings, unnatural hair color, visible tattoos, and body piercing.

Jeans Day

Throughout the year, we will have school-wide and individually-rewarded Jeans Days available for students. On these days, students do not have to adhere to the "On the Top and Bottom" portion of the Uniform Dress Code Policy. Students may wear jeans, capris, shorts, tailored athletic wear (with fly and pockets), T-shirts, sweatshirts, etc... Clothing items not allowed on Jeans Days include military wear, shirts with inappropriate statements or pictures, and torn, frayed, or ripped clothing. Please keep modesty, decency, and simplicity in mind when dressing on these days.

Enforcement

The uniform dress code policy is enforced during the entire school day by both teachers and the administration. In enforcement we seek first to gain compliance. Where the infraction can be remedied, we permit students to do so. Students not adhering to the uniform dress code policy may have the following consequences based on the severity and repetition of the infraction: parental contact, recess detentions, withdrawal of extra-curricular activities, parents bringing up suitable clothing, possible suspension, and other consequences deemed relevant by the principal.

Dennis Uniform Contact Information

Branch Manager: Vicki Hickman
1532 Updyke Rd. Suite 450
Auburn Hills, MI 48326
(248) 340-8890
www.dennisuniform.com (our school code is HSC)
1-800-854-6951 (national customer service)
Please contact our elementary offices for further details.



EXTRA CURRICULAR ACTIVITIES

Elementary Socials

In the elementary grades, socials will usually be held during the last hour of the school day with the assistance of the room mothers.

To avoid excessive disruption of the school program, the following special occasions may be celebrated.

1. **Christmas** – A party will be held to celebrate the birth of Christ.
2. **Valentine’s Day** – A party may be held to provide the children with an opportunity to exchange valentines.
3. **Easter** – *A party may be held to celebrate the resurrection of Jesus.*
4. **End-of the year** – This party may be longer than one hour to allow for a field trip if the class so desires.
5. **Birthday** – Some children enjoy bringing a treat for their classmates on their birthday. This is acceptable, if they so desire, but not required. Due to the number of children in each class, parties held in class are not feasible.

Concerts

Elementary vocal and instrumental concerts will be held for the school families and friends. **Students are required to participate except due to illness.** A student’s music grade for the quarter will be lowered for students who are not in attendance.

Clubs

All the clubs must have the approval of the administration and be led by an approved adult sponsor from the faculty, parents, or friends of the school.

Field Trips

All students are required to return signed permission slips from their parents or guardian before being allowed to attend field trips.



MISCELLANEOUS INFORMATION/ POLICIES

Change of Address

Please notify the school office as soon as possible regarding any change in a student’s address or telephone number. This information is imperative for our emergency and health information records.

Chapel

A regular part of the student’s life at SCS is the weekly chapel service. Guest speakers, musical groups, drama, and puppet presentations, as well as students are featured in these services. Chapel is intended to promote and enhance spiritual growth, and to give students an opportunity to praise God together.

Spiritual Life

Every student will have a Bible class or Chapel daily. All subjects are taught as God’s truth and are integrated with Biblical teachings. Human relationships – student/teacher and student/student – will be built on the basis of God’s teachings whether in the classroom, on the playground, or in a social relationship.

Every Christian is “God’s workmanship, created in Christ Jesus unto good works, which God has before ordained that we should walk in them.” (Eph. 2:10) We would encourage each student to be active in his/her home church.

Parent-Teacher Conferences

Parent-teacher conferences will be held on the dates indicated on the annual school calendar. Both evening and daytime conferences will be scheduled in order to make conferences available to all parents. **All elementary school families are required to attend the first conference at the conclusion of the first marking period.** Parents are encouraged to utilize these conferences in order to communicate directly with their son’s or daughter’s teachers.

Conferences with a teacher at any time of the school year are both welcomed and encouraged. It is only through close home and school



cooperation and communication that the true educational ideals of SCS can be achieved. Please contact the teacher directly or the school office if you desire a conference with a teacher.

Fire Drill

Six fire drills will be conducted each school year in order to be prepared for a possible emergency situation. Students should follow the evacuation procedures sheet posted in each classroom and the guidelines listed below:

1. Walk quietly and orderly but rapidly in single file. Do not run.
2. Leave books and materials in the classroom.
3. Do not wait for others and do not re-enter the building until the ALL CLEAR signal is given.
4. Stay with the teacher in the designated areas.

Severe Weather Procedure

Severe weather drills will be conducted each school year. Students should follow the guidelines listed below in the event that there is a severe weather warning.

1. Classes will go immediately to the assigned areas.
2. Teachers will take roll quickly and report absentees (as compared to that at the start of the day) to the principal.
3. Classes will return promptly to their classrooms at the ALL CLEAR signal.

Lockdown Drill Procedure

Lockdown drills will be conducted each year. These drills are designed as practice for various danger-type situations. Specific guidelines and procedures will be given prior to the drill depending on the type of lockdown drill.



Skateboards, In-Line-Skates, and Roller Skates

Skateboards, in-line-skates, roller skates and shoes with grinding plate inserts (“Heelies”), may not be used on school property. The school assumes no liability in regard to use of any of the above items.

Lost and Found

Articles found within the school or on the playground should be turned in to the school office. *Lost items will be stored in a central location. Lost uniform items will be kept in the elementary office.* Unclaimed articles will be disposed of periodically throughout the year.

Snow Announcements

In case the school is closed because of inclement weather and poor traveling conditions, SCS will inform local radio stations as early as possible. Parents are advised to listen to the broadcast early in the morning. SCS will be listed with other school closings on the major networks and radio stations.

Telephone Use

Personal matters between parents and students should be handled at home before the student leaves for school. However, it may occasionally be necessary for a parent to contact their child during the school day. If an important message needs to be relayed to a child, parents should call the school office. The message will be delivered to the student’s classroom. In an emergency situation, such as the death of a family member, students may be called to the office to speak directly to their parent. Please do not contact your student via their cell phone. Students are not to use their cell phones at all during school hours.

Communication Devices

In order to maximize attention in class and prevent distraction, cell phones, pagers, and other communication devices must be turned off during the school day. Cell phone use is permitted only after school. During the school day cell phones are to be turned off and stored in the student’s locker.



Transportation Guidelines

1. Students and parents driving automobiles on school property will drive cautiously. In accordance with state law, automobiles should not exceed 10 m.p.h. .
2. Parents and patrol students from the elementary school are stationed at the crosswalks to assist students in crossing safely. **Parents should respect their directions at all times.**
3. *Cars may use the two most northern driveways on Lahser Road and the driveway on Twelve Mile Road to come in and go out.*
4. The buses all use the front parking area (the area between the school and Lahser Road). If you have student drivers, please inform them that they must not drive through the front parking lot when the buses are there (8:00 - 8:20 a.m. and 3:00 - 3:20 p.m.).
5. Cars entering the northern most driveway off Lahser Road should park north of the chapel or anywhere in the north parking lot. Cars can exit at the north driveway or at 12 Mile Rd.
6. Cars entering the 12 Mile driveway will turn right at the third driving lane (at the end of the second island) and park by the chapel or wherever there is room in the north lot. These cars will also exit via the north driveway or at 12 Mile Rd.
7. *The driveway just south of the mission home is to be used for Kindergarten and first grade parking and for dropping off students in front of the chapel. Please follow the looping arrows when dropping off your child and do not stop longer than two minutes before making a loop and exiting the parking lot.*
8. The driveway on the south side of the building is generally for cars dropping off or picking up secondary students and for students who drive.



Delayed Pick Up

Occasionally, parents may be delayed in picking up their child/ren. Families should prearrange a designated meeting area for the child/ren to remain until the parent arrives. For safety reasons, the playground should not be considered a meeting area. The office intercom system should be reserved for emergency pages, since general paging can disrupt after-school meetings, conferences, or activities. Students not picked up by 3:30 p.m. should be sent to after school care.

Bicycles

Bicycles are to be parked in the assigned area and students will provide their own locks.

Car Pools

Car pools are to be arranged by parents. The school will assist by providing a listing of parents with addresses and zip codes.

Southfield Public School Buses

The City of Southfield requires parents to notify Southfield Christian School if a student(s) will be riding the bus. Parents also need to contact the transportation department of the Southfield Public Schools directly if they intend to use the bus service. Their phone # is: (248) 746-8522.

Student Records

1. Permanent records for students are kept in the elementary school office and include grades, scores from standardized tests, teacher evaluations, special achievements, and other pertinent information.

Information from the permanent records is not released outside the school without parental permission.

2. Records will be forwarded to another school for students whose tuition, fee, and fine accounts are current.



Withdrawing from SCS

If during the school year it becomes necessary for a student to withdraw from SCS, the following steps are to be completed:

1. A written notification from the parents or guardians requesting the withdrawal must be presented to the principal. An exit form is available in the elementary office.
2. If all obligations have been met and there are not outstanding financial responsibilities, records will be forwarded at the request of the receiving school.

Tuition Policy

The following rules and regulations will apply to the collection of tuition at SCS:

1. Since the school operates on a pre-pay tuition plan, the first month's tuition will be due on July 1st and will be 1/10 of the total tuition. The final payment is due on April 1st. Book fees are due with the July payment.
2. Each month's payment must be made by the first day of the month.
3. Late payments may be assessed a penalty of \$10.00 if the payment is not received by the tenth day of each month.
4. SCS cannot assume a delinquency beyond 60 days. If a family finds itself in temporary adverse circumstances, arrangements must be made with lending institutions to cover these situations. Parents failing to comply must meet with school officials, with the end result being that the students may be subject to dismissal from the school until the delinquency is resolved.
5. No students may re-enroll for the next year if there is an existing delinquency.
6. Records will be forwarded to another school for students whose tuition, fee and fine accounts are current.



7. In *March of each year*, each family is required to send a re-enrollment fee of \$200.00. This \$200.00 fee is non-refundable.
8. If a student withdraws from SCS, tuition will be prorated through the date of withdrawal.
9. Should a new student withdraw after being accepted, but prior to the beginning of school, the \$200.00 registration fee is non-refundable.
10. Students who withdraw from SCS and wish to re-enroll must pay the registration and testing fee at the time of re-enrollment.



INDEX

Academic Policies 8
 Academic Support 9
 Administrative Structure 5
 Assistance Directory 7
 Attendance Policies 13
 Behavior Policies 16
 Books 12
 Bicycles 33
 Car Pools 33
 Change of Address 29
 Chapel 29
 Christian Character 16
 Classroom Policies 10
 Clubs 28
 Common Courtesy 18
 Complaint/Problem Procedures 20
 Concerts 28
 Disciplinary Methods 20
 Discipline Policies/Procedure 16
 Dress Code 26
 Elementary Socials 28
 Excused Absences 13
 Expulsion 24
 Faculty Qualifications 6
 Family Trips 15
 Field Trips 28
 Fire Drill 30
 General Description 3
 General Information 3
 Goals 5
 Governing Values 5
 Grading Scale 8
 Guidelines for Lifestyles: Homework 10
 Honor Roll 10
 Illness 15
 Lines of Authority 20
 Lost & Found 31
 Major Offenses 25
 Make-up Assignments 12
 Make-up Policies 11
 Make-up Tests 11

Mutual Respect 16
 Non-discrimination Statement 7
 Parent/Teacher Conferences 29
 Parent/Teacher Fellowship (P.T.F.) 6
 Parent Volunteers 6
 Partial Day Absences 14
 Probation 22
 Promotion Requirements 8
 Public School Buses 33
 Report Cards 9
 School Association 5
 School History 4
 School Hours 7
 Severe Weather 30
 Skateboards, In-Line-Skates, and Roller Skates 31
 Snow Announcements 31
 Spiritual Life 29
 Student Records 33
 Suspension 21
 Tardiness 15
 Telephone Use 31
 Transportation Guidelines 31
 Tuition Policy 34
 Unexcused Absences 14
 Vision/Mission 4
 Visitors 15
 Withdrawing From SCS 34



NOTES



NOTES