

Parent Handbook

AD2006 - 2007 School Year

Starkville Christian School
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Dear Parents:

We praise and thank God for calling us to serve Him by assisting you nurture and train your child in Christ. And we salute you for accepting the personal sacrifices you and your family must make to provide this opportunity for your child.

The quality education your child receives here at Starkville Christian School has been entrusted to us and will be exercised through our ministries in the classroom, on the playing fields, on field trips, in the parking lot, in the community and in our homes. We accept this awesome responsibility, recognizing our total dependence upon and confidence in God's providential guidance, empowering and superintendence.

By entrusting your child to our care, you affirm your confidence in all of us at SCS. We realize our lives are to be models of Christian character and godliness. We pledge to serve you, your child and our Lord Jesus to the best of our Holy Spirit-enabled abilities. Please pray for us daily!

Robert G. Sweet, Founding School Board Chairman

FOREWARD

This Handbook is designed to supply information helpful to you as a Starkville Christian School parent. It will not answer all questions concerning the School's program. It will, however, provide a basis for intelligent discussion and the systematic development of more adequate guides and policies, to the end SCS will truly honor God and enable each student to be effectively prepared for His service.

We ask that you please read carefully the following information which addresses School policies affecting you and your child. Please keep this Handbook in a handy place for future reference. Speak to Principal Witbeck about any questions you have or concerns regarding anything contained here. We earnestly solicit and expect your full support and assistance to make our School's ministries God-honoring and its environment pleasant and conducive to godly maturation.

The standard of performance at Starkville Christian School for faculty and students is nothing less than what the Lord Jesus Christ wills, as revealed in the Scriptures. Nothing but the best should be offered to Him, "And whatsoever you do, do it heartily, as to the Lord, and not unto men."¹

STARKVILLE CHRISTIAN SCHOOL HISTORY

During Fall and Winter '95/96, the Lord put the need for fully Christian education upon the hearts of several Starkville area parents. Initially, it appeared that home-schooling was the preferred method since God assigns responsibility for children's primary caregiving to parents. But parents are not to be God's only caregivers. The Holy Spirit gifts others who share the parents' worldviews, and skilled in developing children's characters and teaching them language skills, factoring, and in developing exploring and inquiring minds. Parents should seek out these gifted and skilled communicators to assist in the nurture and training of the parents' children. The extent of government in children's lives should be minimal. But how could parents obtain these resources? After much prayer and seeking God's guidance, and in response to God's clear call to Randall S. "Randy" Witbeck and his wife Lynn, it was concluded God was indeed leading them to establish a thoroughly biblical Christian day-school. Accordingly, Randy and Lynn, and her pastor father Robert G. "Bob" Sweet incorporated Starkville Christian School as a not-for-profit Mississippi corporation. The first school year commenced in August 1996 with nine boys in grades 1-6 and a two-teacher faculty in facilities provided rent free by the Wesley Community Church of the Nazarene. In January 1997, a K-4/5 class was added. The 1996/97 school year ended with an enrollment of 17 and three teachers.

In August 1998, the School dedicated its new 10,000 sq. ft. building at 303 Lynn Lane. In November 2004 a second building that will include a gym, cafeteria, and 8-10 classrooms was added. God's very visible provision of the School's facilities, equipment and furnishings is most impressive. Less visible, but far more impressive is His provision of godly and well-qualified teachers, a Principal/Administrator, a Business Manager, Board members, and parents, who in response to their sense of God's guidance, entrust their precious children to our care. Surely, Starkville Christian School's future will bring God even greater glory than its brief but glorious past.

STATEMENT OF FAITH

Starkville Christian School affirms:

1. that all things have been created so the Triune God may be glorified in and through them.
2. that God by His wise covenant arrangement has appointed parents to be responsible for training their children to know and love God, for His glory and their blessing.
3. that this training may be continued under the parents' responsible supervision in a school which extends the biblical God-honoring, Christ-centered programs begun at home.
4. that the Scriptures of the Old and New Testaments, as originally given, were verbally inspired by God and are inerrant, man's only infallible rule of faith and practice.
5. that man was created by the direct act of God and in God's own image.
6. that Adam and Eve, in yielding to Satan's temptation, fell and in their fall, all mankind came under God's wrath and curse.
7. that all men are born in sin.
8. that salvation and eternal life is only through Jesus' substitutionary atonement for sin by the shedding of His blood in death upon Calvary's Cross.

MISSION STATEMENT

“The purpose of Starkville Christian School is to assist parents fulfill their responsibility to raise their children in the nurture and admonition of the Lord.”

The role of the school is that of a delegated authority, extending parental instruction through small group instruction and training in spiritual, academic, social and physical disciplines. For this reason, open and continuous communication between parents and the school staff is of utmost priority.

STARKVILLE CHRISTIAN SCHOOL PHILOSOPHY

Starkville Christian School is:

GOD GLORIFYING, recognizing all of life must be seen from God’s eternal purpose of creating a people for Himself . . . a people who will love Him freely without reservation and who will worship Him, giving honor and glory fitting to Him alone.

CHRIST-CENTERED, recognizing and celebrating that, “There is no area of life over which Christ has not said, ‘Mine!’”² So whether it is spelling, or reading, or science, or music or computer . . . whatever area of study . . . it is, by God’s design, under the authority of Jesus. $2+2 = 4$ because God made it so. And objects fall toward the center of the earth because of God’s law, the Law of Gravity.

PARENTAL, recognizing God, in His wisdom, entrusts His children to parents. And He holds parents accountable to bring their children up “in the nurture and admonition of the Lord.”³ Parents teach their children to walk, to talk, to feed and dress themselves, to ride a bicycle, to skate, to behave. Parents thrill as their children explore God’s world even as the parents control their children’s environments and the scope of their explorations. And parents teach their children about God, explicitly as they read the Bible and Bible stories with them, as they study and worship with them in Sunday School and Church, as they teach them to praise God and sing about Jesus, as they kneel in prayer with them beside their beds. Parents also teach implicitly as their children watch them live each day in “good times,” and when times are difficult as well.

Starkville Christian School extends the parents’ personal parental nurturing into a small group environment. SCS teachers and staff are keenly aware of our high privilege of assisting parents educate their children to God’s glory.

COMMITTED TO CHRISTIAN VALUES declaring:

- ◆ God is!
- ◆ God is near. He will draw near to all who draw near to Him.⁴
- ◆ God’s Word is innerrant, our only infallible rule of faith and practice.
- ◆ Salvation is only by grace through faith in Jesus’ atoning death on Calvary’s Cross. There is no other way to be rightly related to God except through a personal relationship with Jesus, as Lord.⁵
- ◆ God has created us to do good works which He ordained for us before the foundation of the world.⁶ God expects and requires us to be industrious.
- ◆ God will provide for His children’s every need.⁷ God’s provisions are always adequate.
- ◆ God expects and demands personal integrity.⁸
- ◆ God expects and demands personal holiness.⁹

- ◆ God expects and demands that we be charitable.¹⁰
- ◆ God expects and demands us to persevere.¹¹

FAITH BASED, with fully committed Christian teachers, staff and directors who trust in Jesus Christ alone, look to Him for their salvation and His provision for all their needs, spiritual and temporal and for all of the School’s needs, including His teachers and staff, His students (just the right number and “chemistry” in each class), adequate facilities and indeed, everything. To keep tuition affordable for our families, and as an expression of faith, Starkville Christian School tuition is set at approximately 75% of per student cost. Further, the School does not solicit funds from any source to make up this shortfall, but instead, through fervent prayer, relies upon God alone to provide all resources necessary to accomplish the School’s ministries. God is faithful!

NON-DISCRIMINATORY Starkville Christian School admits students of any sex, race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded to students of the School. All parents who desire their child to receive a God-glorifying, Christ-focused, parent-directed and faith-based education, and who consent to Starkville Christian School’s Statement of Faith, Mission Statement and Educational Philosophy are invited to apply.

ORGANIZATIONAL STRUCTURE

Starkville Christian School is a Not-for-Profit Corporation, organized under the laws of Mississippi and recognized as a tax-exempt organization under the provisions of Article 501(c)(3) of the Internal Revenue Code.

SCHOOL BOARD

The Starkville Christian School Board is self-perpetuating. Members are elected by the Board. The Board exercises ultimate authority and responsibility for all School policies, administering these policies through its annual employment of and supervision of the Administrator/Principal. Communication between the Board and faculty/staff will be ordinarily be through Principal Witbeck. School Board members are:

J. Scott Calhoun	1960 Seale Rd, Starkville, MS 39759	(662) 323-1877
Steve McCullar , Chairman	100 Locksley Way, Starkville, MS 39759	(662) 323-4709
Pat Reynolds	304 Walnut Road, Starkville, MS 39759	(662) 324-0024
Lynn S. Witbeck	909 Poplar Rd, Starkville, MS 39759	(662) 323-0089
Randall S. Witbeck	909 Poplar Rd, Starkville, MS 39759	(662) 323-0089

ADVISORS

The School Board recognizes its need for godly counsel regarding parental, student, community and other issues. Accordingly the Board seeks out individuals to pray with and for the Board, and provide Directors their individual and collective wisdom and judgement regarding matters referred to them and/or issues they believe the Board should address.

REGISTRATION

A completed Application, Compliance forms (financial and disciplinary), Certificate of Compliance (shot record), Birth Certificate, and non-refundable deposit are required in order for registration to be complete. An interview with the Principal is also required of all new families.

SCS FINANCIAL POLICY (2006-2007)

Starkville Christian School is a Christ-centered faith-based ministry. As such, it meets its financial responsibilities solely through the financial faithfulness of its students' families and financial contributions from concerned individuals and prayer partners. Starkville Christian School receives no subsidies or grants from other sources. Therefore, the School's ministries are dependent upon the timely fulfillment of each family's monthly financial commitment.

Each family's financial commitment for the 2006-07 school year, August through May is:

Registration fee:	<u>Current Families:</u> \$100.00 per child with a \$250 maximum if paid before March 31st ; <u>New Families:</u> \$150 per child (and current families after March 31st) with a \$300 maximum.
Kindergarten:	\$2,700.00 (8:00-3:15); \$2,400.00 (8:00-12:00)
Grades 1-11:	1 st child \$2,550.00; 2 nd child \$2,400.00; 3 rd child \$2,250.00
Textbooks:	prices vary depending on the grade level
Other:	uniforms, supplies, field trips, special activities, pictures, etc.

PLEASE READ CAREFULLY BEFORE SIGNING!

1. We/I understand that if we/I elect a monthly financial commitment, payments are due on the FIRST of each month beginning August 1, 2006 and ending with the last payment due on May 1, 2007. Any payment not received by the 10th day of the month will receive a \$20.00 late fee. If payments are not received by 30th day of the month the student(s) will not be permitted to attend school until past due tuition and late fees are paid.
2. **We/I understand if we are/I am unable to meet the full-scheduled payment, we are/I am required to notify the Business Manager in writing before the 10th of the month and make satisfactory arrangements.**
3. We/I understand a \$10.00 charge will be assessed for returned checks and ***any check returned as insufficient will require payment be made in cash.***
4. We/I understand monthly statements are NOT sent. A Billing Statement/Payment Record will be provided if requested.
5. We/I understand by May 10th, all past due accounts must be made current to maintain priority registration for the following school year. All kindergarten accounts must be paid in full before the date of graduation in order to participate in the graduation ceremony.
6. We/I understand that if our/my child(ren) transfer to another school all accounts must be paid in full before transcripts will be released.
7. We/I understand and agree we are/I am financially responsible for tuition and fees for the entire School year, and that tuition and fees are due and payable on August 1, 2006. However, we/I may elect to pay the entire tuition over 10 months, each month by the 1st of the month. The School agrees not to hold us/me financially responsible for the 2006-2007 school year's tuition if the School receives written notice prior to May 31, 2006 of our/my intention to withdraw our/my Application. Should we/I remove our/my child(ren) from Starkville Christian School after May 31, 2006, for reasons other than those listed below, we are/I am still obligated to pay the remaining balance of tuition and fees, plus any costs of arbitration and/or collection.
 - A. Job transfer out of the local area
 - B. Catastrophic illness of the student

TEXTBOOKS AND WORKBOOKS

Textbooks, after being paid for by the parents, will be issued to the student at the beginning of the school year. Although the books become the property of the student, we ask that all textbooks be well cared for and not abused in any way.

Rental textbooks: Some subjects require books rented by the school to the student. Parents are responsible for lost or damaged books.

Standardized Dress Code

Dress code requirements begin upon the student’s arrival at school and remain in effect until his/her departure. Student coming to school without the proper uniform may be sent to the office where parents will be notified. If a parent cannot be reached, the student will remain in in-school suspension the remainder of the day.

SHIRTS

Polo	
Colors	Navy blue, Forest green, White
Specifications	Solid long sleeve or short sleeve. One forest green shirt with the school logo is required for all students. (2007-2008 all shirts will have SCS logo).
Turtleneck	
Colors	Navy blue, Forest green, white
Specification	Must have the turtleneck collar and NOT a t-shirt crew collar. Solid in color.
Oxford	
Specifications	Oxford blue or white with button down collar (girls may wear Peter Pan collar). May be short or long sleeve.
Clarifications for all shirts and blouses.	Shirts may not be tight, undersized or oversized. Tails must be long enough to remain tucked during normal school activities.

SWEATERS

Colors	Solid navy, forest green or white.
Specifications	Style may be crew, v-neck, vest or cardigan. Manufacturer's logo may not exceed one inch. Must be banded at the bottom. All sweaters require a shirt underneath that meets dress code.

OUTERWEAR PERMITTED IN CLASS

Types	Solid color sweatshirt in school colors (or SCS sweatshirt). Windbreaker, fleece jacket, or fleece vest in solid navy, forest green or white/khaki only .
Specifications	No sweatshirts or jackets other than those listed above may be worn in the classroom during class.

PANTS AND SHORTS (BOYS AND GIRLS)

Colors	Navy, Khaki
Specifications	Classic or traditional styles. Must come to the waist. Must have belt loops, and regulation belt is required (exception: grades K-4 through 2 nd grade may wear elastic waist pant with no belt). Shorts may be no longer than the knee cap and no shorter than 5 inches from the floor when kneeling. Not permitted: Spandex, denim, corduroy, decorations, cargo pants, extra pockets, zip off knees, zip pockets.

GIRLS CLOTHING (SPECIFICS)

Not permitted in any category: Spandex, denim, decorations, corduroy zip off length, zip pockets, extra pockets and regulation belt must be worn if belt loops are present.

Capri Pants	Navy or Khaki Capri pants may be worn. They must come to the waist and not tight fitting.
Skorts / Shorts	Navy, Khaki, or LaRose plaid. Shorts and skorts must come to the waist. The minimum length is 5 inches from the floor when kneeling.
Skirts	Navy, Khaki, or LaRose plaid (J.C. Penny plaid is permitted) Skirts must come to the waist. Minimum length is 5 inches from the floor when kneeling.
Jumpers	Navy, Khaki, or LaRose plaid (J.C. Penny plaid is permitted) Classic style (May have hip pockets and one chest. Zipper must be in back after 3 rd grade). Length rule applies.

ACCESSORIES

Regulation belt	Black or brown leather with classic buckle (no cowboy or logo buckles) Stretch belts with classic buckles may be worn in the following colors: black, brown, navy or khaki.
Backpacks, Lunchboxes	Must be solid colors with no cartoons or large graphics.

THURSDAY DRESS FOR GRADES 6 AND UP

Girls	Girls will wear SCS logo Oxford button down blouse and khaki, navy, or plaid skirts or skorts.
Boys	Boys will wear SCS logo Oxford button down shirt with khaki or navy pants (no shorts).

SHOES AND SOCKS

Shoes	Prefer tennis/athletic shoes. May wear oxfords (tie type), loafers, and hiking boots (All shoes must be closed toe and closed heel). Not permitted: clogs, sandals, backless shoes, heels more than one inch.
Socks	Socks in any solid color must be worn In addition, girls may wear tights or stockings in any solid color.

Parents and students should remember that our bodies are to be temples of the Holy Spirit. Further, we are not to call attention to ourselves. Whatever would distract students from their tasks here at School is inappropriate.

FOOD SERVICE

SCS has contracted with Patricia Pilkington to provide food service for families who desire this service. If you prefer, your child(ren) may bring his(their) own lunches. ***Students do not have access to a microwave or refrigerator. Please send soup or other hot items in a thermos and place an ice pack in lunches that need to be kept cold.*** Drinks and snacks (no candy this year) are available for a minimal fee. ***Carbonated drinks will not be served in the cafeteria.***

Parents are encouraged to come eat with their child(ren) often. Your presence is very much appreciated by your children and their friends. Until the cafeteria is open in the new building, grades 1-11 will be eating in their classroom.

Payment for lunches/breakfasts may be made daily, weekly, or monthly. **Under no circumstance will a cafeteria account be allowed to exceed a \$25.00 balance for one child or \$50 per family.** During the months of December and May all lunches/breakfast must be prepaid or paid per day. If your child has reached the maximum allowed balance, you will be called to bring your child a lunch.

TELEPHONE

Students are not allowed to use the telephone except in the event of sickness or emergency. Students must ask permission from the *office personnel* prior to using the telephone.

Parents of elementary students are encouraged to make sure their children are aware of transportation and social arrangements, and have all necessary materials before being brought to school each morning. It is unsettling to a child and to the class when he does not have school materials or is not sure of after-school arrangements.

VIDEO AND AUDIO SURVEILLANCE

Starkville Christian School uses video and audio surveillance on the premises for student and staff safety and security.

SCHOOL HOURS

School begins at 8:00 a.m. For the convenience of parents who work, the gym doors will open at 7:30AM. Students are to come inside the gym area and be seated on the bleachers until the school day begins. Because teachers are preparing for class during this time, classroom doors as well as the elementary building will be locked from 7:30 until 8:00. We ask that you call the school office to set up an appointment if you would like to meet with your child's teacher.

Kindergarten and elementary students will be escorted from the gym to their classrooms at 8:00. Parents, it is your responsibility to see that your child arrives on time. Teachers and students have the right to not have instruction interrupted by late arrivals.

When the school day is over at 3:00PM, students will sit quietly in classroom order until their rides arrive. ***Pick-up time is between 2:45 and 3:15. At 3:15 your child will be taken to the gym and placed in the aftercare program. Aftercare fees begin at 3:15. At 3:15 you will see a cone (or some other obstruction) in the driveway. This is your notification to park your car in the parking lot (not on the driveway) and come to the gym to sign your child out.***

LOCKERS

Lockers are provided for upper grade students. Lockers are the property of Starkville Christian School and are subject to search whenever the Administration deems it necessary.

ATTENDANCE

Regular attendance is vital to each child's development, and for orderly School operations. For this reason:

1. Students who come to class after attendance has been reported (8:00) will be considered tardy and are not permitted in class without a Permission Slip from the office.
2. One absence shall be defined as one day of class work.
3. Written excuses are required when a child is absent.
4. EXCUSED ABSENCES:

- a. Personal illness-At the School's discretion, a doctor's certificate may be required. **After ten absences in the same year**, an excused absence will be given only with a note from a doctor. (See unexcused absences below)
- b. Death of a relative-Absences are limited to three (3) days unless reasonable cause may be shown by parent or guardian for a longer absence.
- c. Pre-scheduled appointments-Doctors' and other appointments should be scheduled for non-school time whenever possible
- d. Vacations-Absence for vacation will not be excused unless permission is requested through the office in advance and the student is maintaining a passing grade in all subjects.
- e. Reasons for any other absence must be approved **in advance** by the Principal.

5. UNEXCUSED ABSENCES:

- a. Any absence not listed above will be considered an unexcused absence and will result in "zeroes" for all work (tests, assignments, etc.) which would have been done during the time absent.
- b. Three tardies equal one unexcused absence.

Students with 20 or more absences for the year, whether excused or unexcused may be required to complete additional assignments in order to be promoted to the next grade level. Tutorial sessions conducted by an SCS faculty member may be available at \$25.00 per session.

6. WITHDRAWALS

If it becomes necessary for any reason for parents to withdraw their child during the school year, written notification must be received in advance of the withdrawal date. The notification should be received as early as possible and include a reason for withdrawal.

Parents/guardians are obligated for the full cost of tuition and fees for the entire school year regardless of whether or not they withdraw their child during this period, except in cases of the student's catastrophic illness or the parent's job transfer out the area. (See Financial Policy)

SCHOOL CLOSING PROCEDURES

When the School is confronted with an emergency, such as dangerous or severe weather or mechanical failure, an announcement will be broadcast on the local television and radio stations. Generally, SCS will be closed when the public schools are closed for inclement weather. Please feel free to call the office or come pick-up your child if you are concerned about dangerous weather.

CHILD CUSTODY

Starkville Christian School recognizes the individual enrolling a student as that child's parent and/or legal guardian. The School cannot and will not become a party to custody disputes.

If such a dispute arises, it may be grounds for non-admission or dismissal at the Principal's sole discretion.

MEDICAL INFORMATION

Starkville Christian School reserves the right to have any student leave School, temporarily or permanently, if the student has any condition which the Administration considers to be medically unsafe for that individual student and/or the entire School family.

INJURIES

The School will attempt to notify parents immediately in the event of any injury requiring medical attention. If the parent cannot be reached at the telephone number on the Student Information Form and immediate medical attention is necessary, SCS personnel will notify the physician listed and arrange for immediate attention. Accident reports will be filled out and kept on file in the office. Our SCS Safety and Security policy is set forth below.

SAFETY AND SECURITY

Concern for, and procedures for the safety and security of all persons, honors God who has created us in His own image. Therefore safety and security must be continually before all SCS personnel.

1. STUDENT PICKUP AND DROP-OFF:

- a. **Please do not park in the driveway** to drop off or pick up your child. If you would like to come inside the building, please park in the parking lot.
- b. If your child does not come when called in the afternoon for pick-up, you will be asked to pull around and get back in line (or park in the parking lot) in order for traffic to flow smoothly. Please encourage your child to respond quickly when called.

2. CAMPUS VISITORS:

- a. Parents/guardians are not regarded as visitors to our School. While parents are encouraged to be actively involved in their child's education, they are not to loiter on school property nor disrupt class or other activities.
- b. Others, especially students' grandparents, pastors and youth workers are encouraged to visit the School. Every visitor is to be treated with honor.
- c. All visitors are to be "cleared" through the office and must not significantly interfere with School activities.
- d. Students are not to bring young friends to school without prior office approval.
- e. Should the actions or character of a visitor become suspicious, he will be approached by a teacher or the Principal and the office personnel alerted.

ASBESTOS

Starkville Christian School's *Asbestos Management Plan* is available for inspection in the school office during normal business hours.

STUDENT CONDUCT:

1. **WEAPONS:** Students and visitors will not be allowed to bring weapons of any kind (knife, gun, etc.) on to the Starkville Christian School premises. Any violation will be grounds for suspension or expulsion.

Starkville Christian School has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Therefore, if a student knowingly brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, backpack, purse, or vehicle.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

2. **SEXUAL MISCONDUCT:** When a case of verbal or physical sexual misconduct is brought to the attention of the Principal, the Board-designated representative will attempt to determine if the case is fact or fallacy. If the determination is ruled as fact, the Principal will counsel with the involved student(s) and the student(s)' parents. Appropriate measures will be taken, such as probation or expulsion.
3. **CHEATING:** Cheating shall be defined as giving or receiving information on a test or homework. Cheating will result in a zero in the subject involved, and other appropriate penalties will apply. Repeat offenders will be subject to dismissal.
4. **TOBACCO, ALCOHOL, AND OTHER DRUGS:** The possession, selling, or use of tobacco, or other drugs at School or School functions will be considered sufficient grounds for suspension or expulsion.
5. **GUM CHEWING:** We are thankful for the fine facilities the Lord has provided SCS. We expect the students to help maintain our building and grounds neatness and cleanliness. For this reason, chewing gum is not allowed on the School premises.
6. **CONDUCT OFF SCHOOL PROPERTY:** Students should always be mindful that their behavior off School property reflects either positively or negatively on their families, churches

and Starkville Christian School. Inappropriate conduct off school property may be grounds for suspension or expulsion.

7. **CELL PHONES, PAGERS AND OTHER DISRUPTIVE DEVICES:** SCS does not permit the use of cell phones, pagers, handheld games, etc. during school hours. (This includes recess, lunch, restroom, or break.) These items will be confiscated by the teacher and turned in to the office. *First offense:* the item will be held for a week and must be picked up by the parent. *Second offense:* the item will be held for the remainder of the semester at which time it may be picked-up by the parent.

DISCIPLINE POLICY

SCS recognizes Five Steps to effective discipline:

1. Instruction: (Ephesians 6:4; Proverbs 22:6)
2. Reinforcement: remind the student, helping him recognize he deserves and needs discipline.
3. Correction: the ultimate goal of discipline is training in responsibility for actions.
4. Restitution: right the wrong if possible (Ephesians 4:28)
5. Restoration and Reassurance: expressing love and concern for the one disciplined.

To carry out the parents' wishes for total character development, it is necessary the School follow Scriptural admonitions to correct their child(ren) if behavior violates appropriate and reasonable rules and procedures. There are occasions when paddling a child becomes necessary. Corporal correction is appropriated when a student willfully, repeatedly flaunts appropriate authority and/or so disrupts his environment others are significantly impacted. When warranted, corporal correction will be exercised by the Principal or a discipline-trained teacher under the following guidelines:

1. Every student will be clearly and repeatedly instructed in the proper behavior expected and required.
2. Every student will be informed when his behavior becomes inappropriate.
3. An offending student will be taken aside and his offense will be clearly discussed.
4. The Principal or a teacher will discuss spiritual applications.
5. Corporal correction will be administered only for willful and repeated flaunting of authority.
6. Corporal correction will be handled justly and in a loving manner.
7. The Principal will ask the Business Manager to confirm the parents'/guardians' consent to corporal discipline evidenced by a Corporal Correction Consent form signed by the student's parents/guardians in the student's Permanent Record file.
8. Upon confirmation of the parents'/guardians' consent, corporal correction will be administered as follows:
 - a. Corporal correction will not be administered in the presence of other students.
 - b. A witness (a teacher, Principal, Business Manager or the student's parent) will be present.
 - c. Using a simple fiat paddle, the Principal or a discipline-trained teacher will administer a reasonable number of strokes not to exceed three (3).
 - d. After administering the strokes, the Principal or teacher will pray with the student, assuring, him that he is loved.
 - e. A written record will be made of the date, offense, number of strokes, and the name of the correcting teacher and witness. A copy will be sent to the parents/guardians by the student or by mail. This copy should be signed and returned to the teacher the following day.

9. If the parents/guardians have not consented to corporal discipline of their child, the Principal or Business Manager will call the parents at the telephone number on the Corporal Correction Consent form and endeavor to resolve the matter. The student will remain under in-school suspension pending resolution of the matter.

If corporal punishment is not effective or the parent(s) will not give permission, suspension may be used in or out of school for up to three days. In-school suspension may include work detail. The amount of time assigned is determined by the infraction.

Expulsion (Matthew 18:17) may be the only option left if the students refuses to listen to other less severe disciplines. Parents may appeal to the School Board for a formal hearing. This request must be made in writing within 5 days of expulsion.

IF AT ANY TIME THE SCHOOL FEELS THAT THE COOPERATION OF THE PARENTS IS LACKING, THE PARENTS WILL BE ASKED TO WITHDRAW THEIR CHILD(REN). ALSO, IF A STUDENT'S BEHAVIOR OR ATTITUDE INDICATES AN UNCOOPERATIVE SPIRIT OR ONE WHICH IS NOT IN HARMONY WITH THE SPIRIT AND STANDARDS OF STARKVILLE CHRISTIAN SCHOOL, WHETHER OR NOT THERE HAS BEEN ANY DEFINITE BREACH OF CONDUCT, THE PARENTS WILL BE ASKED TO TRANSFER THE STUDENT TO ANOTHER SCHOOL.

ACADEMICS

HOMEWORK AND STUDY HABITS:

Success in the academic field is directly related to efficient study habits. We realize students need more than just the classroom instruction in order to really learn. They also need time in independent thinking and concentration. For this reason, we recommend that there be a quiet place at home for study and that a sufficient amount of uninterrupted time be devoted to this aspect of academic training.

We would like to instill in every student a desire to achieve to the best of her/his ability. Parents can help in this effort by taking the position that the School is of major importance, that its schedule must be observed, and outside activities must not be so time-consuming or numerous as to infringe on the time necessary for schoolwork.

Penalties for failure to complete homework may include extra work, 0 daily grades, after-school detention, or other penalties as deemed necessary.

ACADEMIC EVALUATION

Report cards will be given to students at the end of each nine-week grading period. Students are responsible to return their report cards (with the proper signature) the day after they are issued.

Progress Reports will be issued every three weeks during the 9-week grading period in grades 5-11. Parents should make arrangements in advance to visit their child's teacher on scheduled conference days with any questions or suggestions they might have.

GRADING SCALE

Academic

A- 93-100

B- 85-92

C- 77-84

D- 70-76

F- 0-69

I- Incomplete (Changed to "F" if not completed within the number of days assigned by the teacher.)

Conduct

S- Satisfactory

N- Needs Improvement

U- Unsatisfactory

PERMANENT RECORDS

A cumulative record of each child's progress is kept in the School office. This includes Progress Reports, previous schooling, medical forms, disciplinary notes, etc. These records are always available to the parents of the child and are kept primarily for legal documentation in case of transfer and/or promotion. If your child(ren) transfer to another school, all accounts must be paid in full before permanent records will be released.

GRIEVANCE PROCEDURES

Our desire in every aspect of the School's operation is to act in obedience to the Word of God. God's Word commands us to make every effort to live in peace and harmony, and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-2; Matthew 5:23-24; 18:15-20. Parents and the School therefore agree that any dispute or claim arising out of; or related to, their child(ren)'s attendance at Starkville Christian School or to any aspect of this relationship, including statutory claims, shall be settled by:

1. Talking with the child's teacher, in private. The teacher is close to the situation, and thus most understanding of most problems.
2. If not satisfied with the response from the teacher, contact Principal Witbeck. He will, in all likelihood, call in the teacher for consultation.
3. If agreement cannot be reached with the Principal, parents may present the matter formally to the School Board by contacting Chairman Scott Calhoun by telephone at 323-1877 to be placed on the agenda for the next Regular School Board meeting. Please do not contact individual members of the Board and expect one of them to present the matter before the Board. No board member has authority to act on his own, and he should not be expected to present a contested matter before the rest of the Board.
4. If the matter is still unresolved, biblically-based mediation following Matthew 18 will be used.
5. If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. The parties agree for the mediation and arbitration process to be conducted in accordance with the "Rules of Procedure for Christian Conciliation" ("Rules") contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*. Consistent with these "Rules,"

each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billing, Montana (406-256-1583), shall be asked to provide

the name of a qualified person who will serve in that capacity. Consistent with the “Rules,” the arbitrator shall issue a written opinion within a reasonable time.

The parent/guardians, and Starkville Christian School agree that these methods shall be the *sole remedy* for any controversy or claim arising out of the parent/guardian-School relationship or this agreement and *expressly waive* their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

¹Colossians 3:23

² Dutch churchman Abraham Kuiper

³Ephesians 6:4

⁴2 Chronicles 1:5:2

⁵John 14:6; Acts 4:2

⁶Ephesians 2:10

⁷Philippians 4:19

⁸Leviticus 19:36; Matthew 5:37

⁹Matthew 5:48

¹⁰Galatians 6:2

¹¹1 Timothy 4:16

**STARKVILLE CHRISTIAN SCHOOL RESERVES THE RIGHT
TO MAKE CHANGES IN THE HANDBOOK AS DEEMED NECESSARY.**