



Parent & Student Handbook

Teaching Minds, Training Hearts for God

Welcome to Santa Clarita Christian School, a ministry of Santa Clarita Baptist Church and founded in 1982. The school's mission statement is:

“To partner with Christian parents of like faith to challenge students’ minds and train their hearts for God through a distinctively biblical education. The school seeks to promote spiritual growth, pursue academic excellence, and encourage character development to produce students who are prepared to make a difference in the world for God.”

In 1982, Santa Clarita Baptist Church was formed and started a traditional elementary and high school called Santa Clarita Christian School. They began their first year in September with 110 students and 12 faculty members; today, the school serves a student body of over 450 students with over 60 faculty and staff. SCCS has been accredited by the Western Association of Schools and Colleges (WASC) since 1999 and is currently a member of the Association of Christian Schools International.

We believe that parents have been given the responsibility by God to teach and train their children. SCCS joyfully offers support in providing a Christian education to assist parents in fulfilling this call. We believe that Christian education is most effective when the home, church, and school are all in agreement. Therefore, we intentionally look for protestant families who agree with the doctrine, philosophy, and goals of SCCS. In addition, it is required that families applying for admission regularly attend protestant, conservative, Bible-believing churches of like faith. This agreement is critical for the discipleship program to be most effective in the lives of children.

SCCS admits students of any nationality, color, or ethnic origin to all the rights, privileges, programs, and activities generally afforded to students at the school. SCCS does not discriminate on these grounds in the administration of its education policies, admission policies, scholarship programs, athletic programs, and other school-administered programs. SCCS strongly believes that the Bible teaches that any form of ethnic discrimination is wrong and is to be condemned. SCCS warmly welcomes students of all nationalities.

“We proclaim Him, admonishing every man and teaching every man with all wisdom, so that we may present every man complete in Christ.” – Colossians 1:28 (NASB95)

General Information

Office Hours: 7:30 am - 3:30 pm

School Contact Information:

27249 Luther Dr.
Santa Clarita, CA 91351

School Hours:

K – 6th Grades 8:00 am – 2:55 pm
*Half-Day Kindergarten is out at 12:00 noon

7-12th Grades 7:50 am - 2:45 pm

School Office: 661-252-7371

Fax: 661-252-4354

Web Site: www.sccs.cc

School Calendar: up-to-date copy is always available at: www.sccs.cc/calendar

School Administration:

Administrator	Dr. Mark Wilson	mwilson@sccs.cc	ext 15
Dean of Academy	Lynn Kistler	Lkistler@sccs.cc	ext 26
Dean of Elementary	Alisha Preheim	preheim@sccs.cc	ext 14
Dean of Secondary Instruction	Janelle Sonnenburg	sonnenburg@sccs.cc	
Dean of Secondary Academics	Michele Puglisi	puglisi@sccs.cc	ext 19
Athletic Director	James Mosley	mosley@sccs.cc	ext 33
Student Activities	Natalie Clapper	clapper@sccs.cc	
Admissions Coordinator	Denise Kalinske	kalinske@sccs.cc	ext 16
Registrar	Misty Bucknell	bucknell@sccs.cc	ext 17
Bookkeeper	Julie Bussanich	jbussanich@sccs.cc	ext 20
Business Office	Darlene Ruder	druder@sccs.cc	ext 21
Health Office	Mary Charles	nurse@sccs.cc	ext 30
Resource Center	Linda Harris	harris@sccs.cc	ext 18

Emergency School Closings:

If an emergency situation occurs in the area, we will notify families via email or text as soon as possible. Any school closing due to severe weather, flooding, earthquakes, fires, etc. will be given to the local news station immediately.

“...standing firm in one spirit, with one mind striving together for the faith of the gospel.”
Philippians 1:27b

SCCS Doctrinal Statement

The Christian education that SCCS provides will not be effective unless both parents and students understand what we believe and why we believe it. It is critical that parents carefully read the doctrinal statement of SCCS and be able in good conscience to fully support it. The doctrinal position of SCCS is as follows:

1. We believe that the Bible, the 66 books of the Old and New Testaments, is the inspired Word of God, that it is completely and fully inerrant in its original writings, that it is totally accurate in all that it teaches and that it is the final authority for all questions of faith and practice in daily living. (2 Tim. 3:16-17, Jn. 17:17, 2 Pet. 1:20-21, Ps. 119:105)
2. We believe there is one and only one God, the God of the Bible, who eternally exists in three persons, the Father, the Son and the Holy Spirit. (Heb. 11:6, Jn. 4:24, Ps. 102:27, Jn. 1:1-2, 20:28, Acts 4:3-4, Matt. 11:25)
3. We believe that Jesus Christ is the Son of God, that He is absolute deity and has existed from eternity in the Godhead with the Father and the Holy Spirit. Jesus was born to the Virgin Mary by the power of the Holy Spirit, lived a sinless life as both God and man on earth so that He could die on the cross to pay for sin and then arose from the dead to conquer death for all who accept Him as their personal Savior. (Jn. 1:1, 14, Col. 1:16, 17, Is. 7:14, Heb. 9:26, Matt. 3:17, Heb. 4:15, 1 Cor. 15:3-4, John 3:16)
4. We believe that the Holy Spirit is a Divine Person whose ministry is to convict of sin, to bear witness to truth, to act as the Agent of the new birth, to seal, guide, teach, sanctify and help believers as He indwells everyone who accepts Jesus Christ as personal Savior. (Jn. 14:16, 26, Acts 5:3-4, Jn. 16:8-11, Eph. 5:18, Jn. 16:13)
5. We believe that Adam was created by God in innocence but, by voluntary transgression, fell into sin and plunged the whole human race into condemnation. As a result of this fall, every person is born as a sinner, is a sinner by nature and conduct and is in need of a Savior to be saved from eternal judgment and death. (Gen. 1:27, Gen. 2:7, Rom. 3:9-10, 1 Cor. 15:22, Rom. 3:19, 23, Rom. 6:23, Rom. 10:13)
6. We believe that salvation and the gift of eternal life can only be attained by accepting Jesus Christ as personal Savior by faith in His substitutionary death and the shedding of His blood on the cross. His payment for sins reconciles believers to God and is a gift to be received, not earned by works. To accept Christ as Savior, individuals must admit their own sin, recognize that only God can forgive sins, ask God to forgive them, believe that Jesus is the Son of God who died for them and then ask God to save them. They then become a child of God and are secure in their salvation forever. Those who accept Christ will enjoy heaven forever, while those who reject Christ will suffer eternal and conscious punishment apart from God. (1 Cor. 15:22, Rom. 3:23, Rom. 6:23, Jn. 10:9-10, Jn. 14:6, Jn. 3:14-15, Rom. 5:1,10, Eph. 2:8-9, 1 Jn. 5:13)
7. We believe that Jesus Christ Himself will someday return bodily as clearly stated in the Bible. We believe that His return at the Rapture is imminent and will occur before the Tribulation Period (as in the order described in Revelation 4-20), and that His Second Coming to earth will occur before His Millennial Reign. (Jn. 14:1-6, Matt. 24:27,30, Matt. 25:31, 1 Thess. 4:8-18, Rev. 7:14, 20:1-6, Dan. 9:26,27)
8. We believe in the prominence of the local church as instituted by Christ before His death and resurrection. The church is empowered by the Holy Spirit and is a place for worship, spiritual growth, evangelism and service to others. We believe the only two ordinances of the church are baptism by immersion in water after salvation and the remembrance of Christ's payment for sin in the ordinance of the Lord's Supper. (Eph. 2:20-21, Acts 20:17, Col. 2:12, Matt. 3:16-17, Acts 2:38-41, 1 Cor. 11:23-26, Eph. 4:11-16, Matt. 28:19-20, Mk. 16:15)
9. We believe God created the heavens and the earth, including all life, by His direct act, not by the process of evolution, and that the six days of creation were literal, solar days as stated in Scripture. In addition, God created male and female, and we reject any redefinition or distortion of His design each. (Gen 1:1-2:7, Col. 1:16-17, Jn. 1:3)
10. We believe that all saved individuals should live a life pleasing to God, separated from religious heresy, from worldly practices and habits, from sinful activities and from associations that cloud the distinctions of being a follower of Christ. (1 Jn. 2:15-17, 2 Cor. 6:17, 2 Cor. 7:1, 1 Cor. 10:23-33, 1 Pet. 1:15-16)

SCCS Goals and Objectives

In support of the school's mission statement and philosophy of education, the following expected school wide learning results (ESLRs) have been established to form the basis for all learning goals, school activities and programs. The following ESLRs challenge students to grow spiritually, intellectually, socially, and physically:

ESLR #1 Students as Committed Christians

- Accept Jesus Christ as personal Savior, forming a personal relationship with God Himself.
- Develop a spiritual life through daily Bible reading, prayer, application of Biblical principles to life, character development and faithful attendance at a Bible-believing church.
- Accept the Bible as the Word of God, the basis for all truth and the authority for all matters of life.
- Accept personal responsibility for thoughts, speech, actions, and attitudes.
- Affirm a biblical worldview that looks at life, academic studies, government, social issues, diverse cultures, and world events from God's point of view as found in Scripture.

ESLR #2 Students as Independent Learners

- Develop specific learning skills that include listening, reading with understanding, writing with clarity, researching from multiple sources, organizing time and materials efficiently and using technology creatively.
- Establish positive relationships with others in the learning process, adding individual abilities and skills to a team effort in order to successfully accomplish group goals.
- Convey thoughts, ideas, beliefs, and convictions in a clear and accurate way with effective speaking techniques and excellent writing skills.
- Determine to strive for excellence in all subject areas, complete assignments with diligence, and contribute to class discussions and group projects.
- Commit personally to a life of learning, the never-ending quest for truth and understanding.

ESLR #3 Students as Critical Thinkers

- Collect, evaluate, analyze, and synthesize information in a logical way.
- Make wise decisions based on accurate evaluation of relevant information.
- Discern truth from error in all situations by comparing information to the source of truth, the Word of God.
- Use higher levels of thinking to apply knowledge to new issues, questions, or problems.

ESLR #4 Students as Healthy, Productive Citizens

- Practice proper physical fitness through regular exercise and proper eating habits.
- Develop emotional stability by realizing that self-worth comes from God's approval, not man's approval.
- Make proper lifestyle choices that reflect a commitment to Christ, especially as it relates to personal purity before marriage and the determination not to abuse the physical body with alcohol or foreign substances.
- Treat all people with respect, demonstrating kindness to others in words and actions and abhorring any form of racial or cultural discrimination by accepting all men and women as created equal by God.
- Practice responsible citizenship through community service, voting, and praying for government leaders.

“And Jesus came up and spoke to them, saying, “All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.”

Matthew 28:18-20

Campus Information

Arrival and Dismissal Procedures

Elementary classes begin at 8:00 am and end at 2:55 pm. Supervision of students is available on the playground beginning at 7:30 am. Secondary classes begin at 7:50 am and end at 2:45 pm. Parents are asked to pick up their children promptly unless their child is participating in a supervised practice or activity.

With student safety in mind, we require students in grades K-6 be under adult supervision at all times while on campus. Elementary students may not leave their teacher after school to wait out in front for a ride. They must stay with their class until they are picked up from the carpool line. K-6 students may be picked up by a Junior High or Senior High brother/sister if they are leaving campus immediately and the office has a note from their parents giving permission. Elementary students cannot wait with older students out in front of the campus for a ride.

Parents are asked not to park or drop children off in the cul-de-sac in front of the school, in the condominium lot next door, or in the neighboring church parking lot as requested by Bethlehem SCV. Thank you for cooperating so that SCCS can maintain a good testimony and relationship with our neighbors.

Care of Textbooks and iPads

SCCS will provide learning materials to students. Rental books and devices are clearly marked with an inventory number. It is each student's responsibility to properly care for rental items in their possession. Print books must be appropriately covered at all times. Students who lose or cause damage to a book beyond what is deemed normal must pay the fee to replace or repair the book. Misplaced books and items can often be retrieved from the Resource Center for a \$.50 fine.

Checking Out Early/Delivery of Messages to Students During School Hours

To minimize disruptions in the classroom, SCCS will only deliver messages to students when it is an emergency. The office staff will deliver non-emergency messages at break time, lunch time, and between periods only. If you need to check out your child during school hours, please consider taking them out during break and lunch times. For secondary students, we ask that you wait until the end of a class period. In addition, students are not to have access to their cell phones during class. Therefore, please call the front office for assistance. Thank you for being considerate of disruptions.

Closed Campus Policy

SCCS operates a closed campus; students are expected to stay on campus all day except for medical appointments or family emergencies. Students may not check themselves out during the day except with parental permission. Students may request to leave early to work or attend college classes when prior approval is granted.

Students may not go off-campus for lunch. Parents may take their child off-campus for lunch as long as the student is back in time for class at the end of the lunch period. School parents may take other students off campus for lunch along with their own child as long as there is a note from parents giving permission.

Reminder: Lunch period is relatively short and students who return late to class will be marked tardy or absent.

Dress Code Guidelines

Santa Clarita Christian School has developed a dress code to establish a modest and appropriate appearance and to promote a strong Christian testimony. SCCS pursues a conservative academic atmosphere on campus. The guidelines listed below are in effect for the entire school day, including lunch and when on campus after school. Students must also abide by the dress code when participating in on or off-campus school activities. We respectfully ask parents to observe the same spirit of modesty and appropriateness when on campus.

HAVING A HEART OF MODESTY

Modesty is the policy at SCCS. Modesty in all areas of dress is a strong part of every Christian's testimony. Special attention should be given to fit, appropriateness, and slogans. (adapted from Nicole Whitacre, "For my Heart".)

- *In choosing what clothes to wear, whose approval do I crave? Am I seeking to please God or impress others?*
- *Is what I wear consistent with biblical values of modesty, self-control, and respectable apparel, or does my dress reveal an inordinate identification and fascination with sinful cultural values?*
- *Who am I trying to identify with through my dress? Is the Word of God my standard or the latest fashion?*
- *Have I asked other godly individuals to evaluate my wardrobe?*
- *Does my clothing reveal an allegiance to the gospel? What do my clothes say about my heart?*

General Guidelines for All Students (K-12)

- All clothes must be clean, modest, neat look (no holes, rips, or patches) that supports a learning environment.
- Athletic shorts, nylon shorts, lace shorts, or board shorts are not allowed.
- Gang-related clothing, such as oversized clothes or sagging pants is not allowed.
- Students are not permitted to get tattoos and existing tattoos are to be covered at all times.
- Hats are only allowed to be worn outside (i.e. not in classes, chapels, etc.).
- Face coverings and masks are to be solid in color or patterned. No messaged or images.
- Jackets and sweatshirts with appropriate graphics and wording are acceptable.
- Athletes may wear appropriate SCCS game wear (shirts or jerseys) on game days.
- While girls may have pierced ears, but no other body piercings are allowed for guys or girls.

Elementary Dress Code

Boys K – 6

Pants

- Must be neat, clean, and in good condition (no holes, rips, or patches).
- Sweatpants, pajama pants, athletic warm-ups or nylon breakaway pants are not permitted.

Shirts

- Boys may wear nice, collared shirts or T-shirts with appropriate graphics or wording.

Shoes

- Must be worn at all times. Sandals are not permitted.

Hairstyles

- Must be natural, trimmed, and neat.
- Length should be short, off the collar and no longer than the bottom of the ears on the side.
- Unusual styles or unnatural coloring of the hair is not acceptable.

Girls K – 6

Skirts/Dresses

- Must be no shorter than 3" above the middle of the knee. (Spanx/shorts/leggings should be worn underneath)

Pants

- Jeans should be appropriate; not have any holes, rips, or patches.
- Jeggings, sweatpants, pajama pants, athletic warm-ups or nylon breakaway pants are not permitted.
- Leggings are permitted K-3 grades. Grades 4-6 must combine leggings with an appropriate skirt or dress.
- No patterned (fishnet, lace, etc.) tights or stockings.

Shorts

- Must be at least as long as the tips of the fingers when a girl's arms are down at her side.

Shirts

- Shoulder straps must be at least 2" in width.
- Tops must be modest and not revealing, with midsection not visible at all, even when sitting or raising hands; any sheer or see-through portions must have dress code approved garment underneath.
- Girls may wear nice shirts with appropriate graphics or wording (i.e., rainbows, puppies, unicorns).

Shoes

- Must be worn at all times. Sandals and open-toe footwear are not permitted.

Hairstyles & Accessories

- Must be natural and neat (unusual styles or coloring of the hair is not acceptable).
- Make-up should be avoided in elementary.

Secondary Dress Code

Young Men

Pants

- Must be neat, clean and in good condition (no holes or patches)
- Sweatpants, pajama pants, athletic warm-ups or nylon breakaway pants are not permitted.
- Appropriate shorts are permitted. Athletic, nylon or board shorts are not allowed.

Shirts

- Full front buttoned shirts must remain appropriately buttoned.
- Boys may wear appropriate shirts with no graphics or wording; t-shirts with a consistent pattern or all solid are allowed. SCCS T-shirts are permitted. Plain white t-shirts are not allowed.
- Sweatshirts and jackets must have appropriate graphics, wording, or branding.

Shoes

- Must be worn at all times. Shoes should be safe and not detract from an academic atmosphere.

Hairstyles

- Must be natural, trimmed and neat.
- Length should be short, off the collar and no longer than the bottom of the ears on the side.
- Unusual styles or coloring of the hair is not acceptable.
- Young men are to be clean-shaven at the beginning of each school day.

Young Ladies

Skirts/Dresses

- Must be no shorter than 3" above the middle of the knee; slits may not be higher than 3" above the middle of the knee. (Spanx/shorts/leggings should be worn underneath)

Pants

- Jeans should be appropriate; not have any holes in them or patches on them.
- Jeggings, sweatpants, pajama pants, athletic warm-ups or nylon breakaway pants are not permitted
- Leggings are permitted when worn with an appropriate skirt or dress

Shorts

- Must be at least as long as the tips of the fingers when a girl's arms are down at her side
- Athletic shorts, lace shorts, nylon shorts or board shorts are not allowed

Shirts

- Shoulder straps must be at least 2" in width
- Tops must be modest and not revealing (no cleavage), with midsection not visible at all, even when sitting; any sheer or see through portions must have dress code approved garment underneath
- Girls may wear nice and appropriate shirts with no graphics or wording; t-shirts with a consistent pattern or all solid are allowed
- Undergarments must be worn at all times and should not be visible
- Absolutely no Bralettes should be visible at any time
- Sweatshirts and jackets must have appropriate graphics, wording, or branding
- Athletes may wear appropriate SCCS game wear (shirts or jerseys) on game days

Shoes

- Must be worn at all times. Shoes should be safe and not detract from an academic atmosphere

Hairstyles

- Must be natural and neat (unusual styles or unnatural coloring of the hair is not acceptable)

Accessories

- Make-up needs to be conservative, not extreme in appearance or excessive
- No patterned (fishnet, lace, etc.) tights or stockings

Dress Code for Formal Events and Homecoming

- **Length** – Dresses must not be shorter than 3" from the middle of the knee. Sheer or see-through fabric at the bottom of the dress is not calculated in the 3" rule. Slits may not be higher than 3" above the middle of the knee.
- **Neckline** – No visible cleavage.
- **Back** – Dresses must not have a low or open back. Girls must be able to wear a normal strapless undergarment with the gown without the undergarment being visible.
- **Straps** – Strapless gowns are not permitted.
- **Tightness** – Dresses must not be form-fitting.

NOTE: Dresses must be approved before you may attend the event. Modesty is the key!

“How blessed is the man who does not walk in the counsel of the wicked, nor stand in the path of sinners, nor sit in the seat of scoffers! But his delight is in the law of the Lord, and in His law he meditates day and night. He will be like a tree firmly planted by streams of water, which yields its fruit in its season and its leaf does not wither; and in whatever he does, he prospers.” – Psalm 1:1-3

Electronic/Cell Phone/Social Media Policy

Cell Phone Policy

Students are permitted to bring cell phones on campus as long as the following guidelines are followed:

- It is understood that bringing a cell phone on campus is a privilege and it must be given over to staff when requested. In addition, the privilege of bringing a cell phone on campus can be revoked at any time.
- Cell phone is not to be seen or heard during class time. Each classroom has a cell phone holder on the wall.
- Student is prohibited from any use of school blocked sites, apps, or content.
- Student is prohibited from any inappropriate or unauthorized taking or using pictures of students or staff.
- Student is prohibited from posting anything that is determined detrimental to Santa Clarita Christian School.
- Student is prohibited from writing/taking/posting/engaging in any pictures or texts of drug use, drugs or drug paraphernalia, or any other pictures or texts of inappropriate or immoral actions or words. Any such things found on phones, laptops, or any other device is against school policy and will result in disciplinary action.

Any student found not following the policy stated above will have their cell phone removed. Any phone in the possession of the SCCS administration is subject to search (please see Privacy Policy below). Confiscated phones can only be picked up by a parent/guardian. SCCS is not responsible for lost, stolen or damaged devices.

SCCS has developed behavior expectations to promote a God-honoring campus culture, an effective learning environment, and self-discipline to teach faithfulness to the Word of God. Disciplinary practices at SCCS are most effective when parents, students and school personnel communicate and cooperate throughout the process.

Social Media Policy

Due to the wealth of social media tools available, students have the potential to reach audiences far beyond the school campus. This translates into a greater level of responsibility and accountability for everyone. Be wise in what you post online. Do not post anything you would not want Christ, friends, enemies, parents, teachers, colleges, or a future employer to see. Students using and/or participating in any online internet communities such as Twitter, Instagram, Facebook, and Snapchat will be held responsible for information transferred between themselves and others. This responsibility also extends to, but is not limited to, personal homepages, other postings on the internet, instant messages, and chat rooms. Students are representatives of SCCS and must recognize that all postings should be a positive reflection of the school, the employees, and other students and their families. Violations of this policy will result in disciplinary action ranging from suspension, removal from extracurricular activities, or expulsion.

Personal Electronic Devices

Personal electronic devices are acceptable on campus if they are not used in class and do not disrupt education in any way. In study halls, a student may be permitted to listen to their media as long as they are working. No music is to be played out loud and the volume of ear devices must remain low enough to receive instruction. Students cannot share a device. Students who do not use electronic devices appropriately will have them taken away for the day; repeated violations will cause students to lose their privilege of having them on campus. See SCCS' Privacy Policy, Cell Phone Policy (pg. 6), and Behavior Code (pg. 12) as it pertains to all electronic devices. SCCS is not responsible for lost, stolen or damaged electronic device.

SCCS Privacy Policy

By signing your tuition agreement with SCCS, you are agreeing to the policies within this handbook. Being a private institution grants SCCS the ability to protect students and the school in ways deemed necessary. Any student found not adhering to the required conduct while on or off campus, will willfully agree to the disciplinary actions the school and its governing board have deemed appropriate. Any electronic devices (ie: cell phones, iPads, laptops, etc.), as well as backpacks, automobiles, or personal property will be subject to seizure and inspection by Administration at will.

Disciplinary Posture and Policy

Disciplinary Posture

SCCS has developed behavior expectations to promote a God honoring campus culture, an effective learning environment, self-discipline and to teach faithfulness to the Word of God. Discipline at SCCS is most effective when parents and school personnel communicate and cooperate throughout the process.

SCCS has a student discipline plan aimed at redemption and restoration. Disciplinary action is an opportunity to express love (1 Timothy 1:5), demonstrate the sufficiency of scripture (2 Timothy 3:16–17), guide each of us in righteousness (Hebrews 12:11), forgive (Matthew 18:12-35) and gently restore (Galatians 6:1-5).

Ultimately, disciplinary action is an opportunity to glorify God and exalt the person and work of Jesus Christ.

Attendance at Santa Clarita Christian School is a privilege. The school exists for the purpose of providing a complete and wholesome education with emphasis in Christian training and accompanying morals. Effective instruction in these areas requires good order and discipline, which may be described as the absence of distractions, friction, and disturbances which interfere with the effective functioning of the student, class, and school. Therefore, the following process will be supported in order to maintain such discipline:

1. The teacher first aims to handle behavior issues in class in a timely, targeted, and temporary manner. Students are taken aside and reminded of expectations and what needs to change in their behavior.
2. Elementary teachers may use a card/check system for minor discipline issues in the classroom. Elementary teachers may occasionally withhold privileges or assign additional tasks as appropriate.
3. Since some discipline issues occur on the playground, the teacher's aide supervising the students during recess is responsible to address minor issues and report more serious issues to the teacher.
4. When the teacher's attempt to deal with the problem has not been effective, the student issue will be escalated to a higher authority. Discipline will be based upon the student's cumulative disciplinary record for any one school year. However, there are certain violations that may require immediate expulsion from SCCS.

Disciplinary Policy

Behavioral Policy

Each student will endeavor at all times (24 hours a day, 7 days a week), while registered at SCCS, to refrain from:

- Possession or use of any tobacco, alcohol, illegal drugs, narcotics, and drug paraphernalia.
- Acts of dishonesty such as cheating, lying, and stealing.
- Any acts of immorality.
- Destruction or damaging of property.
- Bringing or possessing a weapon on campus.
- Fighting or swearing.
- Ungodly and immoral social networking in video, picture, text, music, link, or tagging.

Any actions which violate basic Christian and civic norms are unacceptable. SCCS administration will judge what is unacceptable behavior. The student who does not maintain these standards may be suspended or expelled.

Possible Disciplinary Actions

1. Detention

Students must report for detention as scheduled. Detentions will only be rescheduled due to excused absences or approved parent or teacher request. Administration will determine consequences for failure to attend.

2. In or Out-of-School Suspension

Students will not receive credit for any missed assignment while on suspension. Students are prohibited from participating in any school activity including extracurricular, while serving in or out-of-school suspension.

3. Expulsion

Tardy/Dress Code Violations

Parents will be notified through email if a student has received a tardy or dress code violation. The date and number of violations are incorporated into the email, along with the congruent discipline measure that will be taken. Detentions, student/parent/administration meetings, fines and/or suspensions are given according to the level of infraction. A student whose clothes do not honor the dress code may not be permitted to attend class until the issue is resolved.

Penalties for Dress Code Violations

- 1st Violation: Letter/email is sent home to the parents; students must change before returning to class.
- 2nd Violation: Student sent home and may miss a full day of school if violation or response is inappropriate.

Penalties for Tardy Violations (per semester, per period)

- 1st & 2nd Violation: Warning
- 3rd Violation: Potential for detention or additional work or loss of privilege

SCCS Attendance Policy

California State Law requires that children of school age be in attendance each day in school except for illness, medical appointments or a death in the family. To profit from all school experiences, students must regularly and punctually attend all classes. No amount of take-home work can replace the teaching done in the classroom.

Students who miss more than 20 minutes of a class are considered absent for the class and must report to the office with a written note from a parent or guardian. Students who are late to class must have a note from the teacher or from the office. All students returning to school from an absence or tardy must bring in a note of explanation from parents as to the reason for the absence.

Excused Absence / Tardy

California education code allows for some absences and tardies to be considered "Excused" for the following reasons: illness, medical appointments, quarantine or a death in the immediate family. For any absence or tardy to be marked excused the office must receive a written notice within 10 days of the occurrence. "Excused" events do not count toward the school's violation penalties but do count toward total days allowed to miss per class.

Verified Absence / Tardy

For any absence or tardy that does not fall within the accepted "Excused" category, it is still required to present a written note of explanation within 10 days. This is for a situation such as leaving for a trip, traffic delay, missions trips, etc. These "Verified" events do count toward both the school's violations penalties and total days allowed to miss per class, however the first three tardies per semester may take advantage of the forgiveness policy.

Unexcused Absences / Tardy

Any absence or tardy that is not accompanied by a note from a parent or guardian is considered "Unexcused." These are considered truant events and will immediately count toward both the school's violations penalties and total days allowed to miss per class. These cannot be excused as part of the 3 first tardies forgiveness policy.

Students who acquire 20 or more absences in a single semester in any class will need to retake that class no matter what their class grade is. For the purpose of accounting for the 20 days of class time missed, every 3 tardies are equivalent to 1 day absent. Therefore, a student with 15 absences and 16 tardies would automatically fail their class;

$$15 \text{ (absences)} + 5.3 \text{ (tardy days taking } 16/3) = 20.3 \text{ day equivalents missed.}$$

For elementary students, the attendance violation penalties are applied per day of school. For secondary students, the attendance violations penalties are applied per class. Parents may request to have three first-period tardies removed from their child's record per semester. Requests must be made in writing or through email to the School and must be submitted within 10 days of the infraction.

Field Trips and Off-Campus Activities

Classes at SCCS regularly take field trips to local sites to enhance the educational experiences of the students. Notices of these trips will be sent home in advance and requests for volunteer drivers will be made. All volunteer drivers must be at least 21 years of age and must have valid licenses and proof of insurance, as required by law, to be able to drive for class field trips. Secondary students may not drive themselves or others to field trips. For all school trips, students must leave together from SCCS and return together unless riding with a parent.

Fire and Earthquake Preparedness

SCCS has a fire-alarm system on campus and fire drills are held each month. SCCS has a fully developed "Emergency Plan" that outlines the exact procedures to follow in the event of a major earthquake or other natural disaster. All teachers and staff at SCCS receive training in CPR and First Aid and are assigned certain responsibilities in a disaster situation. If a major earthquake occurs in the Santa Clarita Valley that cuts off access to roads, SCCS is prepared to take care of the students. The school maintains water, blankets, and first aid supplies to care for students until parents arrive.

Health Policies

SCCS has a nurse on campus during daytime school hours. All visits to the health office by students are recorded on a *Referral to the Health Office* form. A written accident report is turned in to the office for all incidents. Students with temperatures of 100.4 degrees F or higher or who exhibit evidence of a contagious disease will be sent home. Students with the above symptoms will not be allowed to attend class until free of fever for 24 hours, lack of vomiting for 24 hours and/or a note from a physician stating that the student is well enough and no longer contagious. Students who have head lice, or nits remaining in their hair will be sent home. Students must have their hair checked by the school nurse before being readmitted into the classroom. Students who are prescribed antibiotics must be on them for a full 24 hours before returning to school. Crutches, casts, splints, slings, and stitches all need a note from a physician giving Health Office personnel the approval for the student to be on campus and explaining any limitations apply.

Please remember that any first aid treatment given by the Health Office does not replace taking your child to the doctor. If your child has special health needs, please communicate with the school nurse so she can support you and your child.

Immunization Requirements

California State Dept. of Public Health Laws requires students entering into public *and private* elementary and secondary schools (grades kindergarten through 12) to meet the following immunization requirements:

- **Polio - 4 doses at any age, but...**3 doses for ages 4–6 years if at least one was given on or after 4th birthday; 3 doses meet requirement for ages 7–17 years if at least one was given on or after the 2nd birthday.
- **Diphtheria, Tetanus, and Pertussis: Age 6 and under: DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria/tetanus) 5 doses at any age, but 4 doses for ages 4–6 if at least one was on or after 4th birthday.**
- **Measles, Mumps, Rubella (MMR) - Kindergarten: 2 doses both on or after 1st birthday**
- **Hepatitis B - Kindergarten: 3 doses at any age**
- **Varicella: 2 doses or physician documentation of the disease**
- **Tdap Booster (Tetanus, reduced diphtheria, and pertussis)**
- **7th grade: 1 dose on or after 7th birthday.**

Physical exam by 1st grade - California State Health Laws require students have a physical exam by 1st grade. This is documented on a Report of Health Examination for School Entry including the date completed and physician signature.

Medication Administration:

The medication policy at SCCS is governed by the California Dept. of Education. The release for medication form authorizing a medication to be administered at SCCS shall be authorized by a health care provider who is licensed by the State of California to prescribe medication and signed by the parent or guardian. The medication release form must be renewed every year or with any changes that are made in the dose, route, or administration of the medication. Personnel at school administering medication must adhere to the California State Business and Professional Code.

Prescription medications should be brought to the Health Office by an adult. It must be in its original container and labeled by a California Pharmacist. It must include the name of the student, name of physician, name of medication, dose and frequency. In the case of short-term medications, the "Medication Release" form is not necessary; however, a note from parents and the accompanying prescription in original container is needed.

Over-the-counter medications can only be given to students with a completed "Medication Release" form on file in the school Health Office. This form must be signed by both a physician and the parent(s). The Health Office keeps a small supply of medications on hand but encourages parents to bring any over-the-counter medications in the original container with the student's name on it for the Health Office to distribute when needed.

Students are not to have medications (prescription or over-the-counter) in their possession during school. All medication to be taken during school hours is to be taken to the Health Office for the Nurse or other qualified school staff to administer at the appropriate times. Medications such as inhalers may be carried with the student as long as a licensed health care provider signs the medical release form stating the student is competent in self-administering the inhaler.

Lunch Program

Although SCCS does not have kitchen facilities to prepare meals for students, a hot lunch program is available. Monthly menus are sent home so parents can choose to purchase a hot lunch or have their child bring a packed lunch. School lunches cost approximately \$6. There is also a snack shop sponsored by the senior class that sells snack items. In addition, machines where students can purchase water, sports drinks or soft drinks are available.

Lost and Found

Items that are lost during the school year are kept in a storage area and are frequently brought out for display in the eating area. Students are asked to look for their lost items at this time. Parents of elementary students should check often, especially as the weather changes and clothing is on and off throughout the day. SCCS will donate unclaimed articles every month to a local ministry that supplies clothes to the needy. Small items or valuable articles are kept in the school office until claimed. Please check for missing items promptly.

**Books and binders left out will be collected and must be redeemed at a rate of \$1 per item (or \$5 per bag).*

Parental Involvement Opportunities

SCCS presents several opportunities for parents to become involved with our school. These groups are extremely important and provide the ability for parents to serve and encourage the faculty, families and students at SCCS. These groups are essential to the partnership we have in training up our children to know and love God.

Moms In Prayer

Moms in Prayer meet regularly on our campus to pray that our students receive Jesus as Lord and Savior and then stand boldly in their faith. They pray for teachers and staff, provide support and encouragement to moms who carry heavy burdens for their children and pray that our school will be directed by biblical values and high moral standards. They are an encouragement and positive support. Please consider joining Moms in Prayer!

Parent/Teacher Fellowship (PTF)

The Parent/Teacher Fellowship (PTF) is an organization that supports SCCS students and teachers. They lead the fundraising efforts for the school, organize help in the classrooms, lead special events and activities for students and support teachers. Parents are encouraged to support PTF activities and become involved at the classroom level as room moms/dads, party coordinators, field trip drivers and/or volunteer aides. The PTF committee meets monthly and welcomes new members who are willing to join to learn about and serve on the committee. Parents may pick up a PTF calendar and inform the PTF committee of their willingness to serve at the beginning of each school year by signing up at Orientation Day and Back-To-School events.

Parent/Teacher Conferences

Two days each October are set aside for parent-teacher conferences. Parents are strongly encouraged to adjust their schedules to participate in these conferences as they are a very important time for communication between the home and school. Sign-ups are done online with each teacher.

Additional conferences can be scheduled throughout the school year if parents or teachers need to discuss student progress or behavior. Parents are asked to call the school office to be connected to the teacher's voice mail box or email the teacher directly to set these up. Since teachers are generally on campus after school until 3:30 pm, the best time for an appointment is between 2:45-3:15 pm for secondary teachers and 3:00-3:30 pm for elementary teachers. Teachers are not available during the school day for conferences.

RenWeb

RenWeb is our school software program that enables parents direct access to grades and assignments online at all times. Teachers input grades on a weekly basis and put major assignment or project information online for parents and students to view. The RenWeb software also provides for email between parents and teachers easily so that school/home communication can be enhanced. It is very important that you maintain an up-to-date email address within the RenWeb system so the school can easily communicate with you. All schedules, grade reports, attendance reports, etc. will be handled with the RenWeb.

Resolution of Disagreements

SCCS is a community that is based on the teachings and example of the Word of God. The policy of the school is to follow the principle of Matthew 18:15-19. A parent or student who has a question, concern or disagreement with a staff member should go to that staff member and present the concern. If the parties involved cannot come to a satisfactory resolution, the following steps should be taken:

1. Bring the issue of concern to the teacher or staff member involved in the issue.
2. Bring the issue of concern to the appropriate Dean if the matter is in regard to behavior or discipline.
3. Bring the issue of concern to the Principal.
4. If, after these steps, the issue is unresolved you may appeal to the School Board in writing.

SCCS families agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including statutory claims, shall be settled by biblically-based mediation. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file lawsuits against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitration and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses. (If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs, and any other arbitration expenses.)

NOTE: Concerns voiced anonymously (through letters, phone calls, etc.) cannot be dealt with by SCCS staff or administration since anonymity does not allow for resolution between the parties. God calls each of us to listen to one another's concerns and to be willing to offer God's forgiving love to one another. "Let the peace of Christ rule in your hearts, since as members of one body you were called to peace." (Colossians 3:15)

Sexual Harassment Policy

The State of California requires that every school have a sexual harassment policy in place. SCCS has its entire policy available for parents to see at their request. To summarize the policies, SCCS does not allow any form of harassment of other students, any off-color or derogatory comments, or any actions or teasing that are negative, hurtful, or against the clear teachings of Scripture. Students who feel harassed in any way should go to a teacher or to the administration to stop the improper behavior from other students.

Student Pictures

School pictures are taken in the fall. These pictures are used for the school yearbook and school ID cards; however, parents may select a package of these pictures to purchase if they wish. Information concerning the cost of ordering pictures is sent home by the school prior to picture day.

Sunday Activities or Events

SCCS desires to support Sunday as the Lord's Day for worship and fellowship in local churches. Because of this the school will not schedule any meetings, games, activities, parties, events, rehearsals, or practices on Sunday.

Tuition, Fees and Fines

The School Board sets tuition and fee rates each year in January. The school operation relies totally on tuition, fees and gifts received. SCCS does not accept any federal or state aid. In addition to tuition costs, there are elective fees and student activity fees based on student schedules and involvement in extracurricular activities. These fees are published annually and available in the office and on our website.

Each year SCCS publishes a *Supply List* that identifies all the school supplies needed for each grade. Items such as pencils, erasers, colored pencils, scissors, glue, etc. are to be purchased by the parents before the first day of school and replenished during the school year as needed. Physical education uniforms are required for students in grades 5-12 and can be purchased at SCCS. Athletic fees must be paid before a student will be allowed to participate in any team sport.

Fines must be paid within 7 days of parental notification. Failure to pay fines will result in a student being disallowed from attending classes and extracurricular activities.

Visiting Campus (Parent and Student Guests)

We welcome parents anytime on our campus. We love having parents here because it shows your support for your child and for learning. Parents must first stop in the school office, sign in and pick up a visitor's badge.

SCCS is a closed campus and local friends cannot visit classes during the day. If SCCS students have friends or relatives visiting from out of town, they can visit classes for one day with prior permission from administration.

“Therefore if there is any encouragement in Christ, if there is any consolation of love, if there is any fellowship of the Spirit, if any affection and compassion, make my joy complete by being of the same mind, maintaining the same love, united in spirit, intent on one purpose.” – Philippians 2:1-2

SCCS Elementary School

Attendance Policies

California State Law requires that children of school age be in attendance each day in school except for illness, medical appointments, or a death in the family. No amount of take-home work can replace the teaching done in the classroom. In order to comply with California requirements, a note of explanation needs to be brought to the office the day the student returns to school after an absence. This note must be written and signed by a parent or legal guardian and should include the dates of the absence, as well as the specific reason for it. Elementary students absent for more than 20 days per semester will be considered for retention for the following year.

Parents who wish to take their children out of school for a family activity or special trip need to notify the school in advance. Teachers should not be asked to give out assignments early to accommodate pre-arranged absences. Students are to make up whatever work is missed upon their return; they will have the same number of days to make up work that corresponds to the number of days missed.

Elementary students who arrive at school after 10:30 a.m. will be considered absent for a half-day. Any student arriving after 8:05 am must report to the office to get an admit slip before going to class. If a child needs to be taken out of school early, parents are asked not to go to the classroom to pick up their child but come to the school office and have their child called out of class to meet them. Elementary students who leave before 2:55 pm will be considered absent for a half-day. Students will not be released to anyone who is not listed on the family "Student Release Authorization" section in the Registration Application or RenWeb.

Before and After School Child Care

SCCS provides supervision of students between 7:30-8:00 am. Students in grades K-6 who stay after 3:15 pm will be placed in the SCCS After School Care. This supervised program operates from 3:15 to 5:00 pm each day. There is a cost for this service and parents are billed monthly in quarter-hour increments. Elementary students on campus after 3:15 pm must be in After School Care unless they are with a parent or guardian.

Class Parties

Elementary classes celebrate two parties per year: Christmas and Valentine's. There is an end-of-the-year party given by the PTF for 1-5th grades. Teacher birthday parties are allowed but need to be restricted to an hour-long activity in the classroom at the end of the day. Going off campus to bowl, swim, play at the park, etc. is not acceptable for birthday parties. Parties arranged off-campus are not school sponsored events, nor will they be promoted by the school.

Student Birthdays

It is acceptable for parents of students in elementary school to do something special for their children on their birthdays for the entire class. SCCS asks that parents make arrangements with the teachers so that any treats brought to the class can be distributed at lunchtime or during a prearranged recess. Class time cannot be used for birthday parties. If a child has a birthday in the summer, it is acceptable to celebrate their birthday during the school year.

For parties that will occur outside of school and away from campus, parents are asked not to send in birthday invitations to be passed out in school unless everyone in the class is going to be invited. Making school the place where only a few invitations are passed out creates hurt feelings for other students who are left out.

Grading Scale

SCCS uses a traditional A-F grading system for report cards. The following scale gives the percentage grades used to determine letter grades:

A+	98-100	B+	87-89	C+	77-79	D+	67-69
A	94-97	B	84-86	C	74-76	D	64-66
A-	90-93	B-	80-83	C-	70-73	D-	60-63
						F	Below 60

Homework Expectations

Homework is a valuable part of the education process. It consists of unfinished class work, outside reading work, assignments that reinforce teaching and preparing for tests or projects that need to be completed at home. Homework provides the opportunity for parents to keep in touch with what their child is studying at school. We encourage parents to help with drill, review, or memory work, but not to actually do the homework in order to improve student grades. Parents should be actively involved in homework for students in K-2nd grade. Students in 3rd grade and above profit most when they take ownership of their own work and do assignments and projects without direct help from parents.

It is not possible for teachers to keep homework levels consistent with every student due to the individual differences among students. Sometimes students who have a great amount of homework at night are not making the best use of their time during the school day or are struggling with organizational skills. There are more goals in assigning homework than just completing tasks. Students are learning organizational skills, learning to do work faster than before, and learning how to plan ahead for big assignments.

Teachers determine what assignments to give by determining how long the average student would take to complete the assignment. Teachers have been asked to assign homework per night according to these guidelines:

K	10 minutes	2 nd	20 minutes	4 th	35 minutes	6 th	45 minutes
1 st	15 minutes	3 rd	30 minutes	5 th	45 minutes		

*Note: The above times do not account for work students have not completed in class due to slow or distracted effort.

Honor Rolls

Three "Honor Rolls" are awarded at the end of the year to recognize student academic achievement. Awards are given out based on the first three quarters of work since 4th quarter grades are not turned in until school is over. The following percentages are used to determine honor rolls: Principal's List: 96-100% A Honor Roll: 90-95.99%

*Pass/Fail classes are not factored into the honor roll grades.

Report Cards

The purpose of a grade-reporting system is to provide both parents and students with objective measurements of academic progress. This also provides teachers the opportunity to notify parents about student attitudes, classroom behavior, or any other problems. Elementary report cards will be emailed through RenWeb at the end of each quarter. Elementary grades are separated by quarters and are not averaged cumulatively.

Room Moms (and Dads)

You will have an opportunity to sign up at Back-to-School night to be a room mom, party mom, field trip mom or a classroom helper. Each elementary teacher has different needs and will share those at Back-to-School night.

SCCS Secondary School

SCCS Extracurricular Eligibility Requirements

The following standards will determine the eligibility for students involved in activities outside the normal school day. Such activities include athletics, fine arts (including choir), and social events (homecoming, spirit week, fall fling, etc.). The purpose of these requirements is not to eliminate students from participation. Instead, it is to encourage success in the classroom by creating accountability between the student and the many adults in their school life.

1. Grades will be checked, for all student, in 5 week increments to monitor academic excellence and eligibility.
2. All students with a weighted GPA of 2.5 or higher in all their classes are eligible.
3. Students who fall below 2.5 but remain at or above 2.0 will be placed on probation. While on probation, a student may still participate in all activities for the following quarter, but must demonstrate a plan for remediation, in writing (i.e. tutoring, make up work, etc.). If after the quarter on probation, the student is still below 2.0, they may no longer participate.
4. Students who have a GPA below 2.0 are not eligible to participate in after school activities, including games, competitions, and performances. A student may be allowed to practice if there is a possibility that they will be eligible before the end of their season/performances.
5. If a student is academically ineligible, eligibility re-checks will be performed in 2-week increments.

Attendance Policies

California State Law requires that children of school age be in attendance each day in school except for illness, medical appointments or a death in the family. To profit from all school experiences, students must regularly attend all classes. No amount of take-home work can replace the teaching done in the classroom.

In order to comply with California requirements, a note of explanation needs to be brought to the office the day the student returns to school after an absence. This note must be written and signed by a parent or legal guardian and should include the dates of the absence, as well as the specific reason. Parents who wish to take their children out of school for a family activity or trip must make arrangements with the school in advance.

Teachers should not be asked to give out assignments early to accommodate pre-arranged absences as this requires a great deal of extra work for teachers. Students are to make up whatever work is missed upon their return; they will have the same number of days to make up work that corresponds to the number of days of school they missed. This policy applies to absences due to sickness, not sports or pre-arranged activities.

The State of California requires that SCCS have policies by which students who have excessive absences are not granted credits. This is done to protect the integrity of SCCS credits toward graduation requirements. Students who miss more than 20 classes in a semester may lose credit for the semester. This includes all absences, for any reason.

Students missing more than four consecutive days must prearrange the absences to arrange for independent study solutions while missing class. The key to maintaining academic standing is prior communication.

Secondary students who miss more than 20 minutes of a class are considered absent for the class and must report to the office. Students who are late to school for medical appointments will not be penalized for being tardy if they check in the school office accompanied by a parent or with a note signed by a parent.

Students who miss more than 4 periods of the school day are not allowed to practice or participate in any athletics or any extracurricular activities ie: choir, drama and student activities.

Add/Drop Policy

Students in grades 7th-12th grade who desire to add or drop a class after school has started must do so before the deadlines published each year. Dropping or adding classes requires parental and administrative approval before any changes can be made to a student's schedule. Students who drop any class that is required for graduation **after** the deadlines will receive a failing grade on their transcript until that class is made up.

California Scholarship Federation

SCCS has chosen the CSF as its Honor Society for students in grades 9-12 who qualify for membership. CSF students are rewarded for exemplary academic achievement, participate in extra learning activities, and recognized at graduation.

College and University Credits

SCCS offers a complete academic education that fully prepares students for post-secondary education. SCCS believes that its education is unique and includes biblical instruction in every class and gives graduates a Christian worldview based on biblical teaching. SCCS desires for the student to get his/her total high school education from SCCS.

SCCS understands that juniors and seniors may benefit by taking college courses before graduation to get a head start on earning college credit. SCCS juniors and seniors may miss a portion of the SCCS school day to take a class at a local college or junior college as long as they do not miss a class that is required by SCCS for graduation.

Students who wish to take classes from another academic institution for high school credit cannot take a class that is offered at SCCS; only classes that SCCS does not offer in its academic program may be taken at another school. However, students who fail a class at SCCS may repeat that specific class at another academic institution.

Eligibility for Honors or Dual-Credit (DC) Classes

Students who wish to take honors or DC classes qualify in the following ways:

1. Students should maintain at least a 3.0 GPA (3.50 preferred)
2. Students should earn an "A" in the subject area of the honors/DC class they desire to take the next year.
3. Students should earn the teacher's recommendation to take an honors or DC class.
4. There must be room in the class for students to be added; class sizes may be limited for honors DC classes.

Extracurricular Opportunities

SCCS extracurricular activities are an important extension of Santa Clarita Christian School. The goal is to disciple students through hard work, discipline, and conduct that is glorifying to our Lord and Savior, Jesus Christ. These extracurricular activities provide valuable lessons for our students, such as: teamwork, sportsmanship, winning, losing and hard work. Our program exists to develop student's hearts and minds through participation in interscholastic athletics. As Christians we have the opportunity and responsibility to be witnesses of our faith to all who watch student athletes perform for the glory of God, and all of these activities are designed to provide that opportunity.

Grading Scale

SCCS uses the standard A-F grading system. The following scale gives the percentages used to determine letter grades:

A+	98-100 (4.0)	B+	87-89 (3.3)	C+	77-79 (2.3)	D+	67-69 (1.3)
A	94-97 (4.0)	B	84-86 (3.0)	C	74-76 (2.0)	D	64-66 (1.0)
A-	90-93 (3.7)	B-	80-83 (2.7)	C-	70-73 (1.7)	D-	60-63 (0.7)
						F	Below 60

Honor Rolls

Three "Honor Rolls" are published at the end of the year to recognize student academic achievement. Awards are given out based on the average of first semester and third quarter work since 4th quarter grades are not turned in until school is over. However, senior awards are based on the first and second semester grades. The following GPA's are used to determine honor rolls: Principal's List: 3.85-4.0+ A Honor Roll: 3.60-3.84

Graduation Requirements

California requires that students earn 220 credits in grades 9-12 in order to graduate from high school. Each day that a class meets per week equals that number of credits per semester. For example, a class that meets five days per week is worth five credits per semester, ten credits per year. SCCS offers a complete college prep program; therefore, most students who attend SCCS for grades 9-12 graduate with more than 270 credits. If seniors fail a course their final semester at SCCS, they may be allowed to march in graduation exercises, but will not be granted their actual diploma until all graduation requirements are met. Each situation is handled on a case-by-case basis.

Guidance Services

SCCS provides guidance services to serve both students and parents. We will assist students in formulating their schedules, insuring that proper credits are earned for graduation, providing information on colleges and universities, acting as a liaison with the University of California and the California State University systems and helping students apply for college scholarships. We are also available for parents to give advice on filling out the federal FAFSA forms, searching for college entrance information and scholarships. On a day-to-day basis, we monitor the learning levels of secondary students and meet with students who are struggling to see how they can improve their academic performance.

Homework Expectations

The teachers have been asked to follow general guidelines in assigning homework each night (the minutes below reflect the combined homework for all classes or subjects per night). Teachers determine their assignments by looking at how long the average student in class takes to complete an assignment. Therefore, some will finish faster than the suggested guidelines, while others may take longer. The guidelines for homework per night are:

7th-8th 30-45 minutes

9th-10th 30-60 minutes

11th-12th 30-60 minutes

This is a general guideline and will fluctuate from time to time based on variables such as make-up work, tests and quizzes, extra projects, remedial work and how well students use their time in school each day. Students enrolled in honors and dual credit classes should expect a heavier workload. *SCCS seeks to have high learning expectations that require outside reading and homework. Students will not excel in learning without academic challenge and SCCS believes that academic challenge requires outside reading and rigorous homework.

Late Work & Make-Up Work Policies

- Assignments receive full credit only if they are turned in on-time.
- Secondary classes will deduct a minimum of 10% per day depending on the assignment.
- After 5 days, the most the assignment can earn is 50%.
- This policy is designed to teach students responsibility and promptness. If certain students abuse this policy, individual contracts will be set up that will bring more severe consequences for late work.
- Teachers have the right to adjust this guideline for their classes as necessary.
- Honors and Dual-Credit courses may have a more strict guide for late work.
- Students who miss a class due to participation in a school activity (i.e. early dismissal for a sport, field trip, etc.) are still responsible for all their work. Any work due on the day of the activity should be given to the teacher BEFORE the student leaves on the activity, unless otherwise arranged. Any homework assigned while the student is on the activity is due when the student returns to class.

The school's make-up work policy is as follows:

- For make-up work due to *excused* absences, students are allowed one day for every day missed. For example, if students miss three days of school, they have three school days before their make-up work is due.
- In grades 7-12, it is the student's responsibility to find out what work was missed and then complete all assignments according to late work guidelines.
- Students with an extended illness should make arrangements to make-up their work in a timely manner.

Literature Evaluation Policies

Literature evaluation for classroom work and library inclusion is coordinated with the Language Arts teachers, the curriculum coordinator and the Administrators. At times, works that contain non-Christian ideas or philosophies are presented to allow students to better understand the thoughts of those who do not profess Christ as Savior. For example, Christian students need to understand what evolutionists believe so they can better answer incorrect assumptions and provide a clear and correct response from scripture.

To develop a biblical worldview, students need to understand what is included in a worldview without God. As students progress in the study of literature, it is necessary to read writings considered classics in academic circles to be prepared for college entrance tests. There may be certain works of literature required in an Honors or Dual-Credit class that might be objectionable for some parents. Parents should ask a teacher for a substitute work of literature if the one assigned to their child is offensive to them.

Lockers

Lockers for students in grades 7-10 are available upon request. Students must provide their own locks. SCCS will not take responsibility for items that are missing or stolen. Inappropriate pictures, posters, etc. are not to be hung inside the lockers and lockers should always be kept neat and clean. Because SCCS reserves the right to check the contents of lockers at any time, students lock will be cut off and ruined if a locker check is needed. If a student chooses to trade a locker with another student, they must request the change from the front office.

Physical Education Participation Requirements

Physical Education is required by the State of California and students must participate to earn credit. However, playing a sport satisfies this requirement. Therefore, SCCS has sought to offer a full range of sporting option for students to satisfy this requirement. These sports are discounted to make participation as accessible as possible. Students who participate in an eligible sporting activity outside of the extracurricular offerings of SCCS may apply for credit to be granted for that activity *prior to the beginning of the semester*.

Report Cards

The purpose of a grade-reporting system is to provide both parents and students with concrete information about academic progress. This also provides teachers the opportunity to notify parents about student attitudes, classroom behavior or any other potential problems. Progress reports (secondary only) and quarterly report cards are emailed through RenWeb on the dates indicated on the RenWeb calendar. Semester grades are cumulative over the course of the whole semester.

Spiritual Life Activities

Our Spiritual Life Retreats get the students away from the hustle and bustle of the classroom and into a more reflective setting. During this time, students are challenged with dynamic speakers and worship. This valuable time away inspires the students to prioritize their lives based on what really matters and helps to set the spiritual tone of the year to come.

SCCS hosts a special event in the spring called “iServe”. The purpose of the event is to help the students learn how to live out their faith and allow what they believe to impact others for Christ. Several opportunities for service projects, mission trips and serving others are presented to the students and they may choose what they would like to do. Special chapel services and spiritual training in preparation for iServe is included with the activities.

During the second semester, the secondary students hold a spiritual emphasis week, called Nexus. The priority of the week is to present a challenge to all of the students to deepen their spiritual walk with Christ. Special chapel services, prayer groups and other activities are planned as part of this week.

There are many more opportunities for the students to grow through weekly prayer meetings, discipleship groups, service opportunities, special times of worship and evangelism nights.

Standardized Testing

SCCS administers the Iowa Test (standardized test) to all students in kindergarten through grade 8 every April. These tests are given over a one-week period and then sent away for scoring in order to provide parents with specific information concerning the academic standing of each child. These tests are given to both public and private school students across America and internationally and provide valuable information on student achievement compared with others of the same age and grade level.

Students in grades 9 through 12 take specific national tests in preparation for college enrollment. These tests are a very important factor in gaining acceptance into colleges and universities.

Student Automobiles

Driving a car to school is a privilege given to secondary students as long as they drive safely on campus. Students will be assigned a specific area to park but are not allowed to drive off-campus during the day. Any abuse of this privilege will result in the revoking of permission by SCCS to drive or park on campus. A parental consent form, including insurance verification, must be on file in the school office. SCCS is not responsible for any damage done to cars in the parking lot. There is a small fee for having a parking permit for campus.

Students Working During School Hours

Students are not allowed to leave campus during the school day for the purpose of working. Exceptions are made for seniors who have a work opportunity that does not conflict with classes required for graduation. If a student's academic performance begins to suffer significantly, the student will be counseled to navigate a balance of priorities and commitments. If his/her grades continue to suffer, a probationary period may be implemented. In severe circumstances when a student's graduation qualification is at risk, a student's work permit may be revoked.

Work Permits

California law requires that all students under the age of 18 obtain a work permit if they are employed in a job other than babysitting or newspaper delivery. Work permits and work permit information are available in the school office.

Valedictorian/Salutatorian Determination Policies

SCCS has established the following criteria for selecting Valedictorians and Salutatorians:

1. Students must have attended SCCS for their entire junior and senior year at minimum (4 semesters).
2. A student's SCCS GPA will be considered above their CUM GPA when determining Val/Sal.
3. In case of a tie additional factors will be considered, such as:
 - a) Achievement Test Scores
 - b) SAT and/or ACT test scores
 - c) Selection of courses taken
 - d) Service and extracurricular involvement
 - e) Overall public and private character of student
4. The Administrator will select an Admin/Faculty team responsible to meet and come to agreement as to whom should be honored as Valedictorian and Salutatorian.
5. In the event that one of the nominees is a child of the administrative committee members identified in #4, that person will step aside from the discussion and decision.
6. A student's final GPA will be determined after 4th quarter grades are turned in at the end of the year.
7. It is the desire of SCCS to identify the most worthy candidates to be honored each year as the Valedictorian and Salutatorian of their graduating class. It is our desire to honor students who have strong academic performance as well as exemplary character amongst their peers and teachers. A student who does not represent SCCS well in character and integrity may be disqualified from receiving the award.
8. Parental advocacy for their child's best performance is expected and appreciated when efforts are aimed at prayer to God and encouragement toward their own child. Petitioning SCCS staff for advantages or preferential consideration in any form is strictly prohibited and may disqualify that student from Val/Sal consideration.

SCCS Transcript Policy

In an effort to maintain the highest integrity in both academic program and record-keeping, SCCS strives to honor God and satisfy the legal requirements toward the ethical and equitable treatment of each student's transcript. Also, while tracking and calculations are mostly automated within RenWeb, students and/or parents must alert SCCS administration to any errors noticed on a transcript as soon as possible and prior to senior graduation. Transcripts are made visible at least once a year and parents/students are alerted through RenWeb.

A transcript from SCCS is primarily a record of the coursework completed at SCCS. However, SCCS approved courses completed through partner institutions will also be recognized as part of a student's SCCS GPA. Currently, The Master's University and Colorado Christian University are the only approved partner institutions for coursework calculated into a student's SCCS GPA. With this in mind, the following policies should be read carefully and understood before making decisions on coursework:

1. The following coursework will be reported on an SCCS transcript:
 - a. Coursework taken at SCCS (Regular classes = 4.00; Honors classes = 5.00 scale)
 - b. Approved coursework completed through TMC and CCU (5.00 scale)
 - c. Approved coursework completed at other accredited school or college (4.00 scale)
2. Only coursework completed at SCCS or through its partner institutions will factor into a student's SCCS GPA. Transferrable coursework from other institutions will be factored into a student's CUM GPA. Transfer students' previous coursework will also be factored into their CUM GPA but not the SCCS GPA.
3. Approved courses taken outside SCCS and reported on an SCCS transcript will be designated with a "T," indicating that this course is a transferred course.
4. The highest GPA possible for a transferred course is a 4.00.
5. All transferred coursework must have an official transcript from the institution offering the class. This school must be preapproved by SCCS and an accredited institution.
6. SCCS will make the final determination regarding the of credits we choose to transfer from other institutions for each course based on the institution of origin, course taken, units listed on institution transcript, course description, length of course, and grade earned by student.
7. Students should keep official transcripts of all work done outside SCCS in order to submit them to any college who may request them.
8. Students who take a class outside SCCS must submit a copy of the approval form that was signed by the Administrator or Academic Dean. If a course was not preapproved it will not be added to the transcript.
9. Credit recovery coursework will be reported on the SCCS transcript per the transfer credit policy outlined above. An official transcript from the institution providing the credit recovery must be submitted to SCCS.
10. Seniors transferring courses required for graduation must have coursework completed and transcripts submitted by May 1 in order to participate in graduation events.
11. Final transcripts for graduates are submitted to colleges the week after graduation. All approved coursework to be applied to a transcript must be submitted by the last day of classes for seniors in order for it to be included on a student's final transcript.
12. SCCS reserves the right to make the final determination of what is and isn't on a student's transcript as well as how it is presented on the transcript. Legal requirements and standard practices will be taken into account.