



Seacoast Christian School

STUDENT AND FAMILY HANDBOOK



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Welcome

We are so happy that you will be joining the Seacoast Christian School (SCS) community this school year. Our goal at SCS is to minister to each student in a way that fulfills our mission statement of making life-long disciples of Jesus Christ, while providing a quality education.

The following handbook details policies and procedures of Seacoast Christian School. It is expected that all parents (grades pre-k – 12), and students (grades 6-12), carefully read and review this handbook and refer to it throughout the school year. This handbook covers the most pertinent information and policies that will impact the day-to-day student experience. SCS reserves the right to amend any and all policies and procedures as necessary during the school year.

If you have any questions, please feel free to reach out to our Office Administrator. It is our desire to partner with each family and student to make this a successful year of learning for all.

In Christ,

SCS Administration

Mission and Vision

- Mission : Seacoast Christian School exists to equip its students to become lifelong disciples of Jesus Christ in all areas of life.
- Vision: Seacoast Christian School is committed to providing a high quality, affordable and distinctly Christian education. We are committed to being an exemplary model and witness to our community by the behavior of our board members, faculty, and students, both on campus and off. SCS will demonstrate exemplary stewardship in its business and financial dealings and will be accountable to God and the Holy Scriptures for its conduct and practices, opting to “avoid even any appearance of impropriety.” (Ephesians 5:3)

Christ's Preeminence

Our school motto, "That in all things, Christ may have the preeminence" is taken from Colossians 1:18. This verse follows a very clear line of thought that we may have grace and peace from God our Father and the Lord Jesus Christ, and that we may prayerfully seek to be filled with knowledge, wisdom, and spiritual understanding. We are also reminded to walk worthy of God and in a manner pleasing to Him, as the precious sacrifice of Christ on the cross has provided full redemption for our sins. We seek to live out this passage fully each day.

Private School Recognition

Seacoast Christian School is recognized by the State of Maine as a non-approved private school meeting the Guidelines for Equivalent Instruction. As such, we are free to teach a distinctly Christian worldview, unhindered by secular curriculum requirements. Our staff and students represent many different churches in the Seacoast area. All students are encouraged to develop the mind, body, and soul given to them by God, growing in strength as followers of Jesus Christ.

Statement of Faith

The doctrinal basis of SCS shall be the Word of God. It will structure itself on the teachings of the Holy Bible and not on the doctrines of any particular denomination. Each member of the Board of Directors of SCS (hereafter referred to as the Board) and each member of the staff of SCS must have accepted Jesus Christ as personal Savior, and shall agree in writing with the following statement of Faith. We believe the following statements are essential doctrines of the faith "once delivered unto the saints" for which we must earnestly contend as sound doctrine (Jude 3).

1.) We believe in the verbal, plenary, infallible inspiration of both Old and New Testaments in their original texts as the final authority for the church in matters of faith and conduct. (2 Tim. 3:16, 17; 2 Pet. 1:21)

2.) We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit, who created all things and is infinitely perfect in all His attributes. (Gen. 1:1; Mat. 28:19)

3.) We believe in the full deity and full humanity of our Lord Jesus Christ, His virgin birth, His sinless life, His vicarious and atoning death, His bodily resurrection, His ascension to Heaven, His present mediatorial work, and His future personal coming again. (John 1:1; Phil. 2:5-11; 1 Pet. 2:22; 1 Cor. 15:3,4; Heb. 4:14-16; John 14:3; Acts 1:11)

4.) We believe in the deity and personality of the Holy Spirit and in His regenerating, sanctifying, empowering, and comforting work in all believers. (Acts 5:3,4; John 3:5-8; John 16:7-14)

5.) We believe that God created the heavens and the earth, light and darkness, the sky and waters, the sea and land, vegetation according to its various kinds, the day and night, the fish of the sea and the birds of the air, the creatures of the earth according to their kinds. (Gen. 1:1-25)

6.) We believe in the divine creation of man in the image of God, and that man fell into sin in Adam, is now a sinner by nature and by choice, and is thereby under the just condemnation of God. (Gen. 1:26,27; 2:7; Rom. 5:12-21; John 3:18,36)

7.) We believe that man is saved by grace through faith being redeemed by the blood of Christ and justified by faith in Christ apart from any human merit. (Eph. 2:8,9; Rom. 3:24-26; 1 Tim. 3:5,6)

8.) We believe that the church is the universal company of the redeemed, the body of Christ, of which Christ is the Head. (Eph. 1:22,23; 2:19-22)

9.) We believe that every true believer has eternal security in Christ being kept by the power of God. (1 Pet. 1:1-3; John 10:27,28; John 5:24; John 6:39-40; Jude 24)

10.) We believe in the bodily resurrection of all mankind: the saved into the everlasting blessedness of their glorified state in Heaven, and the unsaved into the eternal punishment of hell separated from the presence of God. (1 Thess. 4:16-17; 1 Cor. 15:51-55; 2 Thess. 1:8,9; Rev. 20:11-21:5)

11.) We believe that marriage has been instituted by God. It is defined as the exclusive covenantal union of one biologically sexed man and one biologically sexed woman in which such union is a lifetime commitment. A civil government's sanction of a union will be recognized as a legitimate marriage by the school only to the extent that it is consistent with the definition of "marriage" found in these Articles. Gen. 2:24; Mt. 19:4-6; Eph. 5:33; Heb. 13:4

12.) We believe that legitimate sexual relations are exercised solely within marriage. Hence, sexual activities outside of marriage including but not limited to, adultery, premarital sex, homosexuality, and pedophilia are inconsistent with the teachings of the Bible. Further, lascivious conduct, transgender behavior, and the creation and/or distribution and/or viewing of pornography, are incompatible with the biblical witness. 1 Thess. 4:3-8; Ex. 20:14; 1 Cor. 6:18; Eph. 5:3; 1 Cor. 6:9; Rom. 1:24-27; Heb. 13:4

Academic Policies

MySchoolWorx

Academic records are kept in MySchoolWorx accounts, arranged by the Tech Director Arik Akerberg, and are used by teachers for posting assignments, lesson plans, and grades. If you need help creating an account, accessing an account, or insight into how to use MySchoolWorx, please reach out to our Tech Director, Arik Akerberg – arik.akerberg@seacoastchristian.org

Grade Promotion Policy

For a student to be considered for grade promotion (moving forward to the next grade), they are expected to do the following:

- Pass all core courses with a minimum numeric average of 65% (Core courses are the courses in which students receive full credit for the year and normally consist of Math, History, English, Science, and Bible)
- Have a minimum total numeric average of 65%
- Have no more than 25 absences during the school year*
- Be in attendance for more than 147 school days (85% of the school year) or, if transferring into SCS after the start of the school year, attend at least 85% of the school days available after enrollment*

*Any exceptions to attendance requirements will be determined on a case-by-case basis

Grading and GPA Scale

Pre-K and K will receive achievement level reviews with each report card to keep parents informed of academic progress for their students.

Grade 1 – Grade 12 will receive a traditional report card with both traditional grades and a conduct/effort assessment from their teachers.

GRADING

A+ = 99-100	B+ = 89-91
A = 95-98	B = 86-88
A- = 92-94	B- = 83-85
C+ = 80-82	D+ = 71-73
C = 77-79	D = 68-70
C- = 74-76	D- = 65-67

Conduct and Effort Grades will follow a scale as follows:

1 = Excellent 2 = Good 3 = Fair 4 = Poor

Grade Point Average Scale

Seacoast Christian School's high school transcripts will acknowledge the rigor of our most challenging courses using a weighted Grade Point Average, using the guide shown below.

Letter Grade	Traditional	Higher Challenge	Advanced Placement
A+	4.3	4.8	5.3
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.3	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.3	1.8	2.3
D	1.0	1.5	2.0
D-	0.7	1.2	1.7
F	0	0	0

Guardian Education Plans

In an effort to achieve educational equity for all students that attend SCS, we have created the Guardian Education Plan (GEP). Educational equity is defined as: each student receiving what they need to develop to their full academic and social potential. Similar to an Individualized Education Plan (IEP), GEP's will focus on strengths of our students and areas in which they need additional support, modifications, or accommodations. These plans will look different for each student, as each student has their own unique needs. GEP's are designed to aid the student that they are written for and are not plans to be implemented for the class as a whole. If a student has an IEP from a prior school, the Principal will review their plan to implement accommodations as available in a new GEP.

GEP's will be provided to the student's educational team which will consist of all teachers involved in teaching that student, as well as the student (dependent on age) and their parents. If a student does not have a prior IEP, but parents or teachers have concerns regarding an observed need, the Principal will conduct informational interviews with each teacher, as well as the parents, to determine if a GEP is needed or appropriate to implement. GEP's can only be implemented with parental consent and through a process of review and approval by the Head of School and Principal. GEP's will be reviewed, at minimum, at the beginning of each school year, and at the end of the 1st semester each school year. GEP's can be reviewed more frequently depending on the student or if requested by an educational team member.

Middle School and High School Academics

Full-time Students: Freshmen, sophomores, and juniors must take at least 5 credits each year regardless of their accumulated credits. Seniors who have earned 16 or more credits may pursue 4 credits in the senior year. Full-time juniors and seniors in good academic standing may pursue dual enrollment (subject to administrative approval) through courses taken online, in a technical/vocational program, or a college setting. Only 2 dual-enrollment credits may count toward full-time status each year.

Part-time Students: Christian homeschool students who meet our standards of admission may take classes part-time to supplement their homeschool curriculum. This does not satisfy state requirements for compulsory school attendance. Students and parents are cautioned that, due to league regulations, part-time students are prohibited from taking part in some athletic teams.

External Credits: With approval from the Head of School and Principal, students may apply external credits (those earned in programs offered outside of our school) to fulfill some graduation requirements. However, because grading standards vary widely among other schools, these grades cannot be considered in calculating the student's overall GPA or class rank. A transcript cover letter will be provided for any such student to reflect the GPA and the credits completed externally.

Honor Roll: is achieved in the Upper School (grades 6-12), using grades earned in SCS classes each quarter.

Honors: Overall average of B-, earning 83 or higher in every class

High Honors: Overall average of A-, earning 92 or higher in every class

Academic Awards

Each year, a graduating senior may be considered for the Elizabeth Huggard Award. This award was created after the tragic passing of Elizabeth Huggard, an SCS student, known for her pursuit of excellence in athletics, academics, and spiritual leadership. This award can be presented to a graduating senior who exemplifies those same characteristics, as determined by a committee of SCS staff members.

Plagiarism

Plagiarism is the taking of intellectual property and claiming as one's own. It is expected that students will gather information from a variety of sources when doing research. He/she is also expected to give credit to the sources whether using specific words or the ideas of another author. Credit should be given in proper MLA style both in the body of the paper and in the Bibliography, Works Cited or Reference section. If the student uses ideas originating in visual, audio, or written literature and presented as one's own creation, he/she will be held responsible for plagiarizing another's material. Given that plagiarism is considered stealing and that those found guilty at the college level are seldom permitted to remain in the program, we, at SCS, feel compelled to take a firm stand against such student behavior, intentionally teaching the avoidance of it and calling it what it is, regardless of intent. Students in the Lower School are just learning to summarize, a higher-level thinking skill, and may plagiarize without thinking that is what they are doing. Teachers should use this opportunity as instructional first, but with firmness that it should not happen again. Should any teacher suspect a student of plagiarism, the teacher will do the following:

- Photocopy the paper before returning the original to the writer.
- Privately speak with the student about the suspicion.
- The teacher may determine that the plagiarism was unintentional and do one of the following: Require that the student take a failing grade until the paper is rewritten or until a new paper is written as deemed appropriate by the teacher; Require a new paper be written and the grade averaged with the failing grade of the first paper; Require an activity that teaches proper documentation of resources.

If it appears that the student plagiarized with knowledge that it was wrong or denied having erred, the teacher may choose one of the following:

- Send a copy of the paper with an explanation to the Head of School or Principal. Explanation may include a copy of the research that was plagiarized, an analysis of why the style is not that of the student or a description of why the material is assumed to be plagiarized.
- Speak with the parent and require the student take a zero.

Upon agreement with the teacher's analysis, the Head of School or Principal may do one of the following:

- Suspend the student.
- Require a paper be submitted before the student may return to class.
- Expel the student with the approval of the Head of School, if this is a habitual offense.

****All repeated offenses will be considered intentional.**

Cheating

Cheating on tests, quizzes, or assignments will not be tolerated at SCS. All students are expected to do their own work and put forth their best effort in all areas of their academic learning. If a student is suspected of cheating, an investigation will be completed by teachers in partnership with the administration. If a student is found to be cheating, the student will be given a 0. If a student is caught cheating on multiple occasions, further disciplinary action will be taken, including the possibility of suspension or expulsion.

Warning notices will be sent out midway through each quarter to notify students and parents of any grades 73 and below. Warning notices will be sent out via email from the Office Administrator. Parents and students are encouraged to reach out to teachers to discuss academic plans to help the student make improvements in order to succeed as they move forward in the school year.

Athletic Eligibility: Student athletes are required to be passing all of their classes and maintain standards of expected student conduct. If a student has a failing grade in any class they will become ineligible for participation in their sport. Grades are checked for eligibility at two points every quarter – midway through the quarter, and end of quarter. If at either of these junctures student athletes are failing a class, they along with their parents, will be notified that they are ineligible. Ineligibility lasts for 1 week at a time. At the end of each week (Friday) grades will be checked again, and eligibility re-assessed.

Student athletes are also required to maintain the standards of expected student conduct. Students may be declared ineligible by the administration at any time for reasons of personal misconduct. The length of ineligibility will be determined by the administration. The purpose of ineligibility due to personal misconduct is to allow for reflection, repentance, and ultimately restoration.

For other student athlete policies and procedures, please refer to the **Guardian Athletic Handbook**.

Add/Drop Policy

Students may not add a course to their schedule after the course has been in session for two weeks. Parental permission must be given to add a course.

A student may drop a course within four weeks with parental permission without it being recorded on their transcript. After four weeks a course may still be dropped at the discretion of the Administration and with parental permission, however, it will appear on the student's transcript with a designation of WP (withdrawn passing) or WF (withdrawn failing). No partial credit will be awarded for dropped courses. Courses with a WP or WF will not be computed in the GPA.

Attendance Policies

Students are expected to be at school for all classes and class trips unless they have an excused absence. An **excused absence** includes the following: illness, appointments, family emergencies, etc. In circumstances of excused absences, parents should email or call the main office to excuse their student, or, students are expected to bring a note from a parent (in cases of appointments, family emergencies) or a note from a doctor (in cases of extended illness) to the Office Administrator. If a student is absent from school for illness exceeding **3** days, a note from a doctor will be required for school documentation. An absence from school for reasons such as: family trips outside of school planned vacation weeks, recreational trips, etc, are considered **unexcused absences**.

When absent, secondary students are responsible for checking with all their teachers to plan to complete any and all missed assignments. Elementary students will have work prepared by their teachers and left in the main office for pick up by a parent for completion. Absent students will have one day for each day of illness/absence to turn in their assignments. When a quiz or a test is missed for a 1 day absence, a student should complete the quiz or test on the day of return.

In circumstances of pre-planned absences (including but not limited to: family trips outside of planned school vacations, athletic events, etc) Parents and students are expected to notify the office and their teachers of time that will be missed. Teachers may prepare assignments or other work that the student will miss on those days that will need to be completed and expected to be turned in either prior to the trip or on return. In regards to early departure for athletic events – athletes are expected to meet with their teachers to determine what work needs to be completed before leaving for the scheduled game/event and what will need to be done after the event.

Because consistent attendance is necessary for learning the material appropriate for academic credit, there is a minimum attendance requirement of 147 days for all students. When absences exceed 20 days, the administration will be in contact with the family to ensure that an academic plan is in place to ensure their student is on track academically. If a student misses more than 25 days of school, they may forfeit the ability to promote to the next grade.

Students are expected to attend all of their classes during the school day. If a student becomes ill during the school day, they must check in with the main office to request permission to leave. If a student must leave school early for an appointment, they must provide a note from their parent to their homeroom teacher which will be provided to the office with the morning attendance. Students are not allowed to leave school grounds during school hours without permission from their parents and the Office Administrator.

Tardy Policy

Students are considered tardy at the start of the school day if they are not in their homeroom at 8:30. In the secondary, students are on time when seated and ready when the bell rings at the start of class.

Tardiness may be excused in cases of medical appointments, family emergencies or other emergency situations, extreme weather, or illness. Documentation from a parent, doctor, etc, is required for a tardy to be considered excused.

Tardiness of any other kind is considered unexcused.

Grades 6-12 are held to the following consequences for unexcused tardiness: 1st tardy, verbal warning ; 2nd tardy, warning with parent notification ; 3rd tardy, lunch detention ; 4th tardy, and each subsequent tardy will result in a lunch detention. **The recording and consequences for tardiness will begin at the start of each grading quarter.**

Homework Policy

At the Primary level (Grades K-2) the main focus of homework is to reinforce reading, for developing reading skills is the foundation for future success. Nightly work on decoding, fluency, accuracy, expression and comprehension strengthens skills learned in class. This initially happens when the students and school begin to partner with parents as they support their child with reading. Students are then encouraged to move toward more independence to complete homework. Differentiation takes place as a student progresses at his or her unique reading level.

At the Elementary level (Grades 3-5), homework consists mainly of reading, math practice, and weekly Scripture verses. As students progress through the elementary grades, occasional book reports and projects are added; often these reports are started in the classroom but completed at home. Students may also need to use homework time to prepare for in-school projects and tests.

In Upper School (Grades 6-12), the purpose of homework is to reinforce learning and to prepare students for continued progress in learning. This process begins in Grade 6 with teacher support, gradually building a foundation of independence and responsibility as students progress through each school year. Some specific areas of development:

- Time management of short and long-term assignments.
- Balancing extra-curricular activities, family commitments, etc. with homework.
- Learning to manage the expectations of multiple teachers through the use of MySchoolWorx, email, and other forms of communication.

Late/Missing Homework

Daily Homework is expected to be passed in when class meets. Teachers may deduct points for late work. Students who miss work due to absences will be given the number of school days equal to the absences to make up the work before points are taken off from the grade. Absence due to family vacation may be made up according to the desire of the teacher.

In the primary grades, students may be asked to stay in from recess to complete missing homework assignments, if the missing work will impede further learning.

At the elementary and Middle School level, teachers will work with students to create a plan for homework completion. It is our desire to balance the need for responsibility and independence with the need for student efficacy. Teachers will make parents and the administration aware when there is a chronic missing homework problem.

High School Graduation Requirements

Courses in **bold** are required courses for graduation. Each of these courses must be completed and passed with a minimum yearly class average of **65** in order to qualify for participation in graduation activities (including walking in graduation, senior banquet, etc) and receiving a high school diploma.

Students must also have a minimum total of 20 credits to qualify for graduation, as outlined below. For students considering a more competitive college, 22-24 credits are recommended.

Bible - 4 credits (one per year of attendance)

English- 4 credits

History- 4 credits

Geography (Grade 9)- ½ credit

Maine History (Grade 9)- ½ credit

World History (Grade 10)- 1 credit

U.S. History (Grade 11)- 1 credit

Government (Grade 12)- ½ credit

Church History (Grade 12) – ½ credit

Math, Science, and Technology - 5 credits

Physical Science (Grade 9) -1 credit

Biology (Grade 10) - 1 credit

Algebra (Basic Algebra or Algebra I) - 1 credit

Additional Math, Science, or Technology - 2 credits

AP Computer** -1 credit

Pre-Calculus* - 1 credit

Anatomy* - ½ credit

Calculus* - 1 credit

Chemistry* - 1 credit

AP Calculus** - 1 credit

Physics* - 1 credit

Consumer Math – 1 credit

Record-keeping- 1 credit

Personal Finance – ½ credit

Geometry- 1 credit

Accounting I – 1 credit

Algebra II- 1 credit

Accounting II* - 1 credit

*Higher Challenge, weighted with a +0.5 scale.

**Advanced Placement, weighted with a +1 scale.

Physical education- 1 credit Students may earn 0.5 credits for successful completion of a season of Seacoast athletics, or a similar athletic endeavor in another setting. Some examples of accepted phys ed endeavors in other settings: Dance, Karate, Climbing, Trail Life, etc. If a student completes an alternate Phys Ed activity for credit, the school will require written documentation of that class/club confirming participation and completion of any classes/requirements. A maximum of 1 credit may be earned.

Health-½ credit

At least 2 additional credits are required for a diploma. 2 or more years of study of a world language are generally recommended for students considering college admission

Community Service

Along with course requirements, all graduating Seniors are expected to have completed 50 hours of community service over the course of their high school career to qualify for graduation. Hour requirements will be tiered for transfer students as needed. Transfer students may also transfer community service hours from another school, with proper documentation from the previous school. Please refer to our community service policy, provided to each high school student, for more information.

School Culture

This section of the Handbook covers SCS discipline model, the dress code and other school policies, including conflict resolution. Students should be aware that the expectations of the school culture section are in effect at all times when students are on campus, attending school-sponsored activities or representing the school off campus (ie. Athletic events, field trips, etc).

School Life Policies

The goal of Seacoast Christian School is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life.

Of necessity, this involves the school's understanding and belief of what qualities, or which characteristics, exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at SCS, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behaviors. Thus, SCS retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including but not limited to, such behaviors as heterosexual activity outside of marriage (e.g., premarital sex and cohabitation), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

SCS's goal, as a biblically-based institution, is to work in conjunction with the home to mold students to be Christ-like (Deuteronomy 6:6-9). On occasion, the atmosphere or conduct within a particular home may be counter to or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual behavior, or inability to support the moral principles of the school. In such cases, the school reserves the right within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Student Conduct

Students should be respectful and responsible to the directions of all teachers/staff members in the classroom and in all settings. Each teacher is encouraged to use a policy of discipline that results in a good learning environment for all the students in the classroom. Students should respect the property of others and should not access the teacher's property (desk, supplies, etc.) without permission. Students should respect published classroom policies of each teacher (which may vary from one teacher to another). Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school.

Classroom Rules Procedures and Behavior

At the beginning of each year, teachers will work with the students to create and publish a list of classroom rules that will define individual behavioral expectations, and consequences for breaking classroom rules. Students are expected to be familiar with and follow these classroom rules.

Classroom Behavior

It is always our goal to provide a positive learning environment for students. Students are expected to maintain a safe, productive, and cooperative learning environment and to participate in all school activities in a friendly and helpful manner. They are also expected to abide by the rules of good sportsmanship during recess, gym and on the athletic field. When a student chooses to not adhere to the required behavior norms, he/she may be subject to disciplinary action.

Elementary Discipline Policy (Grades K-5)

The goals of the elementary discipline program are formed around the desire to disciple the hearts of young learners. Each behavioral incident is viewed as an opportunity to help educate our students to become self-regulated students who learn to love the Lord, others, and themselves. When approaching discipline with elementary students, staff and the administration will utilize the Matthew 18 principles.

Step 1: Awareness and reconciliation

1. Speak to the person who has offended. If someone is saying or doing something unkind, please ask them to stop.
2. If the offensive behavior continues, please get an adult involved. The adult may be a teacher, an administrator, or a parent. While students still may work out the situation themselves, it is best for all involved that an adult be present. This adult is most often the classroom teacher or teacher supervising recess.
 - This step is not to create a “tattling” environment, but rather to ensure that Christ-like procedures are used in reconciliation. Children have neither the authority or maturity to carry out this step alone.
 - When parents become aware of a concern, we ask that you contact the teacher immediately. While the issue may already be known, it may also be unknown.

Conflict resolution takes time; please be patient with the process. Each child/family involved will not see or hear of what the administration or teacher is doing with the other child/family involved. Our goal always is to teach students how to problem-solve together.

Step 2: Problem-solving

If the problem is going to take teaching time to resolve, it will be referred to the Principal. These tend to be problems that are repetitious or harmful. The Principal will engage with the family and student to help determine why the behavior is persistent, and to help provide assistance to the student to gain better self-control and understanding of their behaviors and the impact of those behaviors on others. Some questions that may be posed to the student at this step:

- What is at the heart of this conflict?
- Is it possible to honor God during conflict?
- How can I take responsibility for my contribution to this conflict?
- How can I go and talk to someone if we are in a fight?
- How can we be friends again if there is a wall between us now?

Step 3: Behavioral Contract

If steps 1 and 2 have proven unsuccessful in changing a student's behavior and it is deemed out of compliance with the school culture expectations at SCS, the student will be put on a behavioral contract that indicates behaviors that must change immediately. Failure to comply will result in actions indicated as written in the student's contract, including the possibility of suspension and/or expulsion.

If a parent or student has a question or problem related to the school, this is the procedure to follow in resolving the issue: The parent should ask to make an appointment with the teacher, or let the teacher know that the child is having a problem. This step allows the teacher to gather more information and attempt to resolve the situation.

If, after discussion with the teacher, the problem is not resolved, the parent should schedule an appointment with the Principal or Head of School. This is the problem-solving phase and is an opportunity for the administration to look at multiple layers of the problem.

If, after attempting multiple solutions, the problem still has not been resolved, it may be appropriate for the family to speak to the Head of School for a final resolution.

Upper School Discipline Policy (Grades 6-12)

In situations of peer-to-peer conflict, SCS recommends similar steps – as above – in resolving those issues. Likewise, if the issue is unable to be resolved by the students either on their own or with the help of a trusted adult, further discipline may occur at the discretion of the Administration.

Consequences of Improper Behavior (School Wide)

Logical consequences are always the first choice for disciplining our students. However, sometimes the offense is egregious enough or persistent enough that further action must be taken. SCS reserves the right to discipline students as necessary on a case-by-case basis. Such actions may include the following:

- Recess/Social Time Adjustments (Elementary): Missing/adjusting recess or other events, when it is felt that this is a logical consequence. The goal of this time is reflection on the privilege and how the student's behavior is diminishing fun opportunities of other students.
- Lunch Detentions (Upper School) : Utilized for minor, or continued, behavior that does not adhere to classroom or school policies, lunch detentions take place in a specified teacher's classroom during the regularly scheduled lunch period. Students are expected to eat their lunch quietly during this time. Lunch detentions are utilized as a time for reflection and ideally,

adjustment of behaviors that led to the consequence. Parent(s) will be notified when lunch detentions are issued repeatedly for the same issues.

- In-school Suspension: The administration can issue in school suspensions for acts of misconduct, persistent disruption, blatant disrespect or intention to harm another person. In school suspensions may also be an initial response in cases of bullying, harassment, or acts of racism. Parent(s) will be notified immediately when an in-school suspension is being issued. During in school suspensions, students will complete their school day in an administrator's office. The purpose of an in-school suspension is to allow the student time to reflect and process behavior and create a plan to move forward.
- Out-of-School Suspension: The administration can issue out of school suspensions in cases of repeated misconduct or when allowing the student on campus is believed to jeopardize student safety or negatively affect normal school operations. Out of school suspensions may also be an initial response in cases of bullying, harassment, or acts of racism. Parent(s) will be notified immediately when an out of school suspension is being issued. Following an out of school suspension, a re-entry plan will need to be completed with the parent(s) and the student, outlining expectations for successful re-entry and continuation in the school. At this point a behavioral contract will also be issued to the student.
- Expulsion: Cases of extreme misconduct, frequent suspensions, or inability to follow through with a re-entry plan or behavioral contract may result in expulsion. SCS reserves the right to expel any student who continuously refuses to adhere to our student conduct policies and expectations.

Video Monitoring

SCS utilizes video monitoring throughout the school to ensure staff and student safety. On some occasions, the Administration may utilize video footage to aid in appropriately understanding an incident that occurred so that appropriate disciplinary action can be taken. SCS video footage is considered confidential, and therefore will not be made available for parents or students to view.

Dignity and Respect Policy

As members of a Christian school community, it is expected that students will treat staff members and other students with dignity and respect. Teasing, bullying or disparaging other students, persistently discussing sensitive issues, unwelcome joking, innuendo or inappropriate comments regarding an individual's racial or ethnic background, physical appearance, physical capabilities, and mental capabilities are all considered inappropriate and persistence will be disciplined – which may include suspension and/or expulsion.

Cyber Technology and Responsible Use Policy

It is expected that all students attending SCS will use technology (internet, texting, emailing, social networking, etc) in a manner consistent with the school's Mission and Vision. Any student use of technology that deviates, as deemed by the SCS administration, will not be tolerated, and will be dealt with in a manner consistent with the school's discipline policy, up to and including expulsion from school.

Specific policy items:

- The student will not maintain a website, create, or forward email, text, photo, video, or language that shows or implies violence against another.
- The student will not post content onto a social networking site or use any other means to create or forward matter with questionable or inappropriate content. Inappropriate content includes: obscene language, suggestive pictures, comments that put other individuals or

groups down or negative information about students or staff of SCS that is discussed without permission.

- The student will not access any website containing inappropriate content from school computers, including those created by friends. This applies to extra-curricular activities as well.
- Students will not:
 - o Post personal communications without the author's consent or post information containing material not meant to be made public
 - o Post rude or inappropriate messages.
 - o Invade the privacy of individuals by sharing information that is not meant for public viewing (ie. Pictures, data, personal communications, information, etc)
 - o Use technology for any illegal activity

Seacoast Christian School's digital resources are intended for academic support. Students are expected to be good stewards when using both the school's computers and printing resources. Bypassing or disabling security or intentional misuse is not permitted.

Bullying

Seacoast Christian School is committed to providing all students a safe school environment in which all members of the school community are valued as created in the image of God and treated with respect. Conduct constituting bullying will not be tolerated and is prohibited by this Policy.

Bullying Defined:

Bullying is conduct which subjects a student to insults, taunts or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

Has, or a reasonable person would expect it to have, the effect of: Physically harming a student or damaging a student's property; placing a student in reasonable fear of physical harm or damage to the student's property

Interferes with the rights of a student by: Creating an intimidating or hostile educational environment for the student; or is based on a student's actual or perceived characteristics (race, ethnicity, gender, physical or mental capabilities), or is based on a student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics.

"Bullying" includes cyberbullying.

"Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

Retaliation is also considered a form of bullying. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes reporting that is not made in good faith on an act of bullying.

Any incident of reported bullying occurring on school grounds will be investigated by the administration. "School grounds" means a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.

Reporting Procedures:

Any student experiencing bullying is encouraged to seek out a trusted adult to report the issue. Any SCS employee or volunteer who has witnessed or has reliable information that a student has been subjected to bullying, shall report such incident to the Head of School or Principal.

Discipline:

If it is determined, after investigation, that a student has engaged in bullying conduct prohibited by this Policy and implementing administrative regulations, that student shall be subject to appropriate disciplinary action, which may include suspension and/or expulsion.

General Restrictions and Guidelines

Students MAY NOT:

- Have school keys,
- Wander in the hallways during study halls, or
- Be left unmonitored (for more than a few minutes) in any classroom or office space

Public Displays of Affection – Brief greeting hugs are permissible, however, public displays such as lingering hugs, kissing, handholding, and sitting on another person's lap are not allowed.

Cell Phone Policy: In an effort to promote education with minimal distractions, classrooms at SCS are considered "No Phone Zones". Students will be asked to place phones in a designated bin or basket when entering classrooms and will be allowed to retrieve them at the end of class. Students with smartwatches will be asked to place them on their desk during tests/quizzes.

Illegal Substance Policy: No tobacco product, alcoholic beverages or non-prescription controlled substances are allowed on campus. All medications, prescription or over-the-counter, need to be kept and distributed by the Main Office. Possession and/or unauthorized use of such products by students may result in immediate expulsion. Illegal substances found in backpacks and lockers will be presumed to be the property of the student who owns or uses the respective backpack or locker.

Students suspected to be under the influence of drugs or alcohol while at school will be sent to an administrator who will conduct a search of the student's backpack and desk. The student will be asked to empty his/her pockets and belongings. The Head of School or Principal will call the parents to notify them that a search has taken place. The police will be called if any illegal substances are found.

Weapons Policy: If a student brings a weapon to school, of any kind, disciplinary action will take place – including the potential of immediate expulsion, as well as parent and police notification.

Search and Seizure: Illegal, hazardous, or inappropriate items brought onto school campus are subject to seizure by the administration. Accordingly, school personnel may search lockers, backpacks,

desks, or any other items located on school grounds at any time without permission from the owner. The possession of any illegal substance or any weapon may result in immediate expulsion.

Student Drivers: Any student wishing to drive to school must abide to the following rules:

1. Students are allowed to drive a vehicle to school with permission from their parent(s). A permission form must be filled out and returned to the office.
2. Students must use good judgement and exercise great caution when entering and leaving school grounds being alert to children in the parking lot.
3. No student may transport another student at any time without prior permission and authorization
4. Students are not permitted to sit in or congregate around parked cars
5. When arriving on campus, students should exit their vehicles to join the rest of the students
6. Once students arrive at school they are not allowed to leave school grounds unless they have parental permission and have notified the Office Administrator

General Rules While Riding on School Vehicles

- All passengers will always remain belted and in their seats
- No extremities are to extend out the windows
- Gesturing to other vehicles is not permitted
- Passengers will obey the requests and directives of the driver

Senior Privileges: Senior privileges are intended to help seniors develop responsibility and accountability as they prepare for life after high school. These are privileges and not rights. To maintain these privileges, seniors must be passing all classes and maintaining good standing in their personal conduct. Privileges may be revoked at any time by the administration due to academic standing or disciplinary action. Seniors will be allowed to leave school at the end of their last scheduled class. During free time/ study halls, seniors will be allowed to use the student lounge (gazebo) or during good weather go outside. Seniors are also allowed to leave campus during free periods but must notify the office before leaving and when they return and must be back on time for all classes. If a senior leaves campus in his/her car, no other student may leave or travel with them without written consent from the parents of the driver and the rider.

Spaces within SCS that may be utilized by Seniors for Senior privileges (each monitored by video to ensure appropriate conduct and use):

- Gazebo (Senior Lounge), beginning at 11:30
- Cafeteria
- Computer Lab – only when there is not a computer class in session – a schedule of computer classes will be provided to the Senior class at the beginning of the school year to help them prepare

Additional ideas of spaces within walking distance of SCS that Seniors are encouraged to utilize:

- Early Bird Café, South Berwick Library, Lee Frank's

Dress Code

Seacoast Christian School aspires to promote confidence and preparation for life in every student that walks through our doors. Our dress code is an extension of this preparation. Through all ages SCS implements a "Business Casual" dress code policy. This policy has been created in partnership with a team of teachers from all grade levels. At Seacoast, our goal is not to mandate but to guide students in a positive self-image and preparation for their futures in their dress. All final decisions regarding modesty and dress code violations will be made by the Head of School and the Principal in support of teachers. It is the hope of the school that students and parents will take the dress code seriously in a form of respect for the expectations of SCS. If a student is out of dress code they will initially receive a verbal warning; in instances of inappropriate dress their parents will be contacted to bring a change of clothes. Repeat dress code violations will incur further discipline, including immediate parent contact, as well as the possibility of lunch detentions, missed recess time, and a monetary fee.

The graphic is a dark blue rectangular box with a white search icon in the top left corner. The title "SCS Dress Code Quick Guide" is written in white text at the top. Below the title, there are two columns of text. The left column is headed by a red circle with a white 'X' inside, indicating prohibited items. The right column is headed by a green circle with a white checkmark inside, indicating allowed items. At the bottom center of the graphic is the SCS logo, which consists of the letters 'SCS' in a stylized white font with a white arrow pointing upwards and to the right.

Prohibited Items (Red X):

- Sweatpants
- Pajamas
- Blue jeans/jean shorts
- Athletic joggers
- Ripped/holey clothes
- Leggings
- Crop tops
- Low cut/revealing/see through tops
- Exercise/athletic shorts
- Tank tops (spaghetti strap/cami tops)
- Hats/hoods on (in the building/class)
- T-shirts including graphic T's (slogans, pictures, etc)
- Graphic Sweatshirts (slogans, pictures, etc)

Allowed Items (Green Checkmark):

- Khaki pants (any style/color)
- Dress pants (any style/color)
- Business casual shirts (ie. Henley shirts)
- Button down shirts
- Polos
- Short or long sleeve dress shirts
- Tank top dress shirts (3 finger width strap)
- Sweaters
- Khaki shorts (Bermuda length)
- Dresses/skirts (within 2 inches of top of knee cap)
- Plain sweatshirts (no slogans/pictures/branding)
- All SCS branded sweatshirts, shirts, t-shirts

Casual Friday – each Friday students are allowed and encouraged to participate in our “Casual Friday” program in which they will be allowed to wear jeans. All other aspects of dress code will still be enforced for both those who participate and those who do not.

Elementary Cold/Winter Weather

During winter and on cold days (near or below freezing), all students must have for outside recess:

- A winter coat or jacket
- Snow pants and boots
- Mittens or gloves
- A hat

***Please note**, Elementary students are asked to not wear open back sandals (flip flops, etc) for playground safety. Fully strapped sandals are acceptable.

Health and Safety

Emergencies: Students will participate in a variety of safety drills throughout the school year including fire drills and lock down drills. These drills ensure that in the case of an emergency, students will be aware of where to go and what actions to take in different situations.

Immunizations: State of New Hampshire and State of Maine law requires students to be immunized. Immunization records must include the day, month, and year the immunization was given. Please ensure that current immunization records are provided to the Office Administrator and review current immunization record requirements from the State of Maine/New Hampshire for details.

If a student has no record of immunizations, he or she will be conditionally enrolled when at least one dose of the required vaccine is administered. It is expected that the student will follow through with the remaining immunizations according to schedule in order to come into complete state regulated compliance.

Exemptions from Immunizations: Immunization requirements may only be waived for medical or religious reasons in New Hampshire, and *only* medical reasons in Maine.

NH and ME Residents: *To obtain medical exemption* from specific immunizations, a healthcare provider must present to the school a signed and dated letter detailing the medical reasons why a particular immunization would be detrimental to the child's health. This medical exemption shall exist until the child's health permits immunization.

NH Residents: *To obtain religious exemption*, parents must present a notarized State of New Hampshire Religious Exemption from Immunizations form to the school before the first day of school. Parents realize that they will be asked to keep their unimmunized child home for the duration of any outbreak of vaccine preventable disease until the incubation period from the last identified case of the communicable disease has passed.

Over the counter Medications: Tylenol, Advil, etc. will be available in the Main Office. Permission must be given by the parent and returned to the Office Administrator before any medication may be given to the student. If your child requires a particular over the counter medication not normally given by the Main Office (ex. Migraine medication), please send in the medication with a written permission so that this can be given to your child when necessary.

Dismissal Due to Illness: if a student's teacher and the Office Administrator deems a student too ill to remain in school, a phone call will be made to the parents requesting that the child be taken home. If the parents cannot be reached in a reasonable amount of time, then a phone call will be placed to the parents' designated emergency contact. **It is the expectation that the student be picked up from school in these situations** – students will not be allowed to remain in the school if determined to be ill and needing to go home.

Please note: If your student has a fever you should not send them to school. Student's that register a fever while at school will be sent home.

SCS Campus Rules

Visitor Policy

All visitors must check in with the Office Administrator before going any further into the building. All visitors must sign in, in the main office, and sign out when leaving the building. Visitation will be limited to school or classroom related events (class parties, chapel, grandparents' day, etc.) and shadowing opportunities for new students/new staff. The school asks that beyond these visitation opportunities, any personal visits unrelated to school events (including but not limited to, family, friends, former students) be limited.

Volunteer Policy

All volunteers will need to submit a background check. We ask that you check in with the office upon arrival and receive instructions for all volunteer service. Due to school regulations, we ask you stay to the schedule given. If you have any questions, please go to the office. We are grateful for your willingness to volunteer.

PARENT CONTRACT

Seacoast Christian School believes that a positive working relationship between parents and school staff is important in ensuring the best overall academic experience for our students. The below contract ensures that we operate in a spirit of togetherness, with a common understanding of the goals and operational standards of SCS. This contract will hold all parties accountable to create success for all SCS students throughout the school year.

Please read and initial the following statements:

_____ I(We) have, as a family, read, discussed the importance of, and agree to the teaching of the school's Statement of Faith.

_____ I(We) acknowledge that my/our child will be taught the Christian faith, and I (we) will support such instruction both at home and at school.

_____ I(We) have read, and with my(our) children agree, to abide by the rules and the policies of Seacoast Christian School as outlined in this Student and Family Handbook.

_____ I(We) agree that my(our) child's photograph may be used in SCS promotional materials and that his/her photograph may be given to the media with regard to school-related activities.

_____ I(We) do not consent to the use of my(our) child's photograph in SCS promotional materials or media production with regard to school-related activities.

_____ I(We) understand that attendance at Seacoast Christian School is a privilege, and that the privilege can be revoked at any time by the Head of School for good and sufficient reason after informing the parents of the rationale for such a decision.

_____ I(We) agree to support the administration of SCS in establishing and enforcing disciplinary rules, creating and maintaining a positive learning environment for all students and establishing behavioral guidelines for all students.

_____ The school believes that a positive and constructive working relationship between the school and a student's parents (or guardian) is essential to the fulfillment of the school's mission. I(We) understand that the school reserves the right not to continue enrollment or not to re-enroll a student if the school reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.

_____ Should conflict arise, I(we) agree to follow the principles of Matthew 18 in working toward a resolution.

Parent/Guardian Signature : _____ Date: _____

Parent/Guardian Signature : _____ Date: _____

Student Contract

This contract applies to any student who is: on school property; in attendance at school; at any school sponsored activity or whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of our school. The undersigned does hereby agree, as a condition of admission to Seacoast Christian School, to the following statements

Please read and initial the following statements:

_____ I have read and agree to the teaching of the school's Statement of Faith.

_____ I acknowledge that I will be taught the Christian faith, and I will respect such instruction both at home and at school.

_____ I have read, and agree to abide by the rules and the policies of Seacoast Christian School as outlined in the Student and Family Handbook.

_____ I have read the Cyber Technology and Responsible Use Policy and agree to respect and abide by the items outlined therein.

_____ I will treat staff members and other students with dignity and respect. I will not tease, bully, or disparage other students and will stop discussing sensitive issues or topics when requested to do so. This specifically includes unwelcome jokes, innuendo or inappropriate comments regarding an individual's racial or ethnic background, physical appearance or physical capabilities. If I am requested to stop using certain nicknames or descriptive words regarding such attributes, I will cease doing so immediately. I will in no way threaten or harm, by word or action, the school or individuals related to the school.

_____ I understand that attendance at Seacoast Christian School is a privilege, and that the privilege can be revoked at any time by the Head of School for good and sufficient reason after informing my parents of the rationale for such a decision.

_____ Should conflict arise, I agree to follow the principles of Matthew 18 in working toward a resolution.

Student Signature: _____ Date: _____