

# Skopos Christian School

## Student Handbook

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## Welcome to Skopos School

Dear Students and Parents,

On behalf of the Skopos Christian School Board, and the faculty, we welcome you to a new school year. With expectation and excitement, we look forward to seeing the wonderful things that God has for us this year. Thank you for giving us the opportunity to partner with you to provide your children with excellent, godly education. It is our prayer that each child will grow in their relationship with Christ and in their academic studies.

This handbook has been assembled by the administration to give parents and students general guidelines and information concerning the organization and administration of our school. Please read the information carefully with your student and reference it when needed. **As with most things in life, this Handbook is not all-inclusive nor will it go without changes as the administration sees the need and as the school and staff continue to grow.** By communicating and working together as students, parents, and staff, we can give our students a quality, Christian education. May you and your family be blessed this 2020-2021 school year!

Blessings,



Shaelynne Wachlin  
School Director

## School Information – Quick Reference

School Address:	Faith on Hill Church 3615 SE Hill Road Milwaukie, OR 97267
Mailing Address:	PO Box 1015 Gladstone, OR 97027
Director:	Mrs. Shaelynn Wachlin
Phone:	(503) 908-4740
Website:	<a href="http://www.skoposcs.org">www.skoposcs.org</a>
School Hours:	Preschool: 8:30am – 11:30am Grades K-8: 8:30am – 3:00pm <b>Morning drop-off time:</b> 8:15 – 8:30 <b>Afternoon pickup time:</b> 3:00 – 3:15, \$1 per minute late charge after 3:15 <b>Before and Aftercare available, for additional fee</b>
School Office Hours:	Teachers available by appointment

**Note:** Routine and emergency messages for your child(ren) are strongly encouraged to be routed through the school office.

## Mission Statement

Skopos Christian School desires to provide an affordable, quality, fun-filled Christian education that inspires and equips students for a lifetime of positive and practical influence in their communities.

## Vision

Our vision is to see Skopos Christian School become a beacon of light in the Gladstone area. We seek to raise up students who will have a positive impact on our community, spreading the Gospel in word and in deed. Our vision is not merely to instruct, but to see our community transformed for Christ. We believe in the potential of our young people and in the good plans the Lord has for them. We seek to be a launching point for students to begin a lifelong mission of serving the Lord on behalf of others.

## Core Values

Skopos Christian School holds these values as our highest and most cherished values:

- **Love for Christ and one another:** We believe that without love, all knowledge and work is meaningless. As Christians, we are called to center our lives on Christ, to love Him with all our hearts, minds, souls, and strength, and to love our neighbor as ourselves.
- **Honesty:** We believe that any organization that seeks to thrive cannot do so without a foundation of honesty. For this reason, we work to maintain honesty and transparency in all areas, particularly in the area of finances. Members of our community who would like to see a copy of the school's budget may make a request of a teacher or board member and will receive the information within 72 hours.
- **Excellence:** We believe that in all things, we are called to work as unto the Lord and not as unto men. For that reason, we seek excellence in every area of our lives—academic, social, spiritual, and physical.
- **Fun:** We believe that childhood is precious. Our children only get to be kids once. Therefore, we believe that there is great value in the preservation of innocence and the simple joy of childhood. We believe that children learn best when they are permitted to simply be kids, to have fun both in and out of the classroom. Naturally, we balance this belief with a policy of gradually increasing responsibility and maturity.

## Purpose

Skopos Christian School exists to grow our students up in Christ, seeking excellence in academics and in spirituality. Our desire is to foster lifelong learners who live passionately for Christ and compassionately for others. The mission of Skopos Christian School is to provide an affordable, quality, fun-filled Christian education that inspires and equips students for a lifetime of positive and practical influence in their communities.

## Statement of Faith

We believe:

- We believe the Bible to be the inspired and only infallible, authoritative Word of God. (2 Timothy 3:16-17)
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19)
- We believe in the true deity and full humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory. (Acts 4:12; John 11:25)
- We believe in the sinfulness of all men, that every individual is fallen and in need of salvation. We believe that for salvation of the lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. (Romans 3:23; Ephesians 2:8-9)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Ephesians 1:13)

- We believe in the resurrection of all men, the saved to eternal life and the unsaved to eternal damnation. We believe that heaven and hell are definite places. (John 5:28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13)

### **Non-Denominational**

Skopos Christian School is a non-denominational Christian school and is not affiliated with any denomination. We believe in the unity of the believers, agreeing on core doctrines as outlined in our Statement of Faith. For this reason, we accept students and staff members from all Christian denominations with the understanding that our Statement of Faith forms the bedrock of our theological teaching and our way of life, both in the classroom and out.

### **Non-Discrimination Policy**

Skopos Christian School, in our commitment to the gracious God of the scriptures who rules over all peoples and nations, admits students of any race, color, sex, or national and ethnic origin to all of the rights, privileges, programs, and activities available to students at the school. While Skopos Christian School does not discriminate on the basis of race, sex, color, or national and ethnic origin in the administration of its educational practices, admission policies, scholarships, or other school-administered programs, as a religious institution, it reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with the school's statement of faith, code of conduct, or other policies of this organization.

### **Confidentiality Statement**

Skopos Christian School recognizes a right to privacy for certain information pertaining to students, employees, volunteers, and their families, as mandated by state and federal laws. As such, confidential information pertaining to students, employees, volunteers, and their families, whether oral, written, or computer generated, shall be held in confidence by the school, its employees, and its volunteers.

### **School History**

Skopos Christian School began in January of 2017, with a handful of parents and teachers coming together, desiring to create a school where teachers would provide loving Christian training and a strong academic program. Tri-City Baptist Church agreed to rent us space to begin our first year. The name "Skopos" comes from the Greek and means, "a mark on which to fix the eye", henceforth our school emblem, the bullseye. We desire our eyes to be fixed on Jesus in all we do and say. We are excited to see where God leads, as we follow. Our second year was also blessed by our school remaining at Tri-City Baptist Church. Our third year, we moved to Milwaukie and were blessed to be welcomed by Faith on Hill Church. We look forward to continuing our educational calling with Faith on Hill for our 4<sup>th</sup> year.



## Conflict Resolution

Skopos Christian School places a high emphasis on working together in a manner that is pleasing to the Lord. Nevertheless, we recognize that in any organization, the possibility of conflict between well-intentioned people always exists. Accordingly, we seek to resolve conflict in a productive, godly manner. We believe that gossip and complaining do not have a place in any organization seeking to honor the Lord. Instead, we believe that disagreements should be addressed through proper channels and with a mind to bring the conflict to a conclusion that is satisfying to all parties.

In the case of interpersonal conflict, we request that all members of our school - including parents, students, and staff members - take their concerns directly to the person involved. If the problem is unable to be resolved individually, the problem may need to be escalated to the next level of authority, whether that be a teacher, the executive director, or the school board.

In the case of school-related conflict, the problem should be addressed with the staff member most directly involved with the problem. If a problem arises with a classroom policy, for example, we ask that your concerns be brought directly to the teacher. If the problem cannot be resolved at that level, concerns may be elevated to the next level of authority, whether that be the executive director or the school board.

## Tuition and Admissions

### Admission Requirements

Skopos Christian School requires that each incoming student complete the admission procedures described. Further, students enrolling at Skopos Christian School must agree to abide by the behavioral and academic expectations outlined in the Handbook. Unfortunately, Skopos Christian School is not equipped to meet all the academic, social, behavioral and spiritual needs of every student. Based on these limitations, Skopos Christian School may not admit some students. A student with a grade point average (GPA) of 2.25 or less at his or her previous school and/or a student scoring two years below grade level on the academic assessment exam and/or a student of concern socially or behaviorally may not be admitted.

### Admissions Criteria

Parents interested in enrolling their students at Skopos Christian School should submit a registration application along with the registration fee. Once Skopos Christian School accepts the student for enrollment, the registration fee (which is used for buying books and supplies) is non-refundable. In a case where the student is not accepted, the registration fee will be refunded.

The parents of new families will be asked to attend an interview with the administrator. Skopos Christian School reserves the right to test each child academically to ensure he/she is being enrolled in the appropriate grade. Once the child's grade level is confirmed, parents will receive an enrollment packet containing a supply list and other information.

A confirmation email will be sent acknowledging receipt of registration packet. Acceptance into Skopos Christian School is not automatic, rather it is based on Skopos Christian School Board approval. Skopos Christian School Board reserves the right to refuse enrollment to any

student. Once approval has been provided, a follow-up email will be sent along with additional forms and information.

### **Admissions Process**

Each prospective family/student should complete the following steps to enroll at Skopos Christian School.

1. Participate in an interview with a school administrator;
2. Complete all forms and submit to the school office for review:
  - a. Completed application;
  - b. A copy of the student's most recent report card (K-6) or transcript (7-8);
  - c. Disclosure of any special needs services provided to the student from previous school;
  - d. A completed Record of Immunization (Preschool and Kindergarten only);
  - e. A Financial Record Release form completed by previous school;
  - f. A completed Authorization to Release Records form for each student;
  - g. Parent/Student Handbook and Policies forms signed;
3. Application/Registration Fee paid (this is not refundable).
4. Be in support of the school's mission, purpose and volunteer hour requirements.

### **Admission and Re-Enrollment**

If a family realizes that they disagree with the philosophy of the school, they are asked to discuss the matter with the appropriate administration. If this issue cannot be resolved, the family will be asked to voluntarily withdraw from the school.

Students are accepted on a yearly basis. Re-enrollment is based on academic performance and behavior; therefore, re-enrollment is not guaranteed.

Enrollment priority will be given to:

1. Returning students, until the close of the returning student registration period
2. Dependent children of staff hired for upcoming/current school year
3. Brothers and sisters of returning students
4. New full-time student applicants
5. Part-time students, whether returning or new

Skopos Christian School accepts students without regard to race, gender, color, or national origin.

### **Tuition**

Tuition can be paid in one of three methods:

1. Tuition can be broken into 12 monthly payments beginning July and ending in June.
2. Tuition can be broken into 9 monthly payments beginning in September and ending in May
3. Tuition may be paid in full up thru September 3.

### Late Payment Fees

Current tuition due date is the 10<sup>th</sup> of each month (except for those paying in one lump sum which is due September 3<sup>rd</sup>). There is a \$40 charge each month that a payment is late (payment is late if it is 5 days past due).

**Delinquency:** If an account is 30 days delinquent or more, that student will not be allowed in class until account is completely current.

### Part-Time Student Policy

Skopos Christian School allows for part-time student attendance. This is on a case-by-case basis and must be approved by the parents and the Skopos Christian School Board.

### Withdrawal

If a student is to be withdrawn from Skopos Christian School and the child attends classes even one day within that month, no refund will be provided for that month. If the account was paid in full prior to school year, the refund will be prorated for the remainder of the year.

### Additional Fees

#### Field Trip Fees

Students will go on a variety of field trips throughout the year. Parents will receive info about the field trip and the cost prior to the trip. Field trips typically cost around \$5-\$15 per student.

#### Insufficient Funds Fees

An insufficient fund fee (returned check) of \$40 will be charged to your account.

#### Late Pickup Child fees

Late child fees start at 3:15 and are charged \$1 per minute per child until picked up. The reason for this policy is that our teachers and staff are not expected to stay at the building past 3:15, and if a student is left behind, we must compensate someone to stay with the student. The late child pickup fees will be added to your account.

#### Outdoor School Fees

Outdoor school is available, at an additional cost, for those students allowed to attend. These fees can be paid at the school office.

## General Information

### School Hours

School is weekly Monday through Friday. School begins at **8:30 am** and will be dismissed at **3:00 pm**. Changes to this schedule will be made public in time for planning (i.e. Thanksgiving, Christmas, or other early dismissals). A yearly schedule of events is available on the school website.

**Please plan to pick up your child(ren) on time.** Parents of children in Kindergarten-8<sup>th</sup> grade who are not picked up on time will be billed - \$1 per minute late per student. Students should

not arrive more than 15 minutes before their class begins, nor should they remain on campus more than 15 minutes after their school day ends. The school is not responsible for supervision of students who remain on campus during these times unless they are involved with scheduled activities. Unsupervised students are the responsibility of the child's parent/guardian.

### **School Closures**

Skopos Christian School follows the school closure notifications of North Clackamas School District. In the event, other than weather, where Skopos Christian School does not follow North Clackamas School District, parents will be notified. Please listen to local radio and television stations for specific closure information.

We understand that students that come from areas that are outside of the Milwaukie area may not be comfortable with road conditions. For this reason, we ask that parents and students personally evaluate their situation before commuting to campus. In this type of situation, please contact the school to inform them that the student will not attend that day.

### **Written permission for authorized drivers**

Written permission is required, from both the rider's and driver's parent/guardian, in order for students to ride home with anyone other than authorized drivers.

### **Attendance**

Consistent daily attendance is crucial to a student's successful school experience. Therefore, we encourage families to make every effort to ensure their student's regular daily attendance. Legitimate excuses include illness, family crisis, or other emergencies. Students will be required to make up all missing work.

#### **Excused Absences**

Absences that are due to illness, sickness of a family member, and/or an emergency, a religious observance or pre-arranged absences are excused. Schoolwork that is missed needs to be completed and turned in promptly. A two-day extension for each day absent (up to a total of 10 school days) is the usual time given for all missed work to be completed. Special arrangements with the teacher or teacher(s) will be made in the case of extended absences.

#### **Pre-arranged Absences**

Planned absences due to family travel, athletic contests, and doctor appointments are to be cleared with the school and all teachers prior to departure. A note is requested at least 24 hours before a short-term absence and one week before an extended absence. Students are expected to make-up missed work.

#### **Unexcused Absences**

Students who are absent without meeting the conditions of an "excused" absence are unexcused. Unexcused absences may receive a "zero" for academic work due on that day.

#### **Tardy**

A student is tardy if a student arrives after the start of school.

### **Procedure for Sick or Injured Students at School**

Parents will be contacted when a student becomes sick and/or injured. A staff member will monitor the student and keep them comfortable until an approved adult picks them up. Skopos Christian School does not have a designated nurse on campus. Please notify the school whenever there are changes to phone numbers, including emergency contacts.

### **Visitor Policy**

We welcome adult family visitors to the classroom. If parents, grandparents, or other adult relatives wish to visit the class (at times other than their regularly scheduled volunteer hours) they should notify the teacher ahead of time. Non-Relative adults may be allowed to visit a student on a case-by-case basis with permission from the student's parent and from the teacher.

### **School Communications**

Parents will be notified via email for most school communications. Occasional phone calls will be used as well. Most school communications will utilize **Class Reach** for grading and student updates.

### **Snacks**

Parents are encouraged to provide non-sugary snacks and beverages for their children. Students will need to clean up after themselves after each food period. Food and beverages will generally not be allowed in the classroom at other times.

### **Medical Guidelines/Authorization for Medication**

Under state law, no staff member can administer medication without a signed consent form. If you need a consent form, please check with your child(ren)'s teacher to obtain one.

### **Health and Wellness**

Students should be kept home from classes if:

- Fever, diarrhea, or vomiting have occurred within the last 24 hours
- Severe coughing or runny nose
- Other symptoms of a contagious disease
- Head lice/Nits/bugs present on head

We realize that children frequently have perpetual runny noses and coughs during the cold season. Students with minor cold symptoms may still attend class. If a student exhibits contagious symptoms during the school day or if health prohibits them from focusing during class, a staff member will call the student's parents to pick them up early.

### **Food-Related Allergies**

If a student has a mild, serious, or life-threatening allergy to a specific food or substance, it is the responsibility of the parent to communicate all relevant information regarding the allergy to the student's teacher. The teacher will work with the parent to establish any necessary protocols to accommodate the student's allergies.

### **Emergency Notification Procedures**

A parent/guardian will be immediately notified of any illness or injury requiring professional medical attention. In the event the parent cannot be contacted, the emergency contact person listed on the Student Information Sheet will be notified. If an illness or injury requires immediate professional medical attention, 911 will be called. The student will be transported to the nearest hospital or hospital listed on information sheet.

The school principal or teacher will notify parents if their student has been exposed to a confirmed communicable disease (i.e. chicken pox).

A parent is notified upon pickup if a student has become moderately ill or has an injury, which does not warrant professional medical attention.

### **Safety Procedures and Policies**

A standardized set of procedures that schools utilize to ensure the safety of each student is based on the iloveyouguys principle. The iloveyouguys foundation has collaborated with Fire and Police to ensure standardized safety procedures for the safety of each student.

These procedures are located at the iloveyouguys website: [www.iloveyouguys.org](http://www.iloveyouguys.org).

#### **Fire Drills**

Fire drills will be based on current requirements.

#### **Lock-Down**

During lock down situations, Skopos Christian School will communicate with parents as soon as it is safely possible.

#### **Power Failure**

In the event of a power failure, school may continue or not. If school has to be canceled (due to longevity of outage), parents will be contacted to pick up their student

#### **Other Emergencies (Acts of God)**

In the event of an Act of God, your child(ren) will remain with the teachers until the teacher is safely able to contact parents for pickup.

### **Suspected Child Abuse**

Oregon law currently requires that all school employees report possible child abuse to the Department of Human Services (DHS) or a law enforcement agency.

#### **Reporting Child Abuse**

Consistent with state law, any school employee having reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect by any adult, or a student with whom the employee is in contact has abused a child, will immediately notify DHS or the local law enforcement agency. The employee shall also inform his/her administrator.

### **Investigations of Child Abuse**

School staff will cooperate with investigations of possible child abuse being conducted by the DHS or a law enforcement agency. A member of the DHS, or a law enforcement officer, who is questioning a student concerning child abuse will determine if a school official may be present in an interview that occurs at the school. Prior to the interview, the DHS personnel will be required to show DHS photo identification and an Oregon Driver's License to the school administrator. The administrator shall contact the parents/guardians and inform them that DHS personnel are on campus to interview their child, unless they are under suspicion of the alleged abuse.

The administrator, or an appointee, shall be present at the interview, unless they are the person suspected of perpetrating the alleged abuse, or if they are disallowed by the DHS due to the circumstances of the investigation.

All information revealed during the interview shall remain confidential and shall not be made part of the student's school file.

### **Marriage, Divorce, Custody and Guardianship**

Please be sure the school has on file a court order regarding custody for your child, if applicable. Many times the school finds itself in a situation where it is caught in the middle of family conflicts. If a special situation exists, we ask that the custodial parent make all instructions to the school in writing. Our concern is for the welfare of the child and this can be accomplished only through appropriate channels.

### **Property Damage**

If a book or other school property is lost or damaged and has to be replaced, the full price of the book will be charged to the student responsible for its loss. Vandalism of school or student property will not be tolerated. Restitution will be required.

### **Parental Involvement**

Because Skopos Christian School sees it as our job to assist parents in the responsibility to bring up their children in the nurture and admonition of the Lord, we place a high importance on parental involvement, both in the classroom and with after school homework.

Parental involvement is crucial to the success of the students and the school. Because if this vital piece, we ask that families volunteer 30 hours a school year or pay an "opt-out" fee of \$450 a year. This opt-out fee can be paid monthly and must be paid in full by May 15 of that school year. All volunteer hours must be completed by May 15, unless previous arrangements with the school have been made and approved.

Skopos Christian School believes that parental participation in your child's homework is vital to your child's academic success, and because of this, we wish to make homework expectations very clear with directions that are easy to follow. Please ask your child's teacher if there is any confusion regarding the homework assignments.

### **Skopos Community Communication (SCC)**

There will be a group meeting of all teachers and all parents regularly to discuss school activities, updates, fundraising and finances. Skopos Christian School requests that all families attend. These meetings are counted towards the family volunteer hour commitment.

### **Fundraising**

Like most private schools, Skopos Christian School will be doing some fundraising to supplement its resources. Proceeds from all fundraisers will be identified during the fundraising promotion. We ask parents to participate to the best of their ability in our fundraising efforts. Please check the website for updates on all fundraisers.

We realize that fundraising puts additional financial burdens on students and their families. It is our expectation that fundraising efforts be more “community based” and less student-specific based. There will be some student-specific fund raising (pledges) that every student will be required to participate.

### **Student Insurance**

Skopos Christian School carries the liability insurance coverage required by the state of Oregon. The school expects the student’s major medical insurance to be the primary provider for covering accidents or injuries sustained at school.

### **Charitable Donations**

Skopos Christian School gratefully accepts charitable donations. We are a 501(c) 3 organization, which officially classifies our school as a tax-exempt organization. Because of our 501(c) 3 status, all charitable donations will be tax-exempt..

## **General Code of Conduct**

### **General Behavior Guidelines**

Discipline is an essential part of the learning process. The classroom must have an atmosphere that is conducive to learning. The teachers must communicate clearly the expectations and consistently enforce policies.

### **Philosophy of Discipline**

- Philippians 1:27 “Let your conduct be worthy of the gospel of Christ”.
- Proverbs 22:6 “Train up a child in the way he should go so that when he is old he will not depart from it”.

Discipline is defined as: training that corrects, shapes, strengthens and completes a student. We will encourage godly behavior, establish consequences for inappropriate behavior, and give each child the opportunity for redemption.

### **Discipline Policy**

It is expected that each student will be respectful to all teachers and staff, as well as other students. Immediate discipline may be handled at the discretion of school administration. No



corporal punishment will be used. In some cases, detention may be assigned. During detention, a student may be completing tasks or other consequences at the teacher's discretion.

Detention may be defined as:

- Lunch detention
- Recess detention
- After school detention

Below is a listing of infractions and their consequences:

<b>Violation</b>	<b>Response/Consequence</b>
Dress Code violation	<ul style="list-style-type: none"> <li>• Required clothing change</li> <li>• Call/email home 3 violations = detention</li> <li>• Additional violations = suspension</li> </ul>
Cell Phone Use at inappropriate times	<ul style="list-style-type: none"> <li>• Phone taken/Parent must pick up</li> <li>• Additional violation results in loss of cell phone privilege while on school grounds</li> </ul>
Inappropriate Technology Use violation	<ul style="list-style-type: none"> <li>• Technology taken/Parent must pick up</li> <li>• Additional violation results in loss of technology privileges</li> </ul>
Tardies	<ul style="list-style-type: none"> <li>• 3 unexcused tardies will result in detention</li> </ul>
Cheating/Plagiarism	<ul style="list-style-type: none"> <li>• Zero given on test or homework</li> <li>• Call home and documented in student file</li> <li>• Additional cheating may result in suspension or expulsion</li> </ul>
Lying	<ul style="list-style-type: none"> <li>• Phone call home</li> <li>• Detention</li> <li>• Additional lying may result in suspension or expulsion</li> </ul>
Attitude/Disrespect	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Additional offense call home and documented in student file</li> <li>• Continued offense may result in suspension or expulsion</li> </ul>
Bullying/Cyber Bullying	<ul style="list-style-type: none"> <li>• The administration will conduct an investigation into the incident and consult with the School Board regarding appropriate disciplinary measures.</li> <li>• This offense can warrant immediate expulsion</li> </ul>
Sexual Harassment	<ul style="list-style-type: none"> <li>• The administration will conduct an investigation into the incident and consult with the School Board regarding appropriate disciplinary measures.</li> <li>• This offense can warrant immediate expulsion</li> </ul>
Weapons/Drugs/Alcohol on campus	<ul style="list-style-type: none"> <li>• The administration will conduct an investigation into the incident and consult with the School Board regarding appropriate disciplinary measures.</li> <li>• This offense can warrant immediate expulsion</li> </ul>

### **Bullying/Cyber Bullying/Harassment**

Bullying is any gesture or written, verbal, graphic, or physical act, including electronically transmitted. Bullying is conduct that meets the following criteria

- Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress
- Is directed at one or more pupils
- Is conveyed through physical, verbal, technological or emotional means
- Adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress

### **Weapons/Drugs/Alcohol**

Weapons, drugs and alcohol of any kind are prohibited on campus.

### **Dress Code**

Proper dress is a heart issue (a desire to please the Lord) to be pure and holy in all that we do. Dressing appropriately begins at home. If your student appears ready for school in an outfit that does not conform to the modesty and neatness guidelines, please address the issue before leaving the home for the day. Modesty and neatness are never out of fashion; purity and holiness are virtues worth establishing and maintaining.

#### **Daily Attire**

Daily school attire should follow the below guidelines with the above philosophy in mind

All school attendees:

- **Advertising and Logo wear:** clothing that advertises or promotes the use of alcohol, tobacco or drug products, or that displays or implies sexually suggestive words or pictures are prohibited. Clothing that advertises groups that promote values or philosophies that are contrary to our Christian beliefs are prohibited.
- **Undergarments:** appropriate undergarments should be worn at all times for all ages. Underwear, including boxers, bra, or camisole straps, are not to show at any time (this includes when bending or stretching).

Gentlemen:

- **Shirts:** must be worn at all times.
- **Hats:** may not be worn at school during the school day.

Ladies:

- **Shorts/dresses/skirts:** must be at mid-thigh. NO clothing should show any skin above mid-thigh.
- **Pants:** Leggings are OK as long as the hind end is covered. For example, the shirt reaches the fingertips when arms are at your side.

#### **Chapel Attire**

Chapel days are different in regular daily school attire.

**Gentlemen:** Slacks with button down shirt or nice polo

**Ladies:** dress or skirt with leggings in accordance with dress code

### **P.E. Attire**

On designated PE days, students are required to wear appropriate clothing and shoes. Failure to do so may prohibit the student from fully participating in the physical activities. This may result in a lower grade for the class.

## **THE DECISION OF THE PRINCIPAL OR HIS/HER REPRESENTATIVE OF WHAT IS APPROPRIATE IS FINAL AND NOT UP FOR DEBATE.**

### **Personal Electronic Devices**

No personal electronic devices will be allowed during school hours without prior staff approval.

## **Academics**

### **Academic Expectations**

All students are expected to give their best, working as unto the Lord. Clear communication between the school, students, parents/guardians, is essential in ensuring the success of each student.

### **Curriculum**

The main purpose of our curriculum is two-fold (1) to provide excellent academic training, and (2) to train the student to see life from God's perspective, to shape attitudes and to mold character into that of Christ.

Our curriculum is a nationally accredited curriculum produced by A Beka Publishing in Pensacola, Florida. The textbooks and materials used are selected for their strong academic excellence and Christian philosophy.

### **Homework Policy**

We believe that excessive homework is detrimental to learning. Kids only have the opportunity to be children once, and we firmly believe that life experience is a valuable part of a well-rounded educational experience. Therefore, on a regular basis, homework will consist of no more than an hour of work per night for students in 4th grade and above, and no more than half an hour per night for students in 3rd grade or below. Occasional exceptions to this policy may arise in the form of special projects or papers. Additionally, students who do not complete work during class time may have a higher amount of work to complete at home.

### **Testing**

Every year during the spring, all students will be tested. Test scores will be mailed home. The cost of the test is part of the tuition fee. All students are required to take this test.

**Homeschool families are required by law to retain test scores.**

### Grading Scale

The grading system will be based quarterly. The grading scale for all classes is listed below:

Kindergarten – 2 <sup>nd</sup> Grade		
E+	Excellent	100%
E	Excellent	94-99
E-	Excellent	90-93
S+	Satisfactory	87-90
S	Satisfactory	75-86
S-	Satisfactory	70-74
N+	Needs Improvement	67-69
N	Needs Improvement	60-66
U	Under Grade Level	0-59

3 <sup>rd</sup> – 8 <sup>th</sup> Grade	
A+	100%
A	94-99%
A-	90-93%
B+	88-89%
B	84-87%
B-	80-83%
C+	78-79%
C	74-77%
C-	70-73%
D+	68-69%
D	64-67%
D-	60-63%
F	59 & Below

### Academic Probation

If a student’s GPA falls below 2.0, the student will be placed on academic probation. During academic probation, the student will not be permitted to participate in any extracurricular activities, including class parties and field trips. Academic probation will be evaluated at the end of each assessment period (progress reports and report cards). If a student’s GPA is 2.0 or higher, the student will be removed from academic probation.

### Media Policy

Classroom instruction may occasionally be enhanced by the use of various media including but not limited to movies, music and social media. All media will be in line with the values and philosophy of Skopos Christian School.

## Activities

### Field Trips

Field trips are an intrinsic part of Skopos Christian School’s curriculum. Some field trips will require an additional cost. Parent involvement may be requested as chaperones or for transporting students.

### Special Events

Special events could be ‘class parties’ or ‘student birthday parties’. Parents are welcome to bring in treats to share with the class. Please speak with the teacher beforehand to arrange this.

Teacher or parent may provide treats such as: (please keep in mind to account for all students in the classroom)

- Pizza
- Desserts
- Snacks
- Soda/drink

## Facilities and Equipment

### Animals on Campus

No animals will be allowed on campus without prior approval from the Skopos Christian School staff, with the exception of service animals. Students who use a service animal and intend to enroll at Skopos Christian School should notify staff at the time of application so that appropriate accommodations can be made.

### School Cleanliness

Because Skopos Christian School is renting space from a local church, we are expected to keep the classrooms neat and clean at all times. On Fridays (or last day of school during any particular week) we will, at the end of the school day, return classrooms back to church requested design for weekend services.

### Conclusion

This handbook is not all-inclusive. The Skopos Christian School Board and school administration reserve the right to change policy at any time in the best interest of the school. The Skopos Christian School Board and school administration retain the right to make exceptions to policies in the best interest of the students and the school.