



Sunnybrook Christian School

STUDENT HANDBOOK

Sunnybrook Christian School

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The Sunnybrook Christian School Board has the right to change the policies at any time.

Sunnybrook Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its

MISSION STATEMENT

Sunnybrook Christian School exists to offer a Christ-centered academic program of excellence, and to support actively involved Christian parents in their God-given responsibility to train their children to glorify God and to be fully equipped as moral, intelligent, productive, and responsible citizens who will serve and witness to the world.

PHILOSOPHY

Sunnybrook Christian School's (SCS) philosophy of education is based upon the authority, authenticity, and reliability of the Bible as the complete and final revelation of God. As stated in II Timothy 3:16-17, "All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; that the man of God may be adequate, equipped for every good work." SCS views Christian education as the process of learning truth through the Bible, and communicating this truth in all that is studied. To this end, the purpose of Christian education is education about Christ that results in character and conduct like Him.

Sunnybrook Christian School believes that the education and training of children is a parental responsibility, and Christian parents should select a school which will educate and train their children in a manner that reflects Christ. Sunnybrook Christian School's purpose is to assist parents in their responsibility of parenting Christian children. SCS serves as an extension of the home, existing to strengthen the parent-child relationship. We strive to work together in guiding, teaching, loving, and disciplining the children, teaching them to love God and providing them with the knowledge that all mankind is to serve God.

ORGANIZATION

SCS is under the authority and direction of Jesus Christ and the elders of Sunnybrook Christian Church. A school board oversees, directs, and establishes policies for the school. The school board reserves the right to change any policy or procedure at any time in its sole discretion after reasonable notice to constituents.

TUITION AND ENROLLMENT PAYMENT

Tuition and fees are due and payable according to the SCS calendar. Enrollment requires a commitment on the part of the parents to pay the agreed fees and tuition for their children.

All fees and tuition are non-refundable. If a student withdraws due to special circumstances, then the SCS board has the right to determine the status of fees and tuition. Parents should submit all requests in writing for board consideration.

Enrollment payment is due at the time of acceptance into Sunnybrook Christian School. All tuition is due on the first calendar day of the month, August through May (ten months), and becomes past due on the fifteenth of the month unless other arrangements have been made.

All payments are due in advance. A \$20.00 late fee will be added each month to all delinquent tuition. If tuition is delinquent for more than thirty days, the student's parents will be asked to withdraw the student until all tuition and late fees are paid in full.

If any check given to SCS is returned because of insufficient funds, the student's account will be charged \$10.00 in addition to any charges incurred with SCS's bank.

NOTE: Sunnybrook Christian School does not send a monthly billing. It is expected that responsible parents will be conscientious about their child's tuition payments. Please refer to the SCS calendar for due dates.

OTHER FEES

There will be a testing fee of \$20.00/year/student, which covers the cost of administering and grading the achievement tests. These tests are required for all students that the school board determines are to be tested. Achievement tests are given in the spring.

CURRICULUM

All classes will use ABeka, ACSI or CSI books. These are publishers of well-researched Christian school curriculums in the United States. They are designed to provide above-average results. The ABeka curriculum provides a phonics-based reading program and all three publishers incorporate the principles of God's Word throughout

all academic subjects. Other approved curriculum may be implemented to give each child the best education possible. We will continually strive to update the school's curriculum to offer the best education for Sunnybrook Christian School students.

Students are expected to use all available school, community, and home resources and to perform at their highest level in order to take full advantage of the educational program. Students' originality and creativity are encouraged within the organized framework of the classroom.

CHAPEL

Chapel services will be conducted one day a week for one-half hour (Wednesday). Chapel will include prayer, singing, and scriptures. This will be followed by either a lesson, biblical film, or special guest speaker. (Note: All students will wear Chapel Day uniforms every Wednesday. See Dress Code.)

DISCIPLINE AND RESPONSIBILITY

The Bible says in Romans 3:23, "*All have sinned . . .*" and Proverbs 22:15 tells us that "*foolishness is bound in the heart of a child.*" SCS desires that all students learn to base their lives on faith in God, to integrate Christian values into all areas of life, to respect and cooperate with teachers and fellow students, and to develop self-discipline. Administrators and faculty seek to foster and maintain an environment conducive to Christian conduct and academic excellence. SCS students have the responsibility to observe the school's standards of conduct and respect the rights of others. General standards of conduct for students at SCS include the following:

The students will:

1. Show respect toward God and His Son, Jesus Christ, parents, fellow students, school personnel, and themselves.
2. Show respect toward school property, their own property, and the property of others.
3. Tell the truth and exhibit academic and personal honesty at all times.
4. Communicate Christian priorities and values displaying modesty and good taste in accordance with the school dress code.

5. Use appropriate language (no cursing, foul language, or put-downs).
6. Conduct themselves in a way that contributes to a peaceful and positive school experience, not disturbing the teaching/learning process or creating undue stress for others.
7. Be on time and prepared for class.
8. Walk, not run, at all times indoors.
9. Heed all safety rules.
10. Refrain from bringing food, drinks, and chewing gum in the classroom unless a teacher has given special permission.
11. Not bring real or toy guns, swords, or knives of any kind to school. No electronic devices (see page 6), games or toys may be at school without staff approval.
12. Learn and obey all school rules as stated by the teachers, principal, and student handbook.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary actions, teachers and administrators will be mindful of the fact that students are individuals. They may consult with parents to determine the most effective disciplinary measure. Inappropriate behavior may be reported to the parents in a notice of misconduct. This notice must be signed and returned the following day.

In all cases of disruptive behavior, parents will be contacted, and all measures will be exhausted before resorting to corporal punishment. If it is decided that corporal punishment is the best course of action, the parents will be notified and given the opportunity to administer the correction themselves. The student will clearly understand that discipline is to instruct and remind us of God's line of authority as revealed in His Word. SCS staff will administer discipline with compassion, with forgiveness, and with restoration.

DETENTION

Elementary:

Detention may be used as a means of discipline during recess, PE, or after school. The student may be asked to take "time out" for all or part of the play period. Students must be under the supervision of the SCS staff at all times.

Junior High and High School:

Detention for grades 6 and up may be served after school hours.
Parents will be given 24-hour notice.

POLICY ON POSSESSION OF WEAPONS ON SCHOOL PROPERTY

Sunnybrook Christian School's policy was established in response to Oklahoma Statute, Section 1280.1, "*Possession of Weapons on School Property or in School Bus or Vehicle*" which states the following:

Section 1280.1

- A. It shall be unlawful for any person, except a peace officer or other person authorized by the board of education of that district or governing body for any public or private school, to have in his possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon designated in Section 1272* of this title.
- B. "School property" means any publicly or privately owned property held for purposes of elementary, secondary, or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational.
- C. A gun or knife designed for hunting or fishing purposes kept in a privately-owned vehicle and properly displayed or stored as required by law shall not be in violation of this act, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property.
- D. Any person violating the provisions of this section shall, upon conviction, be guilty of felony punishable by a fine not to exceed Five Thousand Dollars (\$5,000.00) and imprisonment for not more than one (1) year.

***Section 1272**

It shall be unlawful for any person to carry upon or about his person, or in his portfolio or purse, any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded

cane, billy, hand chain, metal knuckles, or any other offensive weapon, except as in this article provided.

The school's policy is that students are not permitted to have possession of any dangerous weapon as outlined in Oklahoma Statutes, Section 1280.1 and Section 1272. Because such possession constitutes a felony, parents of the student(s) involved and the local police will be notified. The procedure for this notification is the following:

1. In a threatening situation, the school administration will notify the police immediately and then the parents of the student(s) involved.
2. In a non-threatening situation, the school administration will notify the parents and assist the parents in notifying the local authorities of the presence of a dangerous weapon on school grounds.

PROBATION

A student enrolling at SCS with an academic history of poor grades and/or discipline problems may be placed on temporary probation. A student may be placed on probation during the school year because of poor grades and/or discipline problems at Sunnybrook Christian School. The duration and terms of the probation are to be established by the administrator, and approved by the board.

REMEDIAL WORK AND/OR SPECIAL TUTORING

Remedial work or special tutoring may be recommended as a basis for admission to SCS or may become necessary during the school year if specific deficiencies are detected by the teacher or through special testing.

SUSPENSION

In severe cases of misbehavior or refusal to do academic work, suspension may be necessary as a disciplinary measure. The purpose of suspension, as with corporal punishment, is to bring the child to repentance and to correct the behavior. The board encourages parents to work closely with the administration with these goals in mind. A policy of one to three days suspension will be followed. Excessive suspension may result in a recommendation for dismissal from the school.

EXPULSION

A student will be considered for expulsion from school if it becomes the opinion of the Principal and teacher that SCS can no longer affect positive conduct change or positive academic training. If a student is not making progress towards obedience or academic success, the Principal will recommend to the board that the child be expelled. The board will review the situation, in consultation with parents and staff, before making a final decision.

APPEAL PROCEDURES

If a parent or student has a complaint in regard to any school activity or decision, it is the responsibility of that parent or student to go directly to the person involved. One-to-one discussion and prayer should be thoroughly explored to effect resolution of the situation. If no resolution can be reached, it may then be taken to the Principal. If resolution is not possible, then a written appeal may be made to the board. All decisions of the board are final.

All parent questions concerning teacher, student and/or student/teacher relationships should follow these steps:

1. Parent should schedule a meeting with the child's teacher.
2. If the question or concern is not resolved, the parent will then set up a meeting with the Principal.
3. If there is further concern, the parent may request, in writing, to be placed on the next school board meeting agenda or the Principal may bring the concern to the attention of the school board.

ELECTRONIC DEVICES

Students are not to bring radios, tape players, walkmans, beepers, CD players, electronic games, or any other electronic equipment to school or on school transportation vehicles, or to any school-sponsored activity without permission from the Principal.

DRESS CODE

The Uniform Dress Code is implemented to remind children that a neat and modest appearance will greatly influence their ability to learn and to behave in a lady-like and gentlemanly way. As a school, Sunnybrook Christian School desires to portray a Christ-like attitude in our dress, which is what man sees, for *"man looks on the*

outward appearance, while God looks on the heart.” (I Samuel 16:7)
(See Policies at end of book.)

ATTENDANCE

Students are expected to be in school and on time except in cases of legitimate emergencies. Parents are encouraged to schedule routine doctor and dentist appointments during non-school hours. All students in 6th through 12th grades are to be present at 8:10 for opening ceremonies and will be considered tardy after 8:10 a.m. All elementary students are to arrive in their classroom by 8:20 a.m. At 8:20 attendance will be taken. Any child not present when attendance is taken will be considered tardy.

Tardies

Tardies are categorized as:

1. Excused: illness or medical appointment
 - Student must report to the office with a signed note before going to the classroom
2. Unexcused: all other
 - Student must report to the office before going to the classroom

Three excused tardies equals one excused absence.

Three unexcused tardies equals one unexcused absence.

On days hot lunch is available at school, the school must be notified by 8:30 a.m. if you wish to order a lunch for your child(ren).

Absences

If a child is absent, parents are asked to call the school to report the reason *on the day of the absence*. Messages may be left on the school answering machine before school, or early in the day.

Beginning a child's second day of absence, if you would like homework for your child(ren) please request the homework in the morning when you call in the absence. Homework should be ready to pick up in the afternoon in the school office unless you have requested it be sent home with a sibling. Parents of Junior High and High School students please note that staff is not allowed to retrieve books from your child's locker so you will need to be prepared to get your child's books if needed.

Absences are defined in three categories:

1. **Excused absences: illness or death in family**
 - It will be the responsibility of the student to secure missed assignments and complete makeup work promptly. Time allowed to turn in excused absence work will be two days for each day missed to receive 100% credit on completed work, not to extend beyond a progress report or 9 week grading deadline.

2. **Absences with consideration: an absence that parents determine is important.**
 - All assignments must be completed in advance of the absence to receive credit on work.
 - Teachers must be notified in advance- 3 school days for each consecutive day of absence (example: if the student is going to be absent 2 days, he/she must notify the teacher 6 school days in advance).
 - School Board approval must be given to any family wishing to receive an "absence with consideration" for more than 5 consecutive days, or 10 days in a school year.

3. **Unexcused absences: an absence that is not for illness or death in family and schoolwork has not been completed in advance.**
 - A student must secure missed assignments and complete make up work allowing two days for each day missed not to extend beyond a progress report or 9 week grading deadline.
 - Completed work within the allotted days will receive 75% credit. Beyond this time a 0% will be received.

Morning arrivals for all SCS students should be no earlier than 8:05AM. Students arriving after 8:20 must be checked in through the office. If a student needs to leave before 3:15PM, parents must check him or her out through the office. Persons other than parents must be listed on the emergency procedure card, and must show identification before the student will be allowed to leave.

ILLNESS

A child who is running a fever, vomiting, contagious, or too ill to participate in classroom activities must not be brought to school. A student who becomes ill during the day will be allowed to rest comfortably until parents can be notified and the student can be picked up from school. If anyone other than parents is to pick up the student, *this person must be listed by the parents on the student's emergency procedure card.*

COMMUNICABLE DISEASES/LICE

Communicable diseases to be excluded from school:

<u>Disease</u>	<u>Incubation Period</u>	<u>Period of Exclusion</u>
Chickenpox	13-21 days	At least 7 days after appearance of first crop of vesicles
Conjunctivitis (Pink Eye)	3-5 days	Following necessary treatment
German Measles (Rubella)	14-21 days	<i>Until recovery</i>
Impetigo	2-5 days	<i>Until recovery</i>
Infectious Hepatitis	10-40 days (approx. 25 days)	During acute symptoms or at least 7 days
Measles (Rubella)	10 days to onset of illness, 13-15 days to onset of rash	At least 6 days after rash appears
Mumps (Parotitis)	12-16 days	At least 10 days and until the swelling of the glands has subsided
Polioyelitis fever if longer	7-14 days	7 days or for duration of
Strep Infections	2-5 days	May return to school after antibiotic therapy for 24 hours (or per doctor's instructions.)

<u>Disease</u>	<u>Incubation Period</u>	<u>Period of Exclusion</u>
Whooping Cough (Pertussis)	Usually 7-10 days	During early catarrhal period or until 21 days after appearance of paroxysmal cough and until recovery
Head Lice	Treatment and nit removal	

MEDICATION

A medication form must be on file in the office for students taking prescribed medications. These medications must be sent to school in the original pharmacy container listing the dosage and times. A copy of the medication form can be printed from the forms at the end of this handbook for your convenience. Parents should not ask teachers or the Principal to administer medications to their child without a signed medication form.

DAILY AND/OR HOMEWORK ASSIGNMENTS

The homework load may range from 15-30 minutes a night for students in grades K-1, and up to 30-60 minutes for students in grades 2 and up. A daily assignment is like a daily job, and routine is important, therefore all students will be required to do all of their assignments. Student assignments are to be turned in on time. This will give the students an opportunity to display a teachable spirit and a desire to learn. All assignments that are not turned in at the designated time are considered late work and will be graded as follows:

Grades K – 5

1 day late – 70%
 2 days late – 60%
 After this – 0%

6th Grade and above

1 day late – 0%

PARENT VOLUNTEER SERVICE DAY

At Sunnybrook Christian School, it is our desire to have one parent from each family to volunteer one day of service to the school during the school year. On this one day of service, the parent will be in the child's classroom observing and giving assistance to the teacher as needed. The board feels that through this commitment and

sharing, the parents and the teachers will develop a closer relationship and the parents will develop a better understanding of SCS's goals for their children. Parents need to schedule the volunteer service day with their child's teacher and through office staff to avoid conflicts with other parents volunteering.

VISITING CLASSROOMS

Parental visitation in the classroom is encouraged and appreciated after the first month and prior to the last three weeks of the school year. Classroom visits should be scheduled with the teacher in advance. Younger siblings should never be brought in to the classroom when visiting. **Parents are required to always check in with the office staff before going into the classroom.** Parents are encouraged to come by and share lunch with their child at any time. Other school-age children will not be allowed to visit SCS students at school without special permission from the Principal and teacher.

PARENT-TEACHER CONFERENCES

Three parent-teacher conferences are scheduled during the school year. These are valuable and all parents are to participate. Conference dates appear on the school calendar.

INCLEMENT WEATHER

The administrator will determine as early as possible if the school will be closed due to weather or other conditions. If there is delayed opening, school will begin at 9:30AM. Student safety will be the top priority in determining whether to close the school for inclement weather. Announcements of school closing or delayed opening will be made on KLVV Radio 106.7 and Channel 31. If the TV stations permit, the announcements will also be made on Channels 4, 5, and 9.

FIRE AND STORM PROCEDURES

Fire Procedures:

Fire exit procedures are posted in each classroom based on a study done by the area Fire Marshal.

Each teacher at the first sound of the fire alarm is to take all of his/her students in an orderly manner and the class roster to the designated area in the parking lot where the teacher will check roll

to account for each student. A student not with the class will be reported to school authority immediately. Each teacher will remain with the class until the "all clear" is given and the teacher and students return to the classroom.

Regular fire drills will be held beginning immediately after a new school year starts.

Storm Shelter Procedures:

At the recommendation of Stillwater's Civil Engineer a storm warning radio in the office is set to warn of any severe weather in Payne County. When storms are located near the vicinity of Stillwater, teachers will be notified to go with their students to shelter.

The Civil Engineer found the safest place for students in the school and gym wing of the building is the restrooms just east of the church library.

Practice drills will be held.

FIELD TRIPS

All school-sponsored field trips will relate to school studies that promote the philosophy of Sunnybrook Christian School and enhance understanding in one or more curricular areas. Some field trips may require additional cost. Parental permission will be required for all field trips. Parents are encouraged to participate in these activities, and may be called upon to volunteer transportation. If this is necessary a copy of your driver's license and auto insurance coverage must be on file in the office.

DRIVER AND CHAPERONE INSTRUCTIONS

Our school greatly depends on the involvement of our school parents for transportation and chaperoning of field trips and other off-site events. We appreciate how they take the time to support their child's school and its activities. FYI, the following are guidelines that we ask our drivers and chaperones to follow:

General Chaperone Instructions

- If you own or have access to a cellular telephone, please bring it with you on the trip for safety reasons. In case of illness or an emergency, please notify the school immediately. Call: 377-3748.
- It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by

demonstrating maturity in actions, attitudes, and dress. A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.

- Please do not bring children not enrolled in the class without first communicating with the teacher. We encourage you to make other arrangements for younger siblings; however, we do realize that sometimes this is not possible. Please understand that for some field trips requiring reservations for admission, we are only allowed to add drivers/chaperones to our total number of participants. Please check with the teacher before planning on bringing other children.
- Only those parents who have signed up in advance as drivers or chaperones may attend. (No last minute sign-ups.)
- Chaperones are responsible for the behavior of those students assigned to them. In private vehicles, the driver is responsible for children's behavior. If you are experiencing difficulties, please report the problem immediately to the teacher or other supervising adult. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior on the trip.
- Chaperones should make it a special point to remain with the students for whom they are responsible. They should keep the students who rode with them close to them. They should vigorously resist the temptation to group with other adults while allowing the students to "do their own thing."
- Chaperones enjoy the students! However, if you have a problem with any student, take him/her to the teacher or supervising adult.
- Know exactly how many students are in your small group and count, count, count, all day! Keep a roll if necessary. Be sure that all are present before moving from one place to another (especially when heading home).
- Students are to return with the same person and vehicle that transported them for this event. Exceptions to this can be made only by an administrator or the sponsoring teacher. Usually, exceptions are reserved for emergency situations only.

- Drivers and chaperones should refrain from purchasing special treats for the children they are supervising unless all the children in the class benefit equally.
- If you have questions about any aspect of the field trip, expectations of drivers/chaperones, or expectations for student behavior, please ask for assistance from the teacher or other person in charge.

Additional Instructions for Driver Chaperones

- It is necessary for a copy of your driver's license and auto insurance coverage to be on file in the office.
- Please allow the teacher to make vehicle assignments for students. If you have a suggestion or preference, please let the teacher know a day ahead of time so this can be taken into consideration. Teachers sometimes have special reasons that they may not be free to explain for assigning specific seating arrangements. You will be provided with a list of the names of the children being transported in your vehicle.
- Please arrive at school at least ten to fifteen minutes before departure time. Schedules are sometimes tight.
- Copies of the Emergency Medical Release Forms for all students will be with the teacher.
- Seat belts must be worn at all times. It is for this reason that children may be transported only in the cabs of pickup or other types of trucks. Note that only one child is permitted per working seat belt.
- If your vehicle is equipped with passenger side air bags, only children age 13 and up (or adult size) may ride in the front seat.
- Please be sure that you understand the route to be taken. A map and/or directions will be provided by the teacher. Please stick

to the assigned route to and from the field trip. Do not take a “better” way or stop for snacks unless this is part of the teacher’s plan.

- It is expected that you will obey all traffic laws including maintaining acceptable speed limits.
- When traveling, cars will “caravan” together. At no time should cars pass the “lead car” or take “side trips” away from the caravan. Nor should you take “chances” to keep up with the caravan, such as entering an intersection when the light is already yellow. If there are more than three vehicles in the caravan, a “buddy system” will be used whereby two or three vehicles will caravan together, thus eliminating a long line of vehicles, which can become a safety problem.
- Please call the school (or the teacher’s cell phone) right away if you experience car trouble or become lost. If someone has been hurt or is ill, and the teacher is not readily available for consultation, please call the school for instructions.
- Children must enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area or driveway.
- Children must not be left unattended in a vehicle.
- Students should not eat or drink in your car without your permission. They have been instructed to use quiet voices when talking and to keep their hands/feet to themselves. If any student does not cooperate, please inform the teacher.

PARTIES

Individual birthday parties at school are **prohibited**. Parents may send treats on the child’s birthday, but treats may only be served at snack or lunch time. Distribution at school of invitations for parties outside of school will be allowed if every student in the class receives one.

School-sponsored parties will be authorized by the Principal. The theme of parties will be always consistent with biblical teachings.

CARE OF PROPERTY

Sunnybrook Christian School is blessed to use such a fine school facility. The grounds and buildings are costly to maintain; therefore, we insist upon our students showing proper care and safety with respect to the facility usage. If careless conduct by a student results in damage to school property, it will be charged to the family's account.

LOST AND FOUND

Lost articles may be reclaimed by checking with your child's teacher or with the office. Unclaimed articles will be given to charity at the end of each semester. Please put your child's name on everything brought to school, especially coats, lunch boxes, and uniforms changed for PE. The school and/or teacher will *not* be responsible for any lost articles.

LUNCH POLICY

At the **scheduled lunchtime** if a student does not have a lunch, a "lunchable" will be provided to the student and a charge of \$10 will be placed on the family's account. This charge is to be paid at the time that tuition is paid each month.

DROP OFF AND PICK UP POLICY

Students may arrive at school between 8:05 and 8:20 am. Before 8:05 arrival requires payment to the before school care provider when the child arrives. School closes at 3:15 p.m. Each student is to be picked up by 3:30. Students who are left at school beyond 3:30 will be sent to after school care and payment will be made to the after school care provider **when the child is picked up**. After 3:30 no student may remain at the building without parent designated supervision. This includes children waiting to attend any Sunnybrook Christian Church activity (i.e. Wednesday evening Church, D-Group etc.).

If anyone other than parents are to pick up the student that person must be listed on the student's emergency procedure card or a note must be sent to the child's teacher.

Late arrival and early pick-up require the student be checked in/out through the office by the parent.

If you have legal custody of your child(ren) and do not want the other parent to have access to your child(ren) while they are at school, please show legal documents to the principal.

WITHDRAWAL AND DISMISSAL

All withdrawals from Sunnybrook Christian School must be made through the office by the parent or guardian. No school records will be released until all delinquent tuition and/or other outstanding charges have been paid.

MID-TERM PROGRESS REPORTS

Teachers will issue a progress report on each student at the midpoint of every nine-week grading period. See the SCS calendar for progress report dates. This report must be signed by a parent or guardian and be returned to the school within two days.

REPORT CARDS

Report cards will be posted on RenWeb at the end of every nine-week grading period and will be picked up by the parent at conferences. Report card dates are listed on the school calendar.

GRADING SCALE

90-100 = A Excellent
80-89 = B Above Average
70-79 = C Average
64-69 = D Below Average
63 and below = F Failure

E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

(+) = Mastery
(-) = Not Yet Mastered

PLEDGES

The following pledges are recited daily in opening:

Pledge to Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path, and will hide its words in my heart, that I might not sin against God.

Pledge to Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands; one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge to American Flag

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

SCS Policies

Expected Schoolwide Learning Results

Each graduate of Sunnybrook Christian School, according to their God-given gifts, will demonstrate abilities from the following three criteria:

Each student will develop a personal relationship with Jesus Christ, leading to discipleship, spiritual maturity, and ethical character. This can be accomplished by:

- Formulating a personal testimony; participating in outreach through the sharing of personal testimony
- Participating in an evangelical Christian church
- Obeying school and societal rules
- Having self-control and respect for authority
- Demonstrating a servant's spirit
- Applying biblical standards in everyday life situations in academic and social life
- Holding a biblical worldview
- Knowing and understanding the plan of salvation and being able to effectively communicate it

Each student will acquire a core of knowledge foundational to academic success. This can be achieved by:

- Reading, writing, speaking, listening, and demonstrating appropriate language and communication skills in academic and social situations
- Demonstrating proficiency in required academic areas
- Using technology to meet their educational and vocational needs
- Initiating, pursuing, and completing given assignments
- Evaluating and prioritizing time and assignments
- Accessing, gathering, and documenting information
- Solving problems
- Making useful application of information

Each student will demonstrate courtesy and respect toward all individuals by exhibiting the following skills:

- Working cooperatively in teams
- Applying biblical standards to resolve differences
- Displaying age-appropriate social skills
- Respecting the needs, ideas, and opinions of others
- Treating others as they would like to be treated
- Accepting responsibility for the consequences of their actions

- Being dependable and self-motivated
- Asserting their position and standing for their convictions

Sunnybrook Christian School Core Values

STUDENTS

- Students will learn how to process information and to think critically in the context of a biblical worldview.
- A commitment is made to maintain academic excellence and to maximize every student's potential.
- Every student will develop a servant's heart (God is 1st, Others 2nd, I am 3rd).
- An individually-focused educational program will reflect the uniqueness of each child as a creation of God.
- A concerted effort will be made to assure the discipleship of each student.
- Character development of all students, based on the Word of God, is essential.
- Every student will learn responsibility.
- The authority of God's Word for faith and practice is taught to, and recognized by, every student.
- Students are taught to love God with all their heart, soul, mind, and strength and to love their neighbor as themselves.
- The faculty and staff are committed to scholarship and intellectual growth for all students, with the goal that each student's mind will be renewed.
- Biblical character will be taught and reinforced in each student.

STAFF

- The faculty and staff exhibit Christ-like character and serve as role models for the students.
- The faculty and staff model Biblically-principled living (lifestyles).
- The teachers are called by God and thus are dedicated to the ministry of Christian school education.
- The teachers have a spiritual and philosophical perspective that is compatible with that of the school.
- The school's operational practices are consistent with its vision and mission.

- The faculty and staff understand the nature of the student learner.
- The faculty and staff are committed to educating the child spiritually, mentally, socially, and physically.
- Discipline will be purposeful, directed toward the goal of self-discipline.

PARENTS

- Parents have the primary responsibility for the child's education, and the school exists to assist them in this task.
- There will be a high level of parental involvement.
- Relationships between parents, students, and teachers will be Christ-centered.

CURRICULUM

- The Bible will be taught as a core subject in the academic curriculum.
- Biblical integration is planned into the learning experience.
- Education is Christ-centered.

SUNNYBROOK CHRISTIAN SCHOOL

BULLY-FREE ENVIRONMENT POLICY

Sunnybrook Christian School has a Bully-Free Environment policy concerning bullying. Every child attending this school is entitled to a safe, happy environment where bullying is not tolerated. It is and shall be the policy and practice of Sunnybrook Christian School to teach that bullying is a sin and to correct and discipline all types of bullying. It is our belief that when bullying is allowed, it distorts the victim's view of how God sees them, how God loves them and how God cares for them. God has placed parents, teachers and school administrators in authority over students to teach obedience so individual students will ultimately learn to obey God. For this reason, Sunnybrook Christian School will enforce that it is wrong to abuse, taunt, intimidate, hurt, harass, provoke, tease, insult, ridicule, jeer, mock, badger or mistreat any other student in a bullying manner at any time.

Sunnybrook Christian School firmly adheres to the Biblical mandate of "responsibility for one's own actions" and calls each student to be accountable for choices made. Students engaging in bullying in any form listed below or in any form deemed to be bullying by teachers or administrators will be held accountable for choices

made. Students will suffer consequences for bullying behavior and for choosing not to submit to the Lordship of Christ and to those placed in authority over them.

Identification and Definitions of Bullying -

Physical - any type of harm: hitting, pushing, shoving, stealing, etc., overt/direct in its attack

Verbal - criticism, put-down, name-calling, one-sided jokes, one-sided teasing, sarcastic wit

Threats - any type of threat whether the action is carried out or not

Relational - includes, but is not limited to, ostracizing student by rumors and gossiping or direct and indirect strategies to isolate and make victims feel abandoned or rejected

Public - overt bullying that is done where others can see

Reactive - original victim becomes the bully to someone else or attacks the bully by bullying back

Disciplinary Actions by Teachers or Administrators

1. Teacher will give verbal indication to the child indicating that behavior exhibited is bullying.
2. Child will receive defined verbal instructions as to what was inappropriate and how his/her behavior is of a bullying manner. The child will understand what is required of him/her to correct such behavior.
3. Teacher will communicate with the parents via the Inappropriate Behavior Notification which outlines, in written form, what happened and what is required of the student to correct the behavior. A parent needs to sign and return the form by the next day. Parents are expected to be involved in directing and reinforcing proper behavior in the area(s) of concern.
4. The principal may or may not be involved in the disciplinary procedures for first, second or third offenses.
5. Repeat offenders will be handled by the Principal who will communicate with the parents via the Inappropriate Behavior Notification. Principal may also communicate with the parents via telephone or conference.
6. Repeated bullying behavior that is not corrected will result in appropriate consequences including, but not limited to, time-out (remove student from the situation), removing privilege(s), behavior contract, corporal punishment (paddling), detention, suspension, expulsion or mandatory withdrawal.

Clear expectations and consistent applications of Sunnybrook Christian School's Bully-Free Environment Policy are necessary. The individual needs of bullying students and bullied students, as well

as particular circumstances, will be considered. Teachers and administrators will use their discretion to enforce this policy based upon all available information with every effort to be fair and consistent. Each teacher will follow specific procedures necessary to insure students are not bullying and are not being bullied. Teachers are expected to follow through with legitimate consequences and stop bullying promptly and responsibly.

As always, parents are encouraged to meet with the appropriate teacher and/or administrator by appointment in an effort to remedy bullying problems or reconcile any differences.

Enrollment Agreement Provisions

1. We understand that attending Sunnybrook Christian School is a privilege, not a right. Accordingly, my child may be disciplined, up to and including suspension or dismissal from Sunnybrook Christian School for just cause, as determined at the sole discretion of the Administration and the School Board.
2. We understand that consistent with Sunnybrook Christian School's philosophy and mission statement, Sunnybrook Christian School's goal is to provide every Sunnybrook Christian School student a Christ-centered education. However, it is primarily our responsibility to educate our child. Accordingly, we agree to require our child to perform all duties and responsibilities given to him or her by his or her teachers and all school authorities.
3. We hereby invest authority in Sunnybrook Christian School to discipline our child as described in the school handbook. We further agree that we will cooperate and discipline our child in the home as needed.
4. We agree that all meetings between parents and SCS school staff regarding inappropriate student behavior will be attended by all parents or guardians with which the child regularly resides.
5. Should there be a question about or disagreement with Sunnybrook Christian School policies or procedures, we will in no case complain to any parent or discuss the matter in front of our child but, in the love of Christ, and with prayer, register only necessary complaints with the teacher, principal, administrator, or Sunnybrook Christian School board member, as appropriate. If we reach a point of disagreement on an issue of a non-criminal nature with Sunnybrook Christian School, in keeping with 1 Corinthians 6:1, we agree to accept the decision of the Board of Sunnybrook Christian School as final. Rather than taking the dispute to a civil court, we waive any right to non-criminal litigation.
6. We understand that assessments will be made to cover damage to Sunnybrook Christian School's property (including breakage of windows, abuse or loss of books, etc.)
7. We agree to pay the tuition according to arrangements made, and to conclude all required payments before the last day of school. The first month's installment is non-refundable. We understand that monthly tuition payments, as well as any incurred miscellaneous charges such as child care, lunches, trip fees, etc. are due on the 1st of each month and are considered late after the 15th. A late fee of \$20.00 will be charged on all late payments.

8. We understand that, in the event of early withdrawal during any month: a) tuition is payable for the entire month; b) our child is not officially withdrawn until and unless a signed and written notice is received in the Sunnybrook Christian School office; and c) we will be assessed a \$100.00 early withdrawal fee.
9. We agree to and accept the policy of Sunnybrook Christian School that no grades or transcripts will be released unless a student's financial account is current. We thereby waive any rights we may have in this regard under any state education code or law, with respect to ourselves and/or our child.
10. We agree to participate – volunteering in areas of need according to our gifts, talents, and passions.
11. We agree to have our child(ren) at school each school day at the designated time unless we have an unavoidable circumstance.

**GUIDE TO IMMUNIZATION REQUIREMENTS IN OKLAHOMA
2007-2008**

<u>Pre-School</u>	<u>KDG thru 9th</u>	<u>10th and 11th</u>	<u>12th</u>
4 DTP/DTaP/Td	5 DTP/DTaP/Td	5 DTP/DTaP/Td	3 DTP/Td
3 Polio	4 Polio	4 Polio	3 Polio
1 MMR	2 MMR	2 MMR	2 MMR
3 Hep B	3 Hep B	2 or 3 Hep B	2 or 3 Hep B
2 Hep A	2 Hep A	2 Hep A	2 Hep A
Varicella	Varicella		

DRESS CODE - SUNNYBROOK CHRISTIAN SCHOOL

***All* personal items worn
or brought to school
MUST be
LABELED WITH THE
CHILD'S NAME**

BOYS

Chapel Day: Navy dress pants, white button down dress shirt (short or long sleeve and not a polo).

All Other Days -

Bottoms: Navy or Khaki dress pants or dress shorts (plain, no logo or name-brand

labels visible)

- While kneeling, all shorts must measure no more than 3 inches off of the floor.
- No gym shorts, cargo pants, jeans, carpenter pants, or 5 pocket pants or shorts.
- Fabric must not be denim, knit, or corduroy.

GIRLS

Chapel Day: Solid navy jumper (no plaids) or solid navy pleated or A-line skirt (no tight, straight skirts or body-hugging skirts) with a white blouse (not a polo). Skirts may be in any length from center of knee to ankles. Every girl must wear a pair of gym shorts under her skirt. The shorts must be navy blue, lightweight and comfortable. These do not need to be dress code length.

All Other Days -

Bottoms: Navy or Khaki dress pants, dress shorts or skirts or jumpers (plain, no logo or name-brand labels visible)

- While kneeling, all shorts must measure no more than 3 inches off of the floor.
- No exercise or biker shorts, stirrups, jeans, or 5 pocket pants or shorts.
- Fabric must not be denim, knit, or corduroy.
- All skirts and jumpers must adhere to chapel day code regulations and may be worn in either navy or khaki. (Navy gym shorts must be worn under skirts.)
- Plain capris in tan or navy may be worn by girls. The same standard that applies to pants & shorts also apply to capris. (Example : no decoration, no second color and no extra pockets.)
- Pants and capris may not have tight-fitting legs or be cut low at the waist.

Makeup: Makeup is not allowed in grades PK-6th. Girls in 7th grade and above may wear light makeup, but it may not be reapplied at school.

Boys and Girls

TOPS (all days except Chapel Days)

- Solid polo style shirt in: **White, Light Blue, Navy Blue, Hunter Green, Maroon**
- Tops must be only one color with no second color added in any form – i.e., stripes, trim, etc. Tops must have no visible logo and/or no visible name-brand label.
- All shirts must have collars, and a shirt with a collar or a turtleneck must be worn under all sweaters or sweatshirts.
- Sweaters, sweatshirts, and turtlenecks must be in solid colors listed above.
- **Shirts must be tucked in at all times.**
- One day a week will be specified as Christian T-shirt day for all students.
- SCS School T-shirt **must** be worn on all school fieldtrips.
- Solid school color sweatshirt or sweater (pullover, buttoned, or zippered) or an SCS sweatshirt may be worn **all day (except during chapel) for warmth.** No *other* color sweatshirt or sweater may be worn in the classroom for warmth. No jackets, windbreakers and/or coats of any type may be worn in the classroom at any time.

PE Clothing: Grades 4 and up: Athletic shoes and socks are required for PE. Shorts and shirts must be modest.

Shoes: All shoes must have a closed heel or a strap around the heel – no flip-flops or open backed shoes.

Jewelry: May be worn in moderation and in good taste. Body piercing and tattoos are not acceptable.

Hair: Outlandish hairstyles are unacceptable. *Dyeing, bleaching, frosting, or streaking will not be allowed.*

If, in our opinion, there is an infraction of the dress code, the parents will be contacted and asked to bring the child appropriate clothing for that day. Meanwhile, the student will wait in the office area.

SCS Forms

**Sunnybrook Christian School
Parental Consent Form for Medication**

Note: If possible, parents are advised to give medications at home and on a schedule other than school hours. If it is necessary that a medication be given during school hours, the following regulations must be followed:

1. Medication must be ordered/advised by physician/dentist and permission granted to school designee to contact physician/dentist if necessary.
2. Medication must be brought to school in ORIGINAL container with appropriate label intact, including the student's name, name of medication, dosage, and time to be given. If medication is not properly labeled, it will not be administered by SCS.
3. Parent/guardian must sign this form, granting designated school employee permission to give medication, according to school policy.

If the above procedure is not followed, medication will not be administered by SCS.

The designated school employee at Sunnybrook Christian School has my permission to give the following medication to my child,

_____, as recommended by Dr.

_____ for the purpose of

treating the following condition:

_____.

I give my permission for the designated school employee to contact the physician/dentist if necessary.

Name of medication

Dose to be given

Time to be given

Does this medication require refrigeration? Yes No

Parent Signature

_____ Date _____

**Sunnybrook Christian School
Financial Policy Agreement
200_-200_ School Year**

We have read and understand the tuition and registration information and policies on the other side of this agreement.

We understand that our monthly tuition payment is due on the first (1st) day of each month, and that our tuition payment is considered late if it is not received by the fifteenth (15th) day of the same month. We understand that if our tuition payment is late, Sunnybrook Christian School will add a \$20.00 late charge to our account.

We understand that if our tuition payment check does not clear the bank, and is therefore returned to Sunnybrook Christian School, we

will be charged \$10.00 in administrative costs, as well as any additional late fees incurred by Sunnybrook Christian School.

We understand that if we withdraw our child(ren) from Sunnybrook Christian School before the end of the academic school year: a) we will be charged a \$100.00 per child withdrawal fee; and b) we are responsible for the full month's tuition for any month or any part of a month in which our children are enrolled in school. We agree to notify the SCS office in writing as soon as we plan to withdraw our children, and that our child is still enrolled until this notice has been received by the school office.

We understand that if our tuition payment is not received by the first (1st) of the month following the month in which the tuition is due, Sunnybrook Christian School reserves the option, by school policy, to prevent our child(ren) from attending school until our tuition account is paid in full.

We would like to use the payment plan we have checked below to pay our tuition for the 200_-200_ school year:

- _____ One payment paid in full on or before August 1, 200_.
- _____ Two equal payments - August 1, 200_ and January 15, 200_.
- _____ Ten-month payment plan - August through May.

As the parents/legal guardians of the students below, we affirm that we have read the Sunnybrook Christian School Enrollment Agreement Provisions and the Financial Policy Agreement and agree to abide by all the terms and conditions listed on each.

Students' full names (please print):

Signature of Father/Guardian: _____
Date _____

Signature of Mother/Guardian: _____
Date _____