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INTRODUCTION

Principal's Letter

Dear Parents,

Welcome to Shorewood Christian School. It is an honor to join you in this school and to serve your children. We as a staff are committed to leading your children in a growing relationship with Christ, while we help them understand their world through academic, social and physical education. It is our desire to give your children the best instruction possible, preparing them for the long and exciting transition from young child to teenager.

Please read through this Parent Handbook. It embodies many of the policies, vision, and structure of Shorewood Christian School. I trust you will find it informative and helpful. While we do our best to make it as comprehensive as possible, inevitably questions may arise. Should that happen, please do not hesitate to contact us with any additional questions and/or concerns.

God's best to you,

Rev. David N. Glass
Principal

Our History

Shorewood Christian School is a ministry of Shorewood Foursquare Church. The church began its school ministry in 1979. The school was first conceived to minister to those families who considered themselves members of the church and utilized the A.C.E. curriculum in which students went through “packets” at their own pace. The church’s Board of Elders (now the “Church Council”) served as the School Board during this time. In 1990, the elders set into place a separate School Board (all board members being approved by the Church Council) that was made up of elders, parents, and educators, and changed the curriculum to a traditional teacher-directed classroom. The newly formed board had a desire to continue the standard of excellence in academics and service to others, but opened the school’s doors to minister to Christian families within the community as well.

Today, Shorewood Christian School is a growing and vibrant community school. Our dedicated staff desires to work with Christian families to see today's children grow in confidence and integrity in every area of their lives so that they are better able to meet the challenges that the future holds for them.

Mission Statement

Since 1979, Shorewood Christian School has been helping Christian parents fulfill their Scriptural mandate to train up their children in the discipline and instruction of the Lord (Ephesians 6:4).

Our mission is to teach our students to know who they are in Christ, and equip them to fulfill their unique destiny in God through the power of the Holy Spirit.

With the Bible as the foundation of all instruction, Shorewood Christian School seeks to educate the whole child spiritually, intellectually, emotionally, socially, and physically.

Once equipped, our students will have a godly influence on their own families, their community, the nation, and the world, and be ready to provide leadership in the Body of Christ.

While Scripture places the primary responsibility for educating children on the parents, the local church also shares these privileges by virtue of the Great Commission mandate. Thus SCS, as an extension of Shorewood Foursquare and the home, assists parents in fulfilling this important Scriptural injunction.

Statement of Faith

- We believe that the Bible is the inspired, infallible, authoritative, inerrant Word of God. (2 Tim. 3:16, 2 Peter 1:21)
- We believe in the one and only triune God, eternally co-existent in three persons who are united in purpose: the Father, the Son, and the Holy Spirit. The almighty God is a righteous, holy, faithful, and loving God. He is omniscient, omnipresent, and omnipotent. (Genesis 1:1, Matthew 28:19, John 10:30, 2 Cor. 13:14)
- We believe in Jesus Christ's deity (He is eternal, not created), virgin birth, sinless life, miracles, vicarious and atoning death, bodily resurrection, ascension to the right hand of the Father, and personal return to earth in power and glory. (John 10:33, Isaiah 7:14, Matthew 1:23, Luke 1:35, Hebrews 4:15, 7:26, John 2:11, 1 Cor. 15:3, Ephesians 1:7, Hebrews 2:9, John 11:25, I Cor. 15:4, Mark 16:19, Acts 1:11, Rev. 19:11)
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ, and that we are saved only by God's grace and through faith alone. (John 3:16-19, 5:25, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5)
- We believe in everlasting life for the saved and everlasting judgment for the lost. (John 5:28-29)
- We believe that the redemptive work of Christ provides healing for the whole person: body, soul, and spirit. (James 5:14-16)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Cor. 12:12-13, Galatians 3:26-28)
- We believe in the baptism with the Holy Spirit and the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Acts 1:5, Romans 8:13-14, I Cor. 3:16, 6:19-20, Ephesians 4:30, 5:18)

Philosophy of Education Statement

Consistent with its statement of faith, mission statement, curricular objectives, and all other published documents relating to the ministry of Shorewood Christian School, be it known that everything we are and do is based upon the reality of a sovereign Creator God who has revealed Himself to mankind by general revelation, as in the creation, and by special revelation through His Word, the infallible, inerrant, inspired Holy Scriptures. We acknowledge the Triune God, Author of all Truth, to be the true foundation upon which the system of Christian education rests: God the Father as Creator of all things; Christ as Redeemer of all things; and the Holy Spirit, through the Scriptures which He inspired, as Revealer of all things.

With this foundational truth clearly established, we may proceed to define our system of Christian education by focusing on five essential aspects of the educational process. Briefly stated, they are:

1. The Purpose of education
2. The Providers of education
3. The Students who are receiving the education
4. The Curriculum used for education
5. The Methodology in education

1. The Purpose of education: Our purpose is to transmit Scriptural truths to each successive generation of children (see Psalm 78:1-7), producing learners who are committed to God with whole hearts, renewed minds, and righteous behavior. Knowing the Truth, they will respond to that Truth by obeying God and living in harmony with His truth, by reflecting His character, and by impacting society with this Truth. Additionally, our purpose is to teach our children to know who they are in Christ and equip them to fulfill their unique destiny in God, while encouraging them to become daily more like Jesus.

2. The Providers of education: Scripture clearly places the primary responsibility for educating children upon the parents and, more specifically, the fathers. The local church also shares the responsibility by virtue of its Great Commission mandate. Thus, Shorewood Christian School, as an extension of the ministry of Shorewood Foursquare and the home, assists parents in fulfilling their biblical responsibilities, accepting the responsibility and authority delegated to its teachers and administration in keeping with the time-honored *en loco parentis* (in place of parents) principle.

3. The Students who are receiving the education: Because our children are created in the image of God with an eternal destiny, and because they have been bought with a price, they are of inestimable worth. Therefore, every effort must be made to ensure that they accept and actively appropriate the total provision of their salvation, renouncing the old sin nature and putting on the new. Implicit in this approach is the school's mission to *Christian* families whose value system and biblical perspective is consistent with that of our church and school.

4. The Curriculum used for education: Our curriculum and the content of our courses must incorporate an understanding of the God of the Bible, His revelation and the human ability (or inability) to know truth. To that end, every effort will be made to provide instructional materials and textbooks designed to enhance and promote bibliocentric learning, and the dedicated personnel who are willing and able to integrate biblical truths into every subject area.

5. The Methodology in education: Because truth is objective, methods of presenting it must also be objective, reflecting the fact that there is objective truth to be learned. The fact that students with body, soul, and spirit, are persons precious in God's sight demands personal approaches to the teaching/learning process. The purpose stated earlier of conforming to Christ's image focuses the process of teaching on evaluation. If the character qualities of Jesus are to be produced in our children, then our teachers must provide a strong model and devise methods of instruction that encourage the same spiritual/ethical growth in our children.

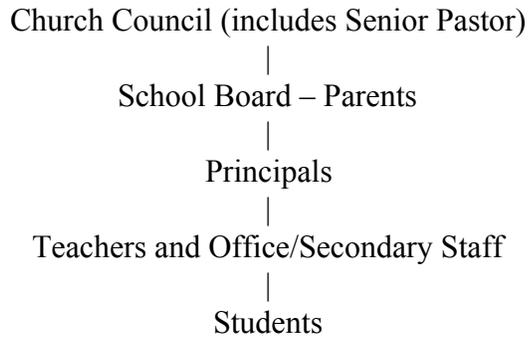
Affiliations / Accreditation

Shorewood Christian School is affiliated with and a member of the ACSI (Association of Christian Schools International). As a member school, ACSI provides us with a number of services including a teacher's conference, resource materials, and various student competitions.

Shorewood Christian School is a member of the PACS (Principals Association of Christian Schools).

Shorewood Christian School is accredited and approved by the Washington State Board of Education and has full approval status and recognition in the Washington State Directory for Private Schools. We are also accredited through AI (Accreditation International) and NCPSA (National Council for Private School Accreditation).

Authority Structure



School Board: The Shorewood Christian School Board is accountable to the Shorewood Foursquare Church Council. The School Board serves as the policy-making body of the school. The Board meets once a month. Parents are welcome to attend board meetings, with the exception of executive sessions. In addition, parents who are interested in being on the School Board should come to the school office and pick up an application. The School Board reviews the applications and makes recommendations to the Shorewood Foursquare Church Council. Current (2016-2017) members are as follows:

- Wes Cross - *Co-Chairman*
- Pastor Joe Turner - *Co-Chairman*
- David Glass
- Phil Bir
- Joe Cutter
- Wendy Lind
- Russ Dow

STAFF ROSTER – 2016-2017**Administration / Office**

<i>Principal:</i>	David Glass
<i>Assistant Principal:</i>	Phil Bir
<i>Administrative Assistant:</i>	JoAnn Hernandez
<i>Secretary:</i>	Janet Storms
<i>Bookkeeper:</i>	Cindy Parail
<i>Facility Manager:</i>	Sheri Noble

Elementary & Middle School Teachers

<i>Pre-Kindergarten:</i>	Beth Gatlin
<i>Kindergarten:</i>	Emily Gatlin
<i>K Assistant:</i>	Marta Alsdurf
<i>1st Grade:</i>	Mary George
<i>2nd Grade:</i>	Judy Peterson/Beth Gatlin
<i>3rd Grade:</i>	Wendy Lind
<i>4th Grade:</i>	Aileen Kawasaki
<i>5th Grade:</i>	Jesse Vanderveer
<i>Middle School:</i>	Phil Bir
<i>Middle School:</i>	Tawnya Smith
<i>Middle School:</i>	Jennifer Reed
<i>Spanish:</i>	TBD Semester 2
<i>Music PreK-4th:</i>	Pam Storz
<i>Band 5th - 8th</i>	TBD
<i>P.E./MS Athletic Director</i>	Mark Goodspeed
<i>Art/Yearbook:</i>	Jana Ablin
<i>Volunteer Coordinator:</i>	TBD

Support Staff

<i>Librarian:</i>	Melanie Fukumoto
<i>Before-School Care Director:</i>	Emily Gatlin
<i>After-School Care Director:</i>	Janet Storms
<i>After-School Care Assistant:</i>	Tama Gerde
<i>Recess Monitor:</i>	Diane Tachibana
<i>Recess Monitor:</i>	Tama Gerde
<i>Space Allocation:</i>	Carol Gibson
<i>Maintenance:</i>	Kerry Osborne
<i>Custodians:</i>	Ian Hardy/Joe Martin

ADMISSIONS

Requirements

Shorewood Christian School, desiring to maintain its high standard of academic excellence and Christ-centered environment, has established the following requirements for admissions:

- A. Parents must support the school in its Bible-based philosophy of education by signing our Statement of Faith. They must also agree to submit to the school's authority, policies, and practices by signing our Policy Commitment Form and Financial Commitment Form.
- B. Students must desire to attend Shorewood Christian School and also willingly submit to the school's authority, policies, and practices.
- C. Students must be successful in the academic program proposed for him/her at SCS. *We are not staffed to help students that require specialized instruction.*
- D. Parents will be honorable in the fulfillment of financial and time commitments made to the school. All accounts are expected to be paid in full by June 30 for re-enrollment.
- E. All aspects of the application must be filled out completely.
- F. Students will take an academic screening test or, if going into kindergarten, a reading readiness test (preschool excluded) to help determine grade placement if necessary.
- G. Parents interview with our principal.
- H. Application/testing and registration fees must be paid (non-refundable).

Withdrawals and Dismissals

Withdrawals from school must be made 30 days in advance in writing through the office by the parent or guardian in order not to be penalized one month's tuition.

Any time a student or parent cannot remain in harmony with the philosophy, rules and policies of Shorewood Christian School, the student may be dismissed from the school and not considered for future enrollment at SCS.

Nondiscrimination Policy

Shorewood Christian School admits students of any race, color, national or ethnic origin to all its programs, privileges and activities. It does not discriminate on the basis of race, color, national or ethnic origin in administration policies, or scholarship programs.

FINANCIAL MATTERS

Parent Responsibility

Shorewood Christian School knows that parents who choose a Christian education for their children understand that they are making an investment in their children's lives. SCS also understands the financial challenges which that commitment can place on families. Therefore, the SCS School Board works very hard to keep tuition at an affordable rate through careful stewardship, fundraising, and our volunteer program.

SCS believes that its testimony within the community is very important. That testimony is affected if we fall behind in paying our contracted bills, including staff salaries. Therefore, SCS believes that it must handle its finances in a businesslike, common sense, and positive manner. SCS is a non-profit organization and works within a tight budget. The school relies on the prompt payment of all fees and tuition by the families enrolled. Each family is responsible for the registration fees and tuition charges for their children, as well as P.I.P. time (see Parent Involvement Program) and fundraising commitments.

Therefore, SCS cannot permit the indefinite attendance of students representing delinquencies in required payments due to SCS. To do so would in effect mean that the other families at SCS would bear the financial burden or the school might become delinquent in its obligations. In addition, families who are waiting for a position in the school would not have an opportunity to apply. **SCS will work with families whose accounts are in arrears, provided honorable intentions are exhibited and commitments that are made are fulfilled. However, students with accounts 60 days past due will not be allowed to attend classes until payments have been made or sufficient arrangements have been made in the form of a written and signed contract with the school accountant and approved by the School Board. Also, students with accounts 60 days past due may be turned over to a professional financial service in order to help us collect past-due accounts.** In the event all reasonable measures to collect debts have failed, the account will be turned over to a contracted collection agency. Student records will not be forwarded until the account has been paid in full. In addition, students with accounts past due at the end of any given school year will not be re-enrolled until their account has been paid in full or again unless special written arrangements have been made subject to School Board approval.

Shorewood Christian School uses the FACTS Tuition Management System of which parents must log into and use. Through FACTS, invoices are e-mailed or mailed at the beginning of each month (August through June). Payments are due on the 20th of each month and if not received by the end of the month an automatic \$25 late fee may be assessed. The late fee will be waived in the case of families for which a notarized overdue account contract agreement is in effect. The late fee for a specific family may be waived by the school's principal due to special situations.

Parent Involvement Program (P.I.P.)

This program gives parents an opportunity to contribute 15 hours of time per parent, per year, or pay \$10 per hour for each non-worked P.I.P. hour. Hours "worked" include chaperoning field trips, attendance at PTA or other meetings, work on school projects, fund-raisers, classroom involvement, etc. *Parents will turn in their hours into the Volunteer Coordinator by email.*

Church Subsidy

Though SCS is a significant ministry of Shorewood Foursquare, the church does not allocate a cash subsidy to the school. However, through the use of its facilities, Shorewood Foursquare is significantly subsidizing the school. If the school had to rent or lease facilities similar to what we are in now, tuition would have to be greatly increased. Thus, the school is very grateful to Shorewood Foursquare and its members who financially support the church.

Fundraisers

Shorewood Christian School has several fundraisers. They help keep tuition affordable as well as help us continue to upgrade our programs and facilities. Because we do understand our families' already busy schedules, we try to limit the number of small fundraisers and simply do several larger ones. Your commitment to participate in these will help us toward that goal. The following is a list of fundraisers we currently are doing:

- School Wide Garage Sale
- Bowl-A-Thon (School Board determines this money will be spent)
- Auction (for financial assistance, special projects and general operation)
- Golf Tournament

More detailed information and explanation of each of these fundraisers will be made available as each fundraiser approaches.

ATTENDANCE

School Hours

Office Hours:	8:00 a.m. – 4:00 p.m.
Pre-Kindergarten:	8:30 a.m. – 11:30 a.m.
K-8 th Grade Hours:	8:30 a.m. – 3:00 p.m.

Absenteeism

Students are expected to attend school every school day each year. Students who miss school for reasons other than sickness, emergencies or death in the immediate family, school sponsored activities, or without an approved parental excuse are considered unexcused. Parents are expected to contact the office if their child is going to be absent. *Doctor, dental or other appointments need to be scheduled outside of school hours if at all possible.* Excessive absences will likely result in a parent conference being scheduled.

Make-up Work

Students absent for any reason will make up any work deemed necessary by the teacher to keep up with the academic progress of the class. Parents are encouraged to pick up student assignments and books in cases of prolonged absences. Students will have the same number of days, as they were absent (assuming the absences are excused) up to 5 days, to prepare for make-up exams or quizzes and may need to schedule special times with their teachers to take these make-up exams.

Tardiness

Being tardy is defined as arriving late to school. If an emergency makes tardiness to school necessary, a note from home must be brought in to the office and a tardy slip must be taken to their teacher. After 3 tardy arrivals to school (excluding emergency tardies accepted by the school), parents will be charged \$5 for each additional tardy onto their account. This policy starts over each quarter.

Vacations

Shorewood Christian School discourages vacations during school time.

ACADEMICS

Curriculum

Throughout the school, students are taught primarily in a traditional classroom setting. Although academic excellence is important, our first priority is still the spiritual nurturing of character training in the students to help them achieve an active and growing relationship with Jesus Christ. The integration of the Word of God, taught by spiritually mature adult role models, is Shorewood Christian School's highest level of commitment. That said, SCS teachers and staff work diligently to maintain the academic integrity of our program through rigorous standards and testing.

Textbooks

Shorewood Christian School uses the following publishers: ABeka Book, Bob Jones University Press, ACSI's Purposeful Design, Prentice Hall, Positive Action for Christ and Gospel Publishing.

Grading

In grading your child we try to be as objective as possible. We also realize that there is a certain degree of subjectivity based on the individual personalities and teaching methods of the teachers.

Grades given to students are based on their test scores and class assignments and will reflect their progress.

In reporting grades, SCS will use the following grading scale:

97-100	A+
94-96	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
59 & below	F

Gradelink System

Parents will be able to log into Gradelink and access school calendars and information as well as monitor their child's homework assignments, attendance, and grades (report cards).

Google Classroom

Middle School teachers utilize this online program from Google Apps for Education to create and collect assignments. Students and parents may easily check on the progress of assignments and upcoming announcements from the teacher.

Homework

The amount of homework each child will have depends on a variety of factors: age, class, how the student utilizes classroom time, etc., but in general it is to be minimal and gradual, particularly in our elementary grades. However, once a student enters junior high (middle school) the amount of homework will increase and often become just as important as classroom work. Students will be expected to complete their homework according to the teacher's specifications and turn it in on time. Special projects, such as the Science Fair and Young Author's Olympics, will require homework and parent involvement to ensure success.

Late Work

Late work is not acceptable. If there are extenuating circumstances, a note should be sent from the parents. This should be the exception. Each teacher will work out with his/her class a system for dealing with late work from partial credit to no credit. Students who display a pattern of unfinished work may be assigned detention during recess, lunch, or after school to complete the assignments.

Report Cards

Report cards are issued online through our Gradelink information system at the end of each quarter to report student progress academically and behaviorally. Progress reports may be sent home for students whose performance is not satisfactory for parents/guardians to sign and return.

Parent/Teacher Conferences

In early November, parent/teacher conferences are set up for grades K-8th and parents are expected to sign up and attend. Teachers look forward to the opportunity to share with parents and it becomes an invaluable team-building experience.

Parent Classroom Visitation

It is the desire of the administration and the faculty of Shorewood Christian School to be of service to our families who entrust their children to us for the training and teaching during the school day. Therefore, we welcome parental visits to your child's classroom. We do ask, however, to avoid embarrassing interruptions, that visits be pre-arranged and scheduled with each teacher.

Personal Communications

Teachers will also use notes, e-mail, and phone calls as needed to communicate with parents.

Field Trips

Throughout the school year, Shorewood Christian School gives its students opportunities to learn outside the classroom and each teacher will plan field trips that are suitable to the grade level and curriculum. For most field trips, an additional student fee is required and billed on your monthly statement. It is important to note that each student must have a completed Field Trip Permission Form filled out for *each* field trip in order to attend. Parents are encouraged to chaperone when possible, but bringing siblings from other grades in the school on field trips is discouraged.

Honor Roll

Students in 3rd-8th grades are placed on the Gold Honor Roll each quarter if they have achieved a GPA of 3.6 and above. Those on the Gold Honor Roll at the end of the year will receive a gold medallion with their name inscribed. Those who get a perfect 4.0 will receive a special plaque with their name inscribed.

SCS Academic Integrity Policy

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:17 NIV

Shorewood Christian School strives to develop honesty, integrity, respect and Godly character in all students. According to God’s Word we are to strive for the highest quality of personal and ethical behavior and conduct. All students have the responsibility to maintain the highest standards of academic integrity in all work completed at SCS.

Honesty is a value that holds each person to tell the truth and to defend the truth. Honesty supports intellectual growth and creates a fair learning environment. Integrity is firm adherence to our values with or without the presence of others. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an exam—is strictly prohibited. Shorewood Christian’s Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects both in and out of class. The purpose for this policy is to prepare students for college and beyond, where technology makes it easy to cheat or plagiarize which possibly could cause dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to collectively work on assignments. It becomes necessary then to properly cite sources and give credit for the work being presented.

Plagiarism is “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work” (Dictionary.com) When using another person’s words, the student is to use quotation marks around them and give the writer or speaker credit by citing the source. The writer needs to give credit to the source whether it is paraphrased or it is from an on-line source.

Cheating includes, but is not limited to, copying or giving an assignment to a student to be copied unless specifically given permission by a teacher. Cheating also includes using, providing, or communicating unauthorized materials (notes, textbooks, calculators, computers...) during an exam or project. Students are to do their own work.

Forgery or stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

Students who conduct themselves with academic dishonesty shall be subject to academic and disciplinary consequences. Copying, plagiarism, cheating, forgery or stealing may lead to a zero on the assignment and parents being notified, conferences with teachers and administration, suspensions (teacher or school), probation, and possibly expulsion.

Sources: http://www.jfkcougars.org/academic_integrity_policy.jsp
<http://christianeducatorsacademy.com/wp-content/uploads/2013/03/CEA-integrity-policy.pdf>

SPECIALTY PROGRAMS

Chapel

Because God and His Word are so important at SCS, students attend chapel every Friday. The Middle School through 4th grade meet from 8:30 to 9:15 a.m. in the sanctuary. The Pre-K through 3rd-grade meet from 9:30 to 10:15 a.m., also in the sanctuary. On the last Friday of most months we have an all-school “Spirit Day” chapel /assembly beginning at 8:30 a.m. Our chapels are filled with teaching, singing, Scripture reciting, prayer, skits, giving, missions, and much more. Parents are always welcome and encouraged to attend.

Music

Students from Pre-K on up participate in music classes. While students will learn how to sing and harmonize, play certain instruments, and learn basic music theory, our hope is they will ultimately use music to glorify the Lord. Our music program includes Christmas and year-end concerts.

Band

Students beginning in 5th grade will participate in our band program. Students will learn how to play an instrument and read music. Our band program includes a Christmas and year-end concert.

Physical Education

Along with spiritual and academic training, we here at SCS believe that God wants us to take good care of our bodies (the temple of the Holy Spirit) and create a lifestyle of good health. Thus, our PE program is not only fun, it is a training ground to teach students that physical fitness is a way of life. Students are expected to participate unless they have a note from home stating a good reason why they should be excused. Extended absence from PE will require a doctor’s note.

Art

The students are taught how to draw, paint, and create things and to appreciate the beauty of God’s creation around them.

Library

We have an excellent elementary library. Lower elementary students visit the library weekly to check out books. Older elementary students visit the library once or twice a month to check out

books. Through our library, students access books for our **Accelerated Reading Program**. We are continually adding more books to our library and AR program. If books are not returned on time, parents will be assessed a nominal fee. If books are lost, parents will be charged the cost of replacing the book.

Competitions

Every year SCS has the opportunity to get involved in various competitions to motivate and challenge our students. Among these are a Science Fair or Social Studies Fair, an ACSI Young Author's Olympics, an ACSI Spelling Bee, an ACSI Math Olympics, and an ACSI Speech Meet.

Camps / Trips

Our 5th graders attend an overnight camp and our 6th - 7th graders go on a retreat in May full of fun, challenging individual and team building activities, as well as spiritual activities designed to enhance their walk with the Lord. Also in May our 8th graders go on a mission trip to Mexico. On the mission trip we emphasize our duty and privilege as Christians to go and make disciples (through outreach and VBS activities) and to serve others (we help build a house for a Mexican family). See the "Tuition Rates and Fees" form in our admissions packet for financial details.

School Spirit Days

Held once a month, School Spirit Days were created just to bring fun and excitement to school. On these days, students are usually asked to dress by theme (e.g., western day or sports day) and often get to participate in fun activities. It's a fun day and encouraging when students, teachers and parents get involved and show pride and spirit for our school.

Community Involvement

Students may have the opportunity to go to nursing homes, help in local "special needs" classes, collect food for others in need, participate in evangelism outreaches and much more.

Year-End Awards Ceremony

In the morning on the last day of school, students attend an awards assembly to receive their year end awards and sign yearbooks.

EXTRACURRICULAR

Sports

SCS offers the following sports:

- * Flag Football – boys (Middle School)
- * Soccer – Coed (Middle School)
- * Volleyball – girls (Middle School)
- * Cross-Country – girls and boys (4th – MS)
- * Basketball – girls and boys (5th – 6th, MS)
- * Track – girls and boys (4th – MS)

Specific details for each sport will be announced before the start of each season. Students participating will be required to pay additional fees to cover uniforms, equipment, etc.

Dance

Students have the opportunity to join either a “Praise Dance” class, or “Holy Hip Hop” class sponsored by Teresa Jordan and her Righteous Dance Company. Practices will take place after school in the sanctuary.

Worship Team

Worship Team is available on a try-out basis for students in middle school to help lead worship for our Friday chapels. Students typically meet before school three times a week with the adult leader to practice. We are looking for students who can either sing or play an instrument in the band and have a heart to worship.

STUDENT POLICIES

Student Responsibilities

It is the student's responsibility to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school, and in no way deprive other students of an education. In order to accomplish this, the student must observe the following standards of behavior:

At School in General

- Arrive to school on time.
- Be ready to begin class with materials organized and in one's desk by 8:30 a.m.
- Encourage a close relationship with God for yourself and others through Bible reading, prayer, and sharing.
- Abide by the school uniform policy (see uniform policy).
- Refrain from any horseplay in the building.
- Walk in the hallways and stairs.
- Eat only in the classrooms (elementary) and lunch room (middle school) and at authorized times.
- Avoid throwing objects in the building.
- Never leave campus without permission from the office.
- Complete assigned work on time.
- Avoid forgery and plagiarism.
- Participate in chapels without being a distraction to others.
- Show respect and be courteous toward all school personnel, parent volunteers, and any visitors. Obedience to authority should be willing, cheerful, and immediate.
- Respect all school property including desks, books, lockers, bathrooms, walls, and the playground.
- Follow the rule of not bringing electronic devices such as iPods, Gameboys, etc. to school.
- Avoid any public display of sexual affection (such as embracing or kissing, etc.).
- Only use acceptable Christ honoring language – no swearing or dirty language.
- Avoid any kind of bullying or cruel teasing.
- Avoid bringing weapons, fireworks, or explosives of any kind to school.
- After school, avoid being in classrooms without the teacher present.
- Be honest in all you say and do.
- Refrain from chewing gum.
- Refrain entirely from smoking, gambling, stealing, lying, cheating, and drinking alcoholic beverages, engaging in immoral activities, or using illegal drugs.

In the Classroom

- Follow the rules set down by the teacher.
- Refrain from any act of disrespect such as:
 - Talking back or sassing teachers.
 - Mimicking or mocking teachers or students.
 - Talking or distracting others while a teacher is presenting a lesson.
 - Writing or passing personal notes.
 - Laughing at the mistakes of others.
 - Doodling or drawing nonsense designs on assignments.

In the Restroom

- Keep restrooms clean and quiet.
- Never play in the restrooms.
- Go directly to and from the restrooms when given permission by a teacher.
- Respect other's privacy.
- Wash hands.

On the Playground

- Keep hands, feet, and objects to yourself.
- Use equipment safely as it was intended to be used.
- Use good sportsmanship and obey game rules.
- Refrain from bouncing balls against the building or in the building.
- Return all equipment before lining up after recess.
- Stay outside unless given permission by a teacher or recess monitor.
- Follow all the other specific playground rules as directed by teachers and recess monitors (available through teachers and office).

**ELEMENTARY & MIDDLE SCHOOL
UNIFORM DRESS CODE**

Not required for Preschool

Clothing can often be a reflection of a person's self image, attitudes and values. Although there is nothing wrong with most clothing, we feel it is in the best interest of our student body to wear uniform clothing to school.

We believe children should come to school understanding that school is a special place dedicated to learning. Our hope is that uniform clothing for school will result in improved behavior and attitudes that can bring positive development in all areas of a student's life.

Our uniform policy is set forth to create uniformity in appearance and eliminate the influences of clothing that might promote an ungodly attitude, distract students from learning, or draw attention to the individual.

*Parents are expected to assist their child(ren) to have high standards of personal appearance. This sense of pride means that **uniforms are in good condition and clean at all times.***

- Students who do not come to school in appropriate attire may be asked to go home and change their clothing. The violation will be documented and their parents will be notified. **After three uniform violations and each succeeding violation per quarter a \$5.00 charge will be added to your statement.**

Dennis Uniform: School Code XSS77 Address: Tukwila Commerce Park, Bldg A.
12608 Interurban Ave S, Tukwila, 98168 or online at www.DennisUniform.com

JcPenney Uniform: Go to any local JcPenney store or online at www.jcpenney.com.

- Shirts** Boys and girls short or long sleeved white, red, or black polo shirts with the Shorewood Christian School logo or solid color polo shirts with no emblems or contrasting colors. Shirts must be tucked in for boys. For girls, they must be loose-fitting and lay at least 3” below the waist if not tucked in. Plain black or white undershirts may be worn.
Purchase at Dennis Uniform or any store where uniform clothing is sold.
- Blouses** Girls short or long sleeved white blouse with Peter Pan or sports collar.
Purchase at Dennis Uniform or any store where uniform clothing is sold.
- Pants** Boys and girls black or khaki (tan) cotton twill uniform-style pants with no contrast stitching. Must be ankle length, straight or slightly flared, properly sized, no cargo or jeans-style. Corduroy pants may be worn if purchased at the **Dennis Uniform Store only. Purchase at Dennis Uniform, or JcPenney Uniform in store or online.**
- Shorts** Boys and girls black or khaki (tan) cotton twill uniform walking shorts may be worn Monday - Thursday all year. **Purchase at Dennis Uniform or JcPenney Uniform (Pleated or bermuda) in store or online.**
- Skorts** Girls black, or khaki (tan), or McDonald plaid skorts may be worn Monday through Thursday.
Purchase at Dennis Uniform or JcPenney Uniform in store or online.
- Skirts** Girls black, khaki (tan), or McDonald plaid skirts. **Purchase at Dennis Uniform or black, or khaki (tan) IZOD or French Toast scooter or pleated skirts (no belted skirts) at JcPenney Uniform.** Skirt length should not be more than 2” above the knee. Skirts are to be worn at the waist and are not to be rolled to shorten length. Shorts should be worn underneath for modesty.
- Jumpers** Girls McDonald plaid, khaki (tan) or black jumpers. **Purchase at Dennis Uniform or JcPenney Uniform (French Toast Pleated or V-Neck) in store or online.** Jumper length should not be more than 2” above the knee. Shorts should be worn underneath for modesty.
- Sweatshirts** Embroidered school sweatshirts (crew neck or ¼ zip) can be purchased at **Dennis Uniform.** Sweatshirts may be worn Monday through Thursday – not on Chapel days.
- Sweater Vest** Red sweater vest for boys must be worn in chapel and embroidered with our school logo.
Purchase at Dennis Uniform Only.
- Cardigans** Red, or black cardigans embroidered with the school logo. **Purchase at Dennis Uniform Only**
- Polar fleece** Black or Red polar fleece that has been embroidered with our school logo may be worn in the classroom as part of the uniform. **Purchase at Dennis Uniform Only.**
- Socks** Girls & Boys are to wear socks at all times. Colors may be a solid white, tan, red, or black. Tights for girls in the same colors may also be worn.
- Leggings** Girls may wear black, or white leggings under the uniform skirt/jumper. School pants, capris, and dance pants are not allowed under the uniform skit/jumper. Leggings are tight-fitting,

ankle length (no Capri length) leg coverings (basically, tights without feet). Leg coverings that are loose fitting, fall below the ankle and/or flare at the bottom are considered pants, not leggings.

- Shoes** Suitable shoes (dress, tennis, loafer, sports) are to be worn. GYM SHOES MUST BE WORN ON DAYS WITH P.E. NO SANDALS, FLIP FLOPS, HEELS OR PLATFORM TYPES ARE ALLOWED. Low-heeled black or brown boots may be worn except on P.E. days.
- Coats** Coats are not to be worn in class.
- Hats** Caps or hats are not allowed in the school building.
- Hair** Hair is to be neat, clean, and out of the eyes. Extreme hairstyles (shaved or colored hair designs) are not acceptable. Boys' hair length can be no longer than the collar, ear lobes showing and are not to have ponytails at school. Girls' hair accessories must match uniform colors.
- Belts** Boys in grades 4-8th are required to wear belts (solid neutral colors).
- Accessories** For reasons of safety we encourage students to refrain from wearing bracelets, necklaces or earrings that dangle. Boys are not to wear earrings. No tattoos or fake tattoos, no writing on skin with ink or markers.
- Makeup** Light makeup in 4-8th grade is permitted.
- PE Uniform** **Grades 6-8:**
School uniform attire, or sweatpants, solid color t-shirts, basketball-style shorts, and athletic shoes

Friday Chapel Dress for boys

White polo shirt, uniform pants, and **red Dennis Uniform** sweater vest

Friday Chapel Dress for girls

White polo shirt or blouse and uniform jumper or skirt .

Free Dress Day / Spirit Day / Camp Guidelines

Students are to be modest and Christ-honoring in their dress.

Jeans must be in good condition – no holes, rips or frays; No tight-fitting, yoga, dance, or baggy pants

Shirts must not have any lettering or emblems unless Christian or sports related;

No halter tops, tank-tops, spaghetti straps, or midriffs; No low necklines or tight-fitting shirts;

Shorts must be uniform short length; Skirts must be the uniform skirt length; No Goth or Rock styles; “When in doubt – don’t”

DISCIPLINE

The Bible is clear about the importance of discipline. In Proverbs 3:11-12 it says,
“My son, do not despise the Lord’s discipline and do not resent His rebuke, because the Lord disciplines those He loves, as a father the son he delights in.”

Because we at Shorewood Christian School love the students entrusted to our care, we can do no less than to maintain godly discipline throughout the school. The importance of training and discipline is further explained in Proverbs 20:11 when it says, “Even a child is known by his actions, by whether his conduct is pure and right.”

At Shorewood Christian School we are very concerned about our students’ conduct and actions. Those actions which are pure and right we strongly encourage. Those, which are not, are dealt with using Biblical standards of discipline. Remember, because children are not by nature “good,” they must be corrected and trained in order to display the kind of godly character for which you as parents, we as a school, and ultimately God, are looking for.

Classroom Discipline Plan

Each teacher has developed his or her own classroom discipline plan that has been approved by the administration. Their plans consist of classroom rules and specific consequences for misbehavior. Examples of consequences may include but are not limited to the following: a verbal warning, a timeout with head down, a loss of privilege (recess), Quiet Lunch (for middle school), a detention, a parent phone call or conference, or the student being sent to the school office.

After-school Detention Policies

Detention will be held *from 3:15 to 3:45 p.m.*

- A. Teacher or staff member issues detention slip and retains a copy, puts the detention on Gradelink, gives a copy to the office, and sends a copy home to parents by student. The office will attempt to notify parents by phone or email as well.
- B. Parents sign and return detention form to the office by way of student. Parents are responsible to pick up student at appropriate time (no earlier).
- C. Students report to detention on time and with sufficient schoolwork. A student is expected to stay seated and do no talking. If a student is late, he/she will finish the detention, but be assigned another one.

Middle School Minor Infraction Detention

Middle School teachers will assign Quiet Lunch to a student for minor infractions or lack of homework turned in on time. Quiet Lunch is held in place of the student’s normal lunch, in a pre-determined room that is monitored by a teacher. In Quiet Lunch, the student is not allowed to communicate (no talking with friends) or participate in recess. They bring their lunch and any homework necessary to pass their time and work towards completing it until the rest of the Middle School comes in from lunch for their 5th period class. If the student has no homework, the staff monitor may assign reading or clean up activities to provide the student with a positive, yet quiet activity. Students in Quiet Lunch are allowed a 10 minute grace to get lunches and visit the restroom. If they arrive after the grace period or skip the session, their Quiet Lunch becomes two days.

Office Discipline

If a student has gone through a teacher's discipline plan or committed what we consider a serious offense, such as fighting; defying authority; vandalizing; cheating; lying; stealing; using foul or profane language; leaving the school grounds unauthorized; possessing a weapon; or using any controlled substance, they will be sent to the school office. Discipline in the school office may include but is not limited to the following: verbal reminder, logical consequence, written assignment, detention, a parent conference, parental corporal punishment, suspension, or expulsion.

Parent Conference: When deemed necessary, a parent conference will be held to discuss a student's misbehavior and in working together ensure the misbehavior does not occur again.

Parental Corporal Punishment: When necessary, parental corporal punishment is an effective and Scriptural procedure. In Proverbs 22:15 it states that, "Foolishness is bound in the heart of a child, but the rod of correction will drive it far from him."

Shorewood Christian School, believing in this Scriptural method of discipline, will adhere to the following procedures:

- A. Parents will be notified that corporal punishment needs to be administered and they must come in. If parents prefer not to give corporal punishment, alternative discipline measures may be discussed and carried out.
- B. Once the parent arrives, corporal punishment will consist of a spanking administered on the buttocks with a paddle, and must be reasonable, moderate, and used only for the purpose of correcting the child.
- C. The corporal punishment will be administered in private by the parent with one other adult staff person present to witness the discipline.
- D. The corporal punishment process will also include Biblical restoration. This includes the student admitting that what he/she did was wrong and asking for forgiveness. With forgiveness granted, the child should be given an encouraging word and be prayed with before going back to class.
- E. Finally, a written record of the discipline will be sent home as well as placed in the student's permanent file.

Suspension: If repeated efforts to solve a problem are unsuccessful, temporary suspension from the classroom (in-school suspension) or from the school building (home suspension) may be necessary.

Expulsion: If misbehavior continues to be a problem, expulsion may result. The principal in consultation with the School Board will determine this.

Role of an Exception to Discipline Policy

Shorewood Christian School reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child attends SCS.

Search and Seizure Policies

1. Enrollment in SCS constitutes consent by the parent to allow the child and his or her personal belongings to be searched and seized.
2. SCS expressly reserves the right to search, including but not limited to: persons, automobiles, backpacks, purses, pockets, lockers, desks, electronic devices, etc.
3. SCS expressly reserves the right and the parents and students grant the school the right to examine the electronic content contained in a cellular phone, laptop computer or other device confiscated at school.
4. SCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends SCS.

Phone Use

Students must have permission from the school office or their teacher to use the phone. Phone use will only be allowed in emergency or special situations.

Computer Usage

Computers are essential for much of today's workplace. Middle school students may bring their own devices in order to do assignments, check homework and communicate with teachers as necessary. The student will use our internet service which uses Securly as a web filter with parent and school controls. Each year Middle school students will sign a Technology Acceptable Usage Policy Form in order to use any network or computing resources.

Cell Phone Policy

Students are permitted to possess cell phones while on the SCS campus, however during the instructional day they should be turned off. Students are prohibited from using cell phones at any time and for any purpose during school hours. Any exception to this must be granted by, and under the direct supervision of, a school staff member.

A student who violates this policy may have their phone confiscated and sent to the Shorewood office. The first time a student may pick it up. The second time the parent must pick it up. A third offense within a school year may result in disciplinary action including, but not limited to, their phone being kept for the rest of the quarter, detention, or suspension.

SCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that student and does not apply to any other student.

Bicycles / Scooters

Parents should inform the school *in writing* if their child will be riding their bike or scooter to and from school. Helmets must be worn; it's the law. Students are responsible for securing their bikes or scooters during school hours. They may secure them to the bike rack on the east side of the building. Students will not be allowed to ride their bicycles or scooters during school hours.

Walking to and from School

For students in grades 5 – 8, parents must inform the school *in writing* if their child will be walking to and from school. Students 4th grade and under must be accompanied by an older sibling who has been given permission to walk home. If no notice is given, they will be kept in the after-school care until they are picked up.

Toys and Electronics

Students may not bring toys from home to school with the exception of Show and Tell presentations. Toys include: card collections, comic books, iPads, skateboards, etc. Cell phones are not to be used during school hours. If brought or used SCS reserves the right to confiscate them.

PARENT POLICIES

Parent Cooperation

As co-laborers with us we ask that parents:

- Purchase needed supplies. A list of your child’s classroom supplies will be sent to you before school starts. Special classes and projects may require additional supplies.
- Attend parent/teacher conferences.
- Respond to notes/phone calls.
- Ensure students are dressed in uniform attire.
- Ensure students have eaten breakfast, arrive to school on time, and maintain good attendance.
- Show an interest in day-to-day happenings.
- Demonstrate importance of school through reactions to illness, absences, truancy, bedtime, and TV viewing, and help with homework.
- Stimulate and reinforce learning.
- Listen and read with children.
- Provide positive input when there is a problem.
- Attend, when possible, special class events or programs.
- Volunteer in the classrooms as helpers, tutors, or field trip chaperones.
- When possible or necessary, serve on a special committee, introduce a new school program, or become a School Board member.

Communications

Gradelink System

Parents will be able to log into *Gradelink* and access school calendars and information as well as monitor their child’s homework assignments, attendance, and grades (report cards).

Weekly E-Mail Newsletters

Parents are kept informed of upcoming events, news concerning the school, or any announcements that need to be made through our weekly e-mail newsletter. It is usually

published on Wednesday. To stay informed, please check your e-mail for this newsletter (also available on the school's website at www.ShorewoodChristian.org).

E-Mail

All staff have their own school e-mail account. We encourage parents to primarily use this system to contact teachers and staff. See the school roster for these e-mail addresses.

Voice Mail

Administration and elementary teachers have their own school voice mail box. We encourage parents to use this system as a secondary tool to get in touch with teachers. Our goal at SCS is to return any voice messages within 24 hours.

Website

Please look us up on the web at www.ShorewoodChristian.org.

Yearly Academic Calendar

This calendar is sent home at the beginning of the school year (and is downloadable from the school's website).

Notices

Periodically notices are sent home; usually as a last-minute reminder. Please watch for these.

Inclement Weather

Check our website, log into GradeLink, watch KIRO channel 7, KOMO channel 4, or KING channel 5 for school closure or delay or call the school for a recorded school message. The school's recorded message will be updated on a daily basis. Please do not call the principal or secretary at home. For safety, if roads are hazardous in your area, stay home or come in later. School days lost due to inclement weather may need to be made up.

Health Services

The school is equipped to provide minor and immediate basic first aid. The school will make every effort to notify parents whenever their child is injured. Parents will be called when professional services are required or if a child is sick. In case of emergency, 911 is called.

Medications: The school staff, by law, cannot administer any prescription or non-prescription medications unless they have a signed authorization for administration form filled out by the parents.

Medical Excuse: Students who can not participate in P.E. or recess for medical reasons must have a note from home. Any request to be excluded for more than five days must be accompanied by a note from the child's physician. Generally, if children are well enough to attend school, they should be well enough to participate in all school activities.

C.I.S. Forms: Washington state law requires that a current Certificate of Immunization Status Form be on file in the school office for the child to attend school.

Lost and Found

The lost and found is located downstairs in the school's storage room (S-A). Items in the lost and found will be displayed in the hallway on Fridays, and at various school functions. Any items left in the lost and found after June 15 will be donated to charity.

Lunch

Parents are to provide sack lunches for their children. Please check with your child's teacher concerning microwave availability. Pizza is often available for purchase on Friday's.

Car Pools

SCS is happy to advertise and assist parents in coordinating rides for your children to and from school.

Visitors

Student guests may visit the school only if they are cleared prior to the day of the visit with the principal and must check into the office when they arrive for a visitor's badge. For middle school students visiting will primarily only be allowed during our lunch period.

Volunteers

All volunteers who work directly with students are required to have a national background check. If parents volunteer to drive on field trips, a state background check and proof of insurance are required.

EXTENDED CARE

Before-School Care

Students are supervised for one hour before school in the north foyer beginning at 7:15 a.m. until 8:15 a.m. The charge is \$6.25 per hour; however, this fee is prorated on a half an hour basis. For example, if a student is dropped off before 7:45 a.m. they will be charged the full \$6.25. If a student is dropped off after 8:00 a.m. they will be charged \$3.25. Parents will be billed monthly as an additional line item on their monthly statements.

Note: Please, do not drop off your child before 8:15 a.m. unless you plan to use our before-school care program.

After-School Care

This extended care program goes from 3:15 p.m. until 6:00 p.m. downstairs in the Living Hope building. In after-school care the children will have organized activities planned, a snack (provided by the school), a quiet time to work on homework if necessary, and some free playtime. The fee structure is also \$6.25 an hour and prorated every half an hour. An additional late fee will be charged if the child is not picked up by 6:00 p.m. at a rate of \$1.00 per minute (the school will allow one "grace day" before this policy is strictly enforced). Parents will be billed monthly as an additional line item on their monthly statements.

Note: Teachers will oversee your children for the first 15 minutes in the car line from 3:00 to 3:15 p.m.; however, at 3:15 p.m. the teachers will put them in the after-school care program. Also, please never tell your child not to go to the after-school care if you are late. We care about your child's safety and they must be supervised.

MISCELLANEOUS**Closed Campus**

Shorewood Christian School operates as a closed campus. Students are not to leave the school grounds without permission during school hours.

Playground

At the beginning of each school year, teachers will instruct the children concerning the playground rules and proper etiquette on the playground. An adult supervisor/teacher oversees all recesses. Shorewood Christian School recommends that all parents inspect the playground and instruct their children if there are certain pieces of equipment, etc. that they do not feel are appropriate for their children. The school office should be notified.

The playground is normally open and supervised each regularly scheduled school day, weather permitting, during all scheduled recesses and lunch breaks. School is dismissed at 3:00 p.m. Once parents or designated adults have arrived, the school is no longer responsible for his/her student. Parents are expected to monitor their children after school on the playground. Due to the use of the playground by our after school care program we ask that you be off the playground by 3:45 p.m.

Notwithstanding Shorewood Christian School's supervision of the playground in accordance with the schedule set forth above, and notwithstanding Shorewood Christian School's efforts to properly maintain the playground, SCS accepts no responsibility for the safety of any child in the playground area. Not only those who are using playground equipment, but others in the playground area as well, run the risk of being injured. This risk includes severe bodily injury, loss of limb, loss of sight, and even death. SCS is unwilling and unable to accept this responsibility. Accordingly, before children are permitted to use the playground, SCS must have on file a signed Assumption of Risk Form indicating that the parent/guardian accepts full responsibility for any injuries which may occur as a result of his/her child using the playground area. Students whose parent/guardian does not submit a signed Assumption of Risk Form will not be permitted to use the playground.

School Roster

Shorewood Christian School publishes a school roster each year for the convenience of the school and parents. Rosters are available, upon request, in the school office. This roster is not to be used for solicitation purposes.

Textbooks

No deposit is required for any of the non-consumable books issued, but students are responsible for keeping books in the same condition as issued and returning them at the end of the year. Fines will be assessed according to loss or damage. Consumable student workbooks will be given to the student at the end of the year.