



PARENT-STUDENT HANDBOOK

SCHAUMBURG CHRISTIAN SCHOOL

2024-2025

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Welcome Message

"In all these things we are more than conquerors through him who loved us."

Romans 8:37



Marc Popovici
Administrator

Welcome to the Schaumburg Christian School family! We are extremely thankful for the opportunity to partner with parents in the education of their children. SCS is committed to providing the best Christian education available in the Chicago suburbs.

We are dedicated to the academic, social, and spiritual growth of our students. Each grade level has a specific focus to foster this development. Our Elementary grades (Preschool – 5th) focus on establishing and expanding the academic, social, and spiritual foundations that each child needs to face life's challenges (Proverbs 22:6). In our Middle School (6th-8th grade), we provide a Christ-centered education that nurtures

students spiritually, academically, and socially. We help students recognize their identity in Christ, who created them, loves them, and gives them purpose (Luke 12:7). In High School, our focus is on training leaders who will go above and beyond to serve the communities God places them in (Matthew 20:28).

The purpose of this handbook is to better acquaint parents and students with our school's mission and focus. It explains the policies by which SCS operates and the deeper purposes behind those policies. Please feel free to discuss the school's purpose and policies with any of our teachers or administration. We value good communication, as a strong connection between home and school is one of the most important factors in a child's success in school.



Introduction



Our Purpose & Goals

Schaumburg Christian School, a ministry of Bethel Baptist Church, is a private institution offering a challenging educational program in a Christian environment for members of BBC and, as space permits, other selected families.

Our purpose is to develop godliness of character and action in the lives of our students. We achieve this purpose in part by being an extension of the Christian home. Our students are expected to love God and demonstrate that love by exhibiting self-discipline, high morals, respect for others, and personal responsibility. The Bible, while not being the only textbook, will be taught in every class, and its principles will be used as guidelines for all other learning. We use the example of Luke 2:52 to formulate our goals in educating.

1. Spiritually

- To help students know and love God with the ultimate goal that they will accept His gift of salvation.
- To help students grow in grace and in the knowledge of Christ through Bible classes, chapel, special speakers and school camp.
- To provide opportunities of service through choir tours, nursing home concerts, food drives, gift drive for shelters, and volunteering to work at food banks in the area.

2. Intellectually

- To help students to excel through diverse academic courses.
- To prepare students academically for college or other vocational pursuits.

3. Physically

- To provide physical exercise and development through recess and physical education classes.
- To help develop individual talent and team concepts through a variety of fine arts and sports activities.

4. Socially

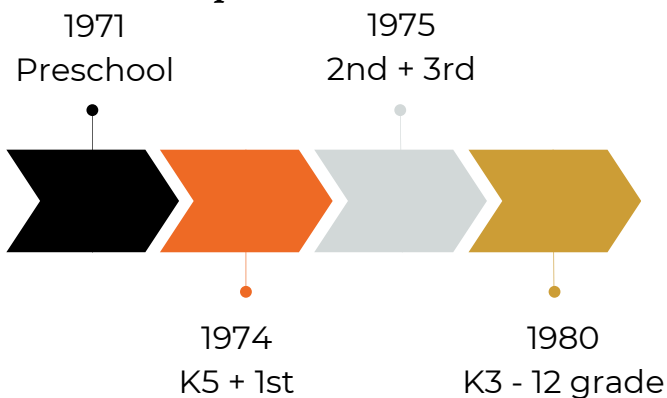
- To help develop self-discipline, high morals, good habits, respect for others and responsibility.
- To enhance leadership skills through student clubs and student leadership positions.



Mission Statement

The mission of Schaumburg Christian School is to prepare each student for a successful life through excellent academics, purpose-driven extracurriculars, and life-changing biblical instruction in a loving, Christian environment.

Our History



Bethel Baptist Church began its education ministry in 1971. Since then enrollment has increased over the years. SCS is currently the largest private school in Schaumburg Township and the entire Illinois Association of Christian Schools. SCS also an active member of the American Association of Christian Schools.

School Verse

“In all these things we are more than conquerors through him who loved us.” Romans 8:37

School Crest



1. The Shield represents the shield of faith in Ephesians 6:16. Through faith we become a child of God, and by faith we are sanctified.

This Shield also protects us from Satan's fiery arrows and comforts us in times of trial.

2. The Bible is the second element. It's the only book to which we can turn for Truth. Therefore, it's the foundation of every academic subject and extracurricular activity at SCS.

3. The final element is the Torch. This represents academic learning. By God's grace, our students have achieved great academic success in their classroom assignments, inter-school competitions, and standardized tests.

School Song

We are more than conquerors,
Thru Him that loved us so,
The Christ who dwells within us
Is the greatest pow'r we know.
He will fight beside us
Tho' the enemy is great,
Who can stand against us,
He's the Captain of our fate.

Then we will conquer, never fear;
So let the battle rage.
He has promised to be near,
until the end of the age.
We are more than conquerors,
thru Him that loved us so,
The Christ who dwells within us
is the greatest pow'r we know.



Doctrinal Statement

The Statement of Faith of Bethel Baptist Church is the doctrinal statement of Schaumburg Christian School. A brief summary is as follows:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in the persons of Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the resurrection of both saved and lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life.

Parent-School Agreement

By accepting and enrolling their students at Schaumburg Christian School, parents must read and agree to the Parent-School Agreement. This agreement demonstrates parents' understandings of their responsibilities regarding their student's education, including agreement with Schaumburg Christian School's Doctrinal Statement and Statement of Belief on Marriage, Gender, and Sexuality, financial responsibilities, health and safety requirements, and the policies and procedures outlined in this Parent & Student Handbook.

The School & The Home

God has ordained two institutions to educate the child: the home and the church. The education given by Schaumburg Christian School is based upon the foundation laid by parents at home. The Word of God is clear that education begins in the home (Gen. 18:19; Deut. 6:7; Prov. 22:6; Eph. 6:4; II Tim. 1:5; 3:15). It is the school's desire to work in cooperation with parents who understand their God-given responsibility to teach their children in the fear and admonition of the Lord.

The families of SCS students are always welcome to attend the services of Bethel Baptist Church that sponsors Schaumburg Christian School. Administration invites parents to contact the school at any time to discuss the educational or spiritual needs of their children.



SCHAUMBURG CHRISTIAN SCHOOL STATEMENT OF BELIEF ON MARRIAGE, GENDER, AND SEXUALITY

Schaumburg Christian School believes that the term marriage refers to the uniting of one man and one woman in a single, exclusive, lifelong union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4).

Schaumburg Christian School believes that God wonderfully and immutably creates each person as male or female and acknowledges the rare intersex birth condition. These two complementary genders reflect the image and nature of God (Genesis 1:26-27). We acknowledge the reality that sin has distorted the image of God in men and women and mourn anyone's willful rejection of God's image in them.

Schaumburg Christian School believes that moral misconduct includes, but is not limited to, promiscuity, adultery, fornication, co-habitation, homosexual behavior, bisexuality, polygamy, bestiality, incest, transgender identity, gender non-conformity, non-binary gender conformity, use of pornography, or any other violation of the unique, distinct roles of male and female (Exodus 20:14; Leviticus 18:7-23, 20:10-21; Deuteronomy 5:18; Matthew 5:27-28, 15:18-20; Romans 1:21-27; 1 Corinthians 6:9-20; Colossians 3:5).

Schaumburg Christian School believes that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Harassing and hateful behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of Schaumburg Christian School. We believe that God offers redemption and restoration to all who confess and repent of their sin, seeking his mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

These statements do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Schaumburg Christian School's faith, doctrine, practice, policy, and discipline, our school board or its designee is the final interpretive authority on the Bible's meaning and application.



General School Policies



Governance & Policy Making

Schaumburg Christian School is a ministry of Bethel Baptist Church. The lead pastor serves as the President of the school. The development of school policies as well as the day-to-day operations of the school are under the oversight of the school Administrator. Questions or concerns about school policies should be brought to the attention of a principal or the school Administrator.

Nondiscrimination Policy

SCS complies with applicable federal and state laws prohibiting discrimination, as required for ISBE recognition, pursuant to 23 Ill. Admin. Code 425.20(a)(2)(H), consistent with its Christian mission, vision, values and Statement of Belief on Marriage, Gender, and Sexuality. SCS provides equal opportunities for student participation in academics and extracurricular activities based on the individual needs and abilities of each student regardless of age, race, color, sex, ancestry, national or ethnic origin, military status, disability, gender, marital status, citizenship, or immigration status, free of discrimination, unlawful bias, prejudice, and harassment. Students who believe they have not received equal opportunity for participation in academics or extracurricular activities should report their claims and avail themselves of the procedure set forth in the Uniform Grievance Policy and Procedure, below.

School Closure & Evacuation

Severe weather or another emergency may require the school to be closed. A decision to close school is generally made by 6:00 AM and is made one day at a time. When the school has been closed, this information will be communicated through a recorded phone call and text message. If school is in session, the decision to send a child to school is ultimately made by parents and guardians.

If SCS experiences a problem with its facility that requires an emergency evacuation during the school day, students' parents will be contacted immediately via email and text alert to pick up students. Information also will be posted on the school website. If the situation necessitates students being moved from the school facility to another location, students' parents will be contacted immediately via email and text alert and informed of the location from which they may pick up students. Information also will be posted on the school website.

Sexual Offender Notification

State law requires parent notification that information about sex offenders is available to the public. Parents may find the Illinois Sex Offender Registry on the Illinois State Police website at: www.isp.state.il.us/sor/.



Photography

SCS staff may photograph, videotape, or sound record participants enrolled in school programs, classes, events, or using the school's facilities. All photographs and digital images, videotapes, and sound recordings taken by authorized individuals on behalf of SCS are for SCS use and are the sole property of SCS. These photographs and digital images, videotapes, and sound recordings may be used for SCS publications, brochures, and other print and electronic communications.

Student Records

SCS respects all confidential information related to students. All personal records of students and families on file are kept in the strictest of confidence. Information pertaining to the admission, enrollment, academic progress, health, discipline, or disenrollment of a student will be kept confidential, unless the student's parent(s) has given written permission for disclosure, or such disclosure is otherwise required by law. If a student's parent is to be denied access to student records and school-related information regarding the student, it is the responsibility of the student's other parent to provide a certified copy of the court order, parenting agreement or plan, or other documentation that specifically revokes these rights or prohibits access to the school office.

A parent or a designated representative of the parent shall have the right to inspect and copy all school student records of that parent's child with limited exception as required by law. A request to inspect and copy records shall be made in writing to the school office. SCS shall grant the request to inspect and copy student school records within ten (10) calendar days of receipt of the request. Parents will be charged a copying fee of one dollar (\$1.00) per page unless waived by the Administrator or designee.

If a student's school records are to be disclosed to someone other than the student's parent as permitted by law, notice to the parent will be provided at least five (5) school days prior to the release of the records.

Upon graduation, transfer, or withdrawal from SCS, only the student's transcript will be retained by SCS. SCS shall notify parents and students of the opportunity to pick up the student's cumulative school records upon graduation, transfer, or withdrawal, and at least ten (10) calendar days before destruction of the non-transcript portions of the student's school records.

SCS will request a certified copy of a student's transcript within 14 days of enrollment. The school sends unofficial records of students transferring out of SCS within 10 days of the request. Certified copies of records will be provided within fourteen (14) calendar days.



In the event that Schaumburg Christian School should cease to exist, the student files will be stored at Bethel Baptist Church.

Missing Students

Upon receipt of notification from the Illinois State Police of a current or former student's disappearance, the Administrator or designee is required to immediately flag the student's records in such a manner that, if the school ever receives a request for the records or a request for information about the records, the school is promptly alerted to the fact that the request is in regard to a missing person. Upon being alerted to such a request, the Administrator or designee is required to immediately report the request to the Illinois State Police. Any report filed with the Illinois State Police must include any knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the Administrator or designee shall remove the flag from the person's record.

Toys/Personal Property

For elementary grades: label all your child's belongings: book bags, coats, blankets, etc. Toys from home are discouraged; however, special allowances will be made for show-and-tell days. This policy helps to prevent the loss or damage to treasured items.

Parent/Teacher Conferences

As the school is intended to be an extension of the home, it recognizes the importance of the home and the school working together to obtain spiritual and academic growth for the student. Therefore, scheduled times in October and February have been set aside for parents and school personnel to meet in order to discuss the needs of the student. Parent-teacher conferences may also be necessary throughout the school year in order for parents to know first-hand their child's progress. The school asks that all students and parents participate as needed in these beneficial conferences.

No Solicitation

Soliciting is not allowed at SCS without the permission of the administration. This includes the selling of tickets, candy, etc. and the distribution of political materials or the circulation of petitions.

Parent Communication with Students During School

As phones are prohibited during academic classes, students cannot pick up or answer phone calls or texts during academic courses. The easiest way for a parent or child to contact one another should be through the front desk.



Snacks

For Elementary Grades: Parents are responsible for their own child's daily classroom snack. Please send a healthy snack such as fruit, veggies, cheese, crackers, cookies, muffins, dry cereal, etc., and bottled water. Pop and candy are inappropriate snacks.

Smoking Prohibited

For reasons of safety, public health, and other concerns, smoking is prohibited on school premises. This prohibition includes the smoking of all tobacco, nicotine, THC, synthetic drugs and other products, and includes cigars, cigarettes, e-cigarettes, "smokeless" cigarettes, vape pens and advanced personal vaporizers (also known as 'MODS') and other such delivery systems.

No Animal Policy

Schaumburg Christian School maintains a strict no pet policy on school premises. This policy is implemented to ensure the safety, health, and comfort of all students, staff, and visitors.

1. No Pets Allowed: Pets of any kind are not permitted on school property, including classrooms, playgrounds, and parking areas. This applies to all pets, regardless of size or temperament.

2. Exceptions: The only exceptions to this policy are approved service animals and animals that have received prior approval from the school administrator for educational purposes or special events. Proper documentation and administrative approval are required for such exceptions.

We appreciate your cooperation in adhering to this policy to help maintain a safe and conducive learning environment for everyone at Schaumburg Christian School. If you have any questions or require further clarification, please get in touch with the school administration.

Faith's Law

All school employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. Please ask the school administrator for further details about Faith's Law.

Trespassing

Trespassing on Schaumburg Christian School property is strictly prohibited. Students caught trespassing or assisting in a trespass will be subject to the appropriate disciplinary action.



Admissions & Enrollment



Admissions

Schaumburg Christian School admits students of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school, consistent with its Doctrinal Statement and Statement of Belief on Marriage, Gender, and Sexuality.

Students are tentatively accepted at Schaumburg Christian School after a successful interview with the administration. A student must be the appropriate age on or before October 31st in order to enter preschool, pre-kindergarten, kindergarten, or first grade. Final acceptance is contingent upon a review of the permanent records of the student's previous schooling and the results of any necessary testing. The school administration assumes the final responsibility for the grade placement of any student.

All parents must sign the Statement of Cooperation. No student can be admitted or allowed to remain in Schaumburg Christian School who does not agree to cooperate with the overall purpose and program. Ephesians 4:3 says, "Endeavoring to keep the unity of the Spirit in the bond of peace."

Schaumburg Christian School is open to all students. Ephesians 4:3 says "Endeavoring to keep the unity of the Spirit in the bond of peace." We ask all our parents and students to be open to the Word of God and hear the Gospel on a daily basis.

All new students are admitted on a nine-week probationary standing. Once the student demonstrates Christian character, academic competence, and self-discipline, the probationary standing will be dropped. Please see page 60 for more details concerning this probation.

In order to maintain a vibrant Christian atmosphere, the school expects all junior and senior high students to have accepted Jesus Christ as their personal Savior. They also must agree to exclusively attend Sunday school and church services each week at a Bible-preaching church that practices water baptism by immersion. These policies apply to both new and returning junior and senior high students and are intended to help students (1) Possess genuine spiritual life, and (2) Grow in that spiritual life through constant exposure to God's perfect Word.



Enrollment

A student may be registered for school using the online application found on the website. All 7th-12th grade transfer students are asked to bring a copy of their most recent school records to their interview with the administration. Enrollment is not finalized until the following steps have been completed:

1. Application to Schaumburg Christian School completed
2. Registration fee paid
3. Personal interview (required for 6th-12th grade students)
4. Student record forms completed
5. Photocopy of student's birth certificate or passport on file
6. Required physical examination and immunizations current and dental and vision screenings if required
7. Any necessary testing completed

Continuous Enrollment

During the month of February, parents of current students may complete the online continuous enrollment process along with paying a registration fee to reserve their student a spot for the fall term. Enrollments are accepted on a first-come, first-served basis through this process. Enrollment for the fall term is open to the public beginning March 1st.

Withdrawal

Withdrawals from school must be made in writing through the school office. It is understood that the tuition is due and payable until the official withdrawal form has been completed

and delivered to the school office. Textbooks and other school-owned materials are to be returned at the time of withdrawal.

Tuition

A tuition and fee schedule has been established and is available on the school website. Tuition rates are reduced for each additional child in a family. Registration fees are non-refundable. If a student attends one day or more of school during any month, he/she will owe the full month's tuition. Students who are suspended, expelled, or withdrawn from school can receive no refund for the portion of the month they did not attend. Also, no refunds can be given for days off school that were not specified as days off on the school calendar.

Payments

Schaumburg Christian School receives its income from tuition and fees and does not receive any income from state or federal funds. For this reason, parents are asked to pay their tuition and fees when due. Delinquent payments may even be cause for suspension or dismissal. All accounts are due and payable by the 1st of each month. All monthly payments will be made through Smart Tuition (tuition management service). Once a student's enrollment is processed, Smart Tuition will send an email with enrollment instructions for statements and payments. NSF payments and late fees are applied through Smart Tuition.



Student Health Policies



Records

All required health records are due by the beginning of school. If they are not submitted by October 15, a student may lose his or her privilege to attend Schaumburg Christian School.

Physical Exams

Students entering preschool, kindergarten, sixth, and ninth grades are required by the State of Illinois to have a current physical examination within one year prior to starting that grade level. Transfer students must meet the same requirement. Before participating in the interscholastic sports program, a student must have a physical exam within one year of the start of the specific sport.

Eye Exams

All students entering Kindergarten or entering school in Illinois for the first time, transferring from another school, and as otherwise referred to do so by teachers, are required to have an eye examination and submit proof of the examination to Schaumburg Christian School by October 15. Students in second and eighth grade will participate in a vision screening at school.

Dental Exams

All students entering Kindergarten, second grade, sixth grade, and ninth grade are required to have a dental examination and submit proof of the examination to Schaumburg Christian School by May 15.

Immunizations

Students entering Kindergarten or first grade, sixth grade, ninth grade, and any first-time enrollees at Schaumburg Christian School must submit proof of immunizations against, and screenings for, preventable communicable disease no later than the first day of school. Students entering sixth and twelfth grade must submit proof of immunization against meningococcal disease.

Illness

Students who become ill or injured during the school day will be assisted by one of the school office staff members. If a determination is made that paramedic assistance is necessary, 911 will be called and the child will be taken to a nearby hospital. Each village sets its own fees for ambulance transportation.

Any student with the following symptoms must be kept at home and will not be allowed to remain in school until the student is well, and the student's parents provide a doctor's note as to the student's good health or the school nurse approves the student's return:

- Fever of 100.4°F or higher within the past 24 hours;
- Severe coughing, sore throat, or difficulty swallowing;
- Diarrhea or vomiting within the past 24 hours;
- Undiagnosed rash (student may return to school with a doctor's note that rash is not contagious);



- Discharge from eye (e.g., pinkeye) or ears, or profuse colored nasal discharge (student may return to school when discharge is clear or has been on antibiotics for 24-48 hours, according to doctor's instructions);
- Unusual lethargy, irritability, persistent crying, or difficulty breathing (student may return to school when symptoms subside);
or
- Evidence of a contagious or communicable disease.

Parents must err on the side of caution when deciding when a student who has been sick is ready to return to school. When in doubt, students should be kept home from school in order to prevent the spread of illnesses. Parents must provide a physician's note if the student will be absent for an extended period of time due to illness.

The parents will be contacted and asked that the child be taken home or to a doctor.

Injury

If a student is injured during the school day, the student's teacher will tend to the student's needs and the Principal or designee will be summoned if necessary. First aid will be administered if needed. If the student's injury is minor and the student is able to resume classwork, the student will return to class. If the student requires medical attention or cannot resume classwork, the student

will be sent to the school office and the Principal or designee will contact the student's parent. In the event that emergency action is necessary, the Principal or designee will call 911 and follow the instructions of the emergency personnel. The Principal or designee will contact the student's parent as soon as possible there



Allergy Management

- School attendance may increase a student's risk of exposure to allergens that could trigger an allergic reaction, including a food-allergic reaction.
- **Preschool (K3/K4) to 3rd Grade Allergen Policy**
 - Promote avoidance strategies. Avoidance of the food is the only way to prevent a reaction from occurring
 - There is to be no food trading at school.
 - Food provided at school for celebrations must be commercially prepared with detailed ingredient labels, NOT homemade.
 - Allergy-friendly treats are recommended and can be found on various websites.
 - Non-food items as an alternative for treats for celebrations are highly recommended. This includes stickers, pencils, bookmarks, etc.
 - It is the responsibility of the parent to coordinate with the teacher that they are bringing food into a classroom FIVE days in advance so as to allow for communication with the rest of the parents for alternative treats to be arranged.
 - Any parent who does not coordinate with the teacher five days or more in advance prior to bringing treats into the classroom will not be allowed to have them brought in.
- **4th-12th Grade Allergen Policy**
 - Food trading is highly discouraged.
 - Food provided at school for celebrations must be commercially prepared with detailed ingredient labels, NOT homemade
 - Allergy-friendly treats are recommended and can be found on various websites
 - Non-food items as an alternative for treats for celebrations are highly recommended. This includes stickers, pencils, book marks, etc.
 - Coordination for potential allergens in the classroom is highly recommended with the teacher.
- It is the responsibility of parents and students to notify Schaumburg Christian School of any and all known allergies. Schaumburg Christian School is committed to reasonably accommodating students' allergies and strives to reduce the risk of exposure to allergens and provide timely treatment of an allergic reaction.
- Please direct all questions or concerns regarding allergies to the school nurse.
- Parents are required to identify the student's allergies online at the time of registration and must inform the Principal, the student's teacher(s), coaches, activity sponsors, and bus driver of any allergies.
- Parents are encouraged to educate their student(s) in the self-management of allergies, including hand washing, safe and unsafe foods and products, strategies for avoiding exposure to allergens, symptoms of allergic reactions, and how and when to tell an adult they may be having an allergy-related problem. Parents also are encouraged to consider providing a Medic Alert bracelet for the student.
- The parent or guardian is required to complete a Food Allergy Action Plan with their physician and submit it to the health office.



Allergy Management, Con't

- Epi-pens can be carried on the child's person if the parent has signed and submitted a stamped or signed physician's authorization stating the child is trained in the use of the Epi-pen, is able to use it properly, and has the physician's authority to do so.
- Signage is placed specifically outside of Early Childhood Education Classrooms indicating potential allergens for parental awareness for snacks and celebrations.
- A listing of students with life threatening allergies is placed in various areas of the school including cafeterias, workrooms, and any other areas where large consumption of potential allergens could take place



Medication

Whenever possible, medication should be administered in the home. At times when medication must be given during the school day, parents are responsible to ensure that all medication, along with written orders from a physician, be turned in to the Health Care office or the school office as soon as the child arrives at school. Medication must be brought to the school in the original package.

Annually and in order for a child to receive medication during school hours, the parent or guardian must complete a Medication Authorization form. Whenever feasible, the child should self-administer medication under adult supervision.

Prescription Medications:

Prescription medications will be administered if they are in the original labeled bottle from the prescribing pharmacy. The pharmacy label must identify the child for whom the medication is requested. Medication prescribed for a sibling will not be shared with a child for whom it was not prescribed on the pharmacy label.

Medications given at school should be limited to those that cannot be given at home. Prescription medication requests that do not coincide with the printed dosage on the pharmacy label of the prescription bottle will require a signed or stamped fax or note from the child's physician authorizing that the different dosage be given.

Over-the-counter Medications:

Over-the-counter medications supplied by SCS are given on an emergency/as-needed basis only. These medications will be administered in accordance with parent permission on their student's Emergency Treatment Release form (ETR). Parents need to supply over-the-counter medications, including cough drops, if their student requires regular use. Over-the-counter medications will not be given on a routine basis without a signed or stamped note from the child's physician authorizing it to be given. If a student needs over-the-counter medication in the morning or afternoon, we ask that these be given at home before and/or after school.



Storage of Medication:

All medication, including over-the-counter medications, brought to school by students must be kept in the health care office. Medications must be accompanied by a parent signed Medication Authorization form (available from the health care office and front desk) indicating the child's name, dates, and time the medication is to be given, dosage to be given, and reason for its administration. Students are not allowed to self-administer medication except as allowed by law.

Albuterol Inhalers:

Children with asthma may carry an inhaler only if the parent has signed and submitted a stamped or signed physician's authorization stating the child is trained in the use of the inhaler, is able to use it properly, and has the physician's authorization to do so. Parents are asked to submit an Asthma Action Plan signed by a physician.

Epi-pens:

Children with anaphylactic food allergies may carry an Epi-pen only if the parent has signed and submitted a stamped or signed physician's authorization stating the child is trained in the use of the Epi-pen, is able to use it properly, and has the physician's authorization to do so. Parents are asked to submit a Food Allergy Action Plan signed by a physician.

Diabetes Care:

Children with type 1 or type 2 diabetes will need to submit a diabetic emergency kit to the health office. A small supply bin is needed for homeroom teachers to keep in the classroom for elementary students. The health office kit should include snacks, glucose tablets, a glucagon, glucometer with extra supplies, needles (if utilizes an insulin pen), extra insulin pods (if utilizes the pod), extra insulin that will be kept in the health office refrigerator. A classroom kit should include extra snacks and glucose tabs. Parents are also asked to submit a Diabetes Care Plan signed by a physician.

Refusal to Administer:

The SCS health care staff has the right to refuse to administer any medication (prescription or over-the-counter) to any child if in their best clinical judgment, they believe that doing so would be unsafe for the student. The health care staff will contact the student's parent/guardian with any concerns.

Emergency Medication:

Parents must supply all emergency medication and supplies for their children including inhalers, nebulized medications, EpiPens, Glucagon, etc.

Notification:

It is the parent's responsibility to notify the child's teacher and the school's health care office if the child has a life-threatening illness or allergy or a potentially life-threatening illness or allergy.



Transfer of Medications:

Medications brought to the health care office that need to be taken home must be picked up before 3:45 p.m. from the health care office.

Ashley's Law:

For information regarding Ashley's Law, please contact the school's administrator or nurse.

Asthma Medication, Epinephrine injectors, and Diabetes Medication

Schaumburg Christian School allows the self-administration and/or self-carry of asthma medication, epinephrine injectors, and diabetes medication upon receipt of the necessary documents (see below for list of documents).

1. Required Documentation for Students with Prescribed Asthma Medication. The school requires and keeps on file the following for each student with asthma medication:

- Signed parent permission notification; and
- The prescription label must contain the following:
 - The name of the asthma medication;
 - The prescribed dosage, and
 - The time or circumstances in which the medicine is to be administered.
- The school requests annually an asthma action plan from the parents or guardians, but parents are not required to provide an asthma action plan.

2. Required Documentation for Students with Prescribed Epinephrine Injectors. The school requires and keeps on file the following for each student with an epinephrine injector:

1. A written authorization from the student's physician (assistant) or advanced practice nurse; and,
2. A written statement from the student's physician (assistant) or advanced practice nurse containing the following information:
 - The name and purpose of the injector;
 - The prescribed dosage; and,
 - The time or circumstances in which the injector is to be administered.

3. Required Documentation for Students with Prescribed Diabetes Medication. For a student with diabetes, the student's parent must submit a diabetes care plan or seizure action plan, signed by a student's parent, to the school office. The school requires and keeps on file the following for each student with diabetes medication:

- A signed parent permission notification; and,
- A signed physician diabetes care plan that also carries a parent's signature.



Concussion Protocol

A student may not participate in an interscholastic athletic activity during a school year until the student's parents/guardians have signed and submitted the pre-participation acknowledgement and consent form that explains concussion prevention, symptoms, treatment, oversight, and guidelines for resuming participation in athletics following a concussion. This consent form must be returned to the coach or athletic director and kept on file for the school year. The Principal and athletic director serve as the concussion oversight team for Schaumburg Christian School.

All coaches will undergo regular training for concussion awareness and record of that training will be kept on file with the athletic director.

Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest or practice and shall not return to learn or play until cleared by an appropriate health care professional.

If a student athlete is removed from practice or play per a suspected concussion, that student athlete and parent will then need to fill out a post-concussion consent form provided by the school. A doctor's clearance should

be obtained before returning to school or beginning the return-to-learn protocol.

The concussion oversight team will be in charge of the return-to-learn and return-to-play protocols in consultation with the student's parents/guardians. Depending on the severity of the concussion, Milestone #1 and Milestone #2 may be combined.

A member of the concussion oversight team must approve a student athlete completing each Milestone before moving on to the next Milestone.

Return-to-Learn Protocol

- Milestone #1: Student can tolerate 45 minutes of cognitive stimulation without symptoms. No athletic, physical, or PE activities are allowed. (Earliest completion is Day 1 of school after doctor's clearance.)
- Milestone #2: Student can tolerate a half-day of school without symptoms. No athletic, physical, or PE activities allowed. (Earliest completion is Day 2 of school after doctor's clearance unless Milestone #1 and #2 are combined.)
- Milestone #3: Student can tolerate a full-day of school without symptoms. No athletic, physical, or PE activities allowed. (Earliest completion is Day 3 of school after doctor's clearance unless Milestone #1 and #2 were combined.)



Return-to-Play Protocol

- Milestone #4: Student can tolerate 45 minutes of athletic activity such as practice or PE class without symptoms. If completing the 45 minutes without symptoms, the student must take a 30 minute break before continuing with practice. Games are not allowed. (Earliest completion is Day 4 after doctor's clearance unless Milestone #1 and #2 were combined.)
- Milestone #5: Student can tolerate one whole practice without symptoms. Games are not allowed at this point. (Earliest completion is Day 5 after doctor's clearance unless Milestone #1 and #2 were combined.)
- Milestone #6: Student can participate in a half of a game without symptoms. A full game is not allowed at this point.
- Milestone #7: Full participation is granted.



The student's parent must submit a diabetes care plan or seizure action plan for the student at the beginning of the school year, upon enrollment, as soon as possible following diagnosis, or when the student's care needs change during the school year. Parents are responsible for informing the school in a timely manner of any changes to the diabetes care plan or seizure action plan and their emergency contact numbers.

It is the responsibility of the student's parent to ensure that the student's health care provider's instructions concerning the student's diabetes management during the school day are clearly set forth in the diabetes care plan. The diabetes care plan must include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription, the methods of insulin administration, and a uniform record of glucometer readings and insulin administered (Illinois State Board of Education form).

It is the responsibility of the student's parent to ensure that the student's health care provider's instructions concerning the student's epilepsy management during the school day are clearly set forth in the seizure action plan. The seizure action plan must include the treating health care provider's instructions concerning the student's epilepsy management during the school day, including a copy of the signed prescription and the methods of administering those prescriptions. The Principal will assign a delegated care aide to perform any activities and tasks necessary to assist with the student's epilepsy management, as well as school compliance with the seizure action plan.

Participation:

As a general rule, if a student is well enough to attend school, he/she is well enough to attend physical education classes and recess. With written parental verification, a child may be excused from physical education or outdoor activities for up to three days following an illness or injury.

Insurance:

Schaumburg Christian School does not provide insurance coverage for students. If a child is injured at school, the insurance claim must be handled through the child's or family's insurance policy.



Student Safety



Closed Campus

Schaumburg Christian School operates on the “closed campus” principle. This simply means that attendance at school is required from the regular start of classes to the regular dismissal time, regardless of the number of free periods a student may have. Students may not leave campus without their parents for any reasons including for lunch.

Visitors

Visitors are more than welcome at Schaumburg Christian School. All visitors must report to the school office immediately upon arrival. Students are allowed to visit in classrooms only if they are prospective SCS students. Permission must be obtained from the school administration prior to the visit. Prospective students below third grade are asked to have a parent or guardian present during their classroom visit. Parents are always welcome to visit classes. However, in order to provide uninterrupted instruction, such classroom visits and teacher conferences are to be scheduled in advance through the school office. Teachers are happy to arrange conferences with parents as needed, but please be considerate of the classroom learning environment. No visitor may speak or perform in any program or class unless permission is secured in advance from the administration.

Safety Drills

Safety drills are scheduled periodically at different times during the school year. Such drills include fire, inclement weather, and earthquake drills as well as various lockdown drills. It is important that students move quickly and in an orderly manner to the assigned area as soon as the alarm is sounded. Specific directions are posted in all classrooms. In case of severe weather or other emergency, students will remain in the building in safe areas. Precautions will be taken for the safety and protection of the students in full cooperation with the local and state safety officials.

During each academic year, SCS must conduct a minimum of:

1. Three (3) school evacuation drills, one (1) of which must include the participation of the appropriate local fire department or district;
2. One (1) bus evacuation drill;
3. One (1) law enforcement drill; and
4. One (1) severe weather and shelter-in-place drill.

The law enforcement drill must be conducted within ninety (90) days of the first day of each new school year. The law enforcement drill must address an active threat scenario in accordance with the school’s emergency and crisis response plan and must involve participation from all school personnel and students present at the time of the drill, as well as participation and observation by the appropriate law enforcement



agency. Students may be exempted from the law enforcement drill at the discretion of administrators or school support personnel. This drill may be conducted on days and times that students are not present in the building.

Search & Seizure

In order to provide for the safety and supervision of students, to maintain discipline and order in the school, and to otherwise provide for the health, safety, and welfare of all persons within the schools, the Principal or designee is authorized to conduct reasonable searches of property and equipment owned or controlled by Schaumburg Christian School, as well as of students and their personal effects while on school property or at school-sponsored events. The Principal or designee may inspect and search property and equipment owned or controlled by Schaumburg Christian School, including lockers, desks, parking lots, and school-owned electronic devices, as well as personal effects left by a student, without notice to or the consent of the student. Students shall have no reasonable expectation of privacy in these places or areas or in their personal effects left therein.

A search of a student's personal possessions, including but not limited to his or her vehicle on school property, cell phone, electronic devices, bag, or other personal belongings, may occur when any member of the faculty or school

administration has a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or Schaumburg Christian School policies and rules.

In an effort to ensure compliance with Schaumburg Christian School's rules and appropriate behavior from students, and to maintain a substance-free and safe school environment, the school may choose to conduct a random search of any area of the school premises as well as any item of a student's personal belongings of items in a student's possession at any time and without prior notice. Students who refuse to comply with the requested search may be subject to discipline. Searched conducted by authorized school personnel at the request of law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies. Schaumburg Christian School reserves the right to require drug test randomly or upon reasonable suspicion.

If a search produces evidence that a student has violated or is violating the law or Schaumburg Christian School's rules or policies, such evidence may be seized and impounded by the Principal or designee, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement agencies.



AHERA Compliance

Schaumburg Christian School complies with the Asbestos Hazard Emergency Response Act (AHERA), a federal law that requires schools to inspect for asbestos-containing material and file management plans with a designated state agency. Inspections have not disclosed any Asbestos-Containing Building Material (ACBM) needing immediate attention. Persons may review SCS's inspection reports as well as the management plan weekdays between 8:00 a.m. and 4:00 p.m. An appointment can be made to review these materials or to ask more questions about AHERA by calling the director of facilities at Bethel Baptist Church 847-885-3230.

Weapons

Schaumburg Christian School prohibits the possession, whether intentional or unintentional, of any weapon of any kind on school property and at school-sponsored events. Weapons includes, but is not limited to, firearms, ammunition, handguns, knives, chemical weapons, explosives, or any other weapon. This prohibits applies to Schaumburg Christian School buildings, driveways, parking lots, sidewalks or walkways, fields, playgrounds, outdoor space, athletic facilities, or any other space in which a Schaumburg Christian School event is taking place. This weapons policy applies to students, parents/guardians, employees, agents, independent contractors, and visitors.

All violators may be subject to immediate removal from the premises by authorized security personnel.



Student Life



School Camps

SCS students in grades nine through twelve begin each school year with a school camp. All high school students are required to attend. The program is designed to let faculty and students get acquainted and set the spiritual tone for the school year. During this time the teachers help students develop and strengthen their personal standards to have a closer walk with God. This is done through the teaching of His Word along with exciting, planned activities for the week.

Field Trips

Field trips are taken at various times during the school year to places of educational interest. Students are expected to maintain good conduct and the same level of self-discipline away from the school as is expected at the school. Parents must sign a permission slip for each field trip.

Parent Chaperone & Volunteers

There are many times throughout the school year when parents may serve as chaperones or assist in the classroom. In such cases, parents are asked to follow the same code of dress and conduct as is required of the students. Parents serving as chaperones are also asked to assist the teacher in maintaining the expected standards of safety and behavior set by the school. Generally, the parent chaperone should not bring non-school-age children to the activity.

Chapel

Chapel is an integral part of the spiritual lives of our students. Our elementary students from pre-kindergarten through 5th grade have a chapel once a week. Our middle and high school students will have chapel twice a week, one of which is a combined praise chapel.

Lunch Program

SCS has partnered with Marla's Lunch to provide a lunch option for our students. Marla's Lunch provides lunch for our preschool and pre-kindergarten students. Kindergarten through 12th grade students can bring food from home or order lunches through Marla's Lunch. Microwaves are available for 4-12th-grade students to warm their meals.

Athletic Programs

Schaumburg Christian School maintains an active inter-scholastic and intramural sports program competing in soccer, baseball, basketball, volleyball, cross country, and track and field. Athletes must meet eligibility requirements.

- All students participating in Schaumburg Christian School athletics are required to have a satisfactory physical examination before beginning practice. Athletes are encouraged to take the examination after June 1 so that they will be covered for all athletic seasons.



- Student-athletes are expected to maintain a good Christian testimony with staff and students.
- Any student who receives an F on a progress report or report card will not be allowed to participate for three weeks or until the next satisfactory progress report.
- Athletes are expected to attend all practices and games; therefore, coaches may drop athletes from squads for irregular attendance. They may also be dropped for lack of ability to perform at the standard set for squad membership or for displaying an improper attitude.

In all sports, the coaches recommend athletes for awards based on participation, training, sportsmanship, cooperation, behavior, and attitude.

Fine Arts Programs

Music

In addition to band and choir that may be taken for credit at SCS, the school offers private music lessons and music competitions.

- Private music lessons in voice, piano, and other instruments are available at the school for nominal fees. Registration google forms and rates are available on the website. Lessons are scheduled during school hours.
- Students taking music lessons will have opportunities to perform at various recitals, school programs, contests, concerts, and in chapel. Participants in fine arts performances are expected to meet eligibility requirements.

- At various times during the school year, music competitions are held. Elementary (4th-6th grade), junior, and senior high school winners may go on to represent Schaumburg Christian School in the Illinois Association of Christian Schools' Bible, Academic, and Fine Arts Tournaments.

Speech

The ability to communicate well is vital to all successful students. Students in fourth through twelfth grade have the opportunity to participate in several different speech categories and perform at the Illinois Association of Christian Schools Fine Arts Tournaments. Seventh through twelfth graders may also audition for the yearly school play.

Activity Participation

Students who participate in bands, choirs, athletic teams, plays, or any special program groups at Schaumburg Christian School are required to attend all functions in which these groups participate. Students and parents should plan their individual schedules to minimize conflicts. Students must be in school at least half the day to participate in that day's event.

School Store

The school store has an online ordering site through BSN Sports for all Schaumburg Christian School spirit wear and accessories. Bibles can be purchased through the church bookstore from the receptionists.



Student Drivers

Any student who possesses a valid Illinois driver's license may drive to school. However, permission must be obtained from the administration before the student may drive on a regular basis. Any student who demonstrates careless or reckless driving habits will forfeit the privilege of driving on campus.

As soon as students arrive at school in a car driven by a student driver, they must leave the car and go into the building. Even if a student drives only himself to school, he/she must park, exit, and lock the car immediately upon arrival. Students may not return to their car until they are dismissed at the end of the day. Under no circumstances are students to transport anyone other than those assigned by parents to ride with that student driver.

All automobiles are to be locked while parked on the school grounds. Students are to use the designated student parking lot only. Vehicles parked on Schaumburg Christian School property are subject to search by school personnel.

Community Service

Schaumburg Christian High School strives to produce leaders who follow the biblical model of servant leadership. Therefore, SCS encourages students to develop leadership skills by serving their communities,

churches, local agencies committed to helping the less fortunate, and by demonstrating love for their neighbors through serving them (Matthew 20:25-28; James 2:18; I John 3:18).

The Conqueror Community Service Award will be awarded to each 9th-12th grade student who completes a minimum of 30 hours of community service between the end of a school year and the end of the first semester of the current school year. Students completing 30 hours of service also earn $\frac{1}{4}$ honors credit in Community Service.

American Christian Honor Society

Membership in the ACHS will be granted to 10th-12th grade students who meet the following guidelines:

- Maintain a cumulative non-weighted GPA of at least 3.33
- Receive fewer than 5 demerits each semester
- Complete 10 hours of community service.

Senior Trip

SCS regards the annual senior trip as a significant educational experience. The cost for the senior trip is the responsibility of the senior. Many seniors raise money for their trip by fundraising done throughout the school year.



Attendance



Arrival & Dismissal

Early Arrival

Students arriving at 7:30 a.m. must report to the early arrival room. Students arriving before 7:30 a.m. must sign up for extended care and make the appropriate financial arrangements in the school office. The early morning extended care room opens at 6:30 a.m., and students may not arrive prior to that time.

Late Stay

Unless a student is involved in an official extra-curricular activity or enrolled in the after school extended care program, he/she may not remain in the school building without adult supervision beyond the regular dismissal time of 3:30 p.m.

Extended Care

Schaumburg Christian School provides extended care service for its students in preschool through 8th grade. Extended care hours are from 6:30 a.m. to 6:00 p.m. Rates are available online and in the school office. For each minute after 6:00 p.m., a rate of \$1.00 per minute per student will be charged to the parent or guardian picking up a child late from afternoon Extended Care.

Attendance & Absence

In order to gain the most from school, each student must be regular in daily attendance. Start times are as follows:

- Preschool - K5: 8:15 am - 3:00 pm
- 1st - 5th Grade: 8:00 am - 3:00 pm
- 6th - 12th Grade: 8:00 am - 3:15 pm

Absences will be excused for the following reasons:

- Illness
- Death in the immediate family
- Medical appointments
- Excused class cuts

Parents should notify the school office in advance of the absence whenever possible. In the case of illness, parents are asked to call or email the school office before 9:00 a.m. stating the specific reason for the absence. Unless notified, the school will attempt to call the home of the absentee. No refunds on tuition are made because of absences.

Unexcused absentees will not be able to make up any work unless satisfactory arrangements were made with the teacher before the absence occurred. Unexcused absences during high school final examinations will receive a double demerit penalty.

Any student absent for thirty or more days during the school year may be retained at the same grade level. In junior and senior high school, this would result in a loss of credit for any course in which the student has accumulated thirty absences.



Tardiness

Students are expected to be on time to school and all scheduled activities during the school day. Students who come to school late or who are delayed in going to first hour class, should go directly to the office for a pass. Parents are asked to help their children learn responsibility by insisting that they arrive on time for school.

Appointments

Parents arriving during class time to pick up students for dental and doctor's appointments, or other excused absences, should report to the receptionist. If a student must leave school early, the parent is to notify the school via email before 9:00 a.m. or as soon as the parent is aware of the appointment.

Class Cuts | Unexcused Absence

A maximum of five days of excused absences are permitted each semester. These are for non-school-sponsored parent-attended activities including church-sponsored functions, college visits, and family vacations. If possible, family vacations should be restricted to days when school is not in session. Individual student vacations or other activities that do not include parents will not be approved.

Excused absences are not permitted during the first two weeks of the school year or during the final two weeks of each semester. Transfer

students may not take an excused absence within two weeks of their admission date.

Excused absences are to be arranged at least two school days prior to the absence. Parents of elementary students are asked to arrange excused absences through their child's teacher. Junior and senior high students arrange excused absences through the school office by completing a Cuts Permission form.

Truancy

Students are considered truant if they are absent from school without just cause. A valid cause of an absence includes illness, observance of a religious holiday, death of an immediate family member, attendance at a civic event, or a family emergency, including situations beyond the control of the student. Illinois School code defines students as chronic or habitual truants if they are marked with absent for more than 9 school days.

Parents/guardians of students who are chronically truant will be requested to meet with their student's educational team to discuss barriers to school attendance and discuss additional supports that can be provided to improve their attendance.



Academics



Preschool & Pre-Kindergarten

The preschool is an excellent early childhood learning program that teaches children through creative projects in academics, music, art, and poetry. Preschool and pre-kindergarten classes are designed to provide a happy learning atmosphere where the teacher can lovingly meet each child's personal needs.

Kindergarten

Kindergarten is an integral part of the total school program. It is not a babysitting service or play-school, but an enjoyable opportunity to learn phonics-based reading, numbers, printing, music, and art. Students completing the program participate in a cap and gown graduation ceremony.

Elementary School

The elementary program is designed to help students excel in all subject areas. The reading program focuses on mastering phonics. Mathematics, grammar, spelling, science, history, geography, and penmanship are important elements of the curriculum. The elementary math program is usually ahead of the public school system.

Middle School

The course of study for students entering junior high school provides challenge and motivation to help provide stability in a time of physical and emotional transition. Dedicated Christian teachers and active participation in Christian activities provide students leadership, stability, encouragement, inspiration, and direction.

High School

Schaumburg Christian High School offers a college-preparatory education in a Christian environment. Graduates of the high school are attending colleges and universities all over the United States. SCS teachers are known for their willingness to help students learn and for their genuine concern for students' individual needs. Students are given the opportunity to participate in a wide variety of music, sports, and social activities.

Assessing & Supporting Academic Accommodations

While Schaumburg Christian School is not legally required to provide Individualized Education Plans for 504 Plans for students who may be eligible for special education or for students with disabilities that limit a major life activity, the school is committed to creating a supportive academic learning environment for all students by providing reasonably reasonable accommodations for students with disabilities.



Textbooks

Required textbooks are furnished by Schaumburg Christian School. Ninth through twelfth grade students receive a school-issued Chromebook for school use. Learning to accept responsibility in regard to proper care of books and equipment is an important aspect of character development. In case of loss of textbooks, workbooks, or Chromebooks students will be billed for the total price of a replacement. Damaged items will be assessed accordingly. Students are required to have book covers for the protection of their hardback books. Book covers may be purchased in the bookstore.

Reference & Text Materials

Each student is responsible for obtaining an English Standard Version (ESV) of the Bible. These may be purchased from the school. It is suggested that each student have a good dictionary, though it is not required.

Report Cards & Grades

The SCS reporting system is designed to give parents and students an indication of the progress (or lack of progress) which is being made. Each student's ability, attitude, and application is taken into account in grading. Students are evaluated in their academic subjects and on their conduct. Academic grades are based on the quality and accuracy of work done on homework, quizzes, tests, exams, projects, etc.

Grading Scale

A+ 97-100	B- 80-82	D- 63-66
A 93-96	C+ 77-79	D 60-62
A- 90-92	C 73-76	F 59 ↓
B+ 87-89	C- 70-72	
B 83-86	D+ 67-69	

Citizen & Conduct Grade

The citizenship/conduct grade represents the student's conduct and the degree of cooperation and effort displayed and is an important part of the report card.

- "A" indicates that a student is doing work consistent with his ability level, completes work on time, and is no particular discipline problem in the classroom.
- "B" indicates that a student is working somewhat below his ability level, has some inconsistency in completing assignments, or is developing disciplinary problems in the classroom.
- "C" indicates that a student is doing less than is expected of him, is often inconsistent in completing assignments, or is a discipline problem in the classroom.
- "D" indicates that a student is doing far below his ability level, does not complete assignments on time, or is a regular discipline problem in the classroom. Any student who receives a "D" will be placed on probation.



- “F” indicates that a student is making little or no effort in the classroom, has a pattern of not completing assignments, or is consistently a discipline problem and/or a disruption in the classroom. Any student who receives a “F” will come under a review process for potential dismissal from school. Students may consult their teachers about their course progress at any time.

Honor Roll

An honor roll is compiled each nine-week grading period and is made up of the following:

- “A” Honor Roll - Students who have made all “A’s” or “A-’s” with no unsatisfactory conduct grades.
- “B” Honor Roll - Students who have made a “B” average with no unsatisfactory conduct grades.
- Incomplete grades on a report card not made up by the time the Honor Roll list is due automatically disqualify that student from the Honor Roll for the grading period.

Homework

Homework is a necessary part of each child’s education. All students will be assigned homework by their teachers. Parents should oversee these assignments nightly.

The purposes for homework are as follows:

- For Drill—most students require solid drilling to master material essential to their educational progress.

- For Practice—following classroom explanation, illustration and drill on new material, homework is given so that the material will be mastered.
- For Remedial Activity—as instruction progresses, various weak points in a student’s grasp of subject matter become evident. Homework is given to overcome such difficulties.

Students are expected to accept the responsibility for completing their homework as follows:

- Have the necessary materials to complete their homework.
- Ask questions as needed to clarify their assignments.
- Work as independently as possible.
- Complete their assignments with minimal help from parents.
- Complete their homework in a thorough and thoughtful manner.
- Complete their homework by the due date.

Parents are expected to assume the responsibility of ensuring that assignments are completed on time. However, this does not mean that parents do the work for the child. The maximum amount of learning, along with the development of personal responsibility, is attained when children are encouraged to recognize that completion of homework is primarily their own responsibility. Repeated delinquent or unfinished homework will result in disciplinary action.



Homework Policy: 1st – 2nd Grade

There will be one grace day/warning per quarter for any homework not done. When assignments are beyond the grace period, points will be deducted from the assignment.

Homework Policy: 3rd through 12th Grade

Students failing to complete their homework assignments will receive an academic penalty. Teachers will give two days of grace to each student in each subject during the school year. Once the two days are used, the student will receive the grade for the homework as the homework is that day. (Example: Work not turned in would receive a zero. Work partially completed would be graded as is.) Teachers will communicate with parents regarding any issues their child is having in this area.

Make-Up Work

Students who are absent must check with classroom teachers immediately upon returning to school to get all missed assignments. Students are allowed one day for each school day missed to make up work. Work not made up will go on record as a “zero.” Students are expected to be in school unless ill. No test or examination will be given early so that a student may leave school before the normal dismissal time.

Progress Reports

Parents and students can view academic grades through the Parent-Student portal as soon as the grades are entered into the teacher’s grade book; therefore, printed “progress reports” will not be issued.

Credit Requirements

Schaumburg Christian High School requires the successful completion of an academic program where students accumulate 19 units of credit (4-English; 3 1/2-Social Studies; 3-Mathematics; 2-Science; 1/2-Computer Science; 1-Physical Education - in two years; 5-Electives). A passing grade in Bible class is required every semester. All students in grades seven through twelve must follow the course of study recommended to them by the administration.

Listed here are the required courses of study for each high school grade level:

- **9th Grade:** Bible 9, English 9, Algebra 1 or Geometry, Economics (1 semester), Computers (1 semester), Physical Science, P.E. 9, Elective.
- **10th Grade:** Bible 10, English 10, Geometry or Algebra II, World History, Biology, P.E., Elective
- **11th Grade:** Bible 11, English 11, Algebra II or Trig/Pre-Calculus, U.S. History, Elective (3x)
- **12 Grade:** Bible 12, English 12, Government, Elective (4x)



In addition to these required classes, a wide range of electives are normally offered each year including the following: Advanced Computer, Advanced Human Anatomy/Microbiology, Band, AP Calculus, Chemistry, Choir, Family Science, Keyboarding I and II, Physics, Trigonometry, Pre-Calculus, Yearbook

Honors Courses

Schaumburg Christian School offers to students in grades 9th-12th a full slate of advanced core curriculum honors courses. These advanced courses provide exciting academic opportunities beyond the already challenging college- preparatory classes that are currently available.

Honors courses offer many advantages and are worth the extra effort required. Students in honors classes will be more challenged academically, will be exposed to advanced subject matter, can dramatically increase their GPA, can help strengthen their chances for admission to college, and may also be better prepared to succeed in college.

Advanced Placement

Advanced Placement courses are college level courses that offer the potential to earn college credit. The following courses are offered: AP English Language, AP English Literature, AP Calculus, AP US History, AP World History, AP Physics. Grades in AP courses are weighted.

Language Course Offerings Through Rosetta Stones

Language courses through Rosetta Stone are offered to all students in grades 9th – 12th. Courses may be taken during one of the student’s elective periods or at home. Students are given a log-on ID and a password for 24/7 access to their program. Rosetta Stone uses rich visual imagery to help students learn and think in a new language. The association of language and images is an integral part of the Dynamic Immersion® method, ensuring a direct connection between words and their meanings.

Rosetta Stone systemically builds nouns and verbs into complete sentences and dialogue. And in keeping with national and state standards, the program helps students build everyday proficiency in each of the four key language skills:

1. Listening comprehension
2. Speaking
3. Reading
4. Writing

Dual Credit

Dual credit courses are college courses that count for both high school credit and college credit. Available to 11th and 12th grade students, these courses offer the advantage of giving motivated students a head start on college as well as realizing substantial financial savings on college tuition. Grades in dual credit courses are weighted.



Course Changes

Any courses that are dropped or added must be approved by the administration and processed during the first two weeks of the school year. Unless unusual circumstances prevail, a student will retain the same courses throughout the entire year. Any course with fewer than six students registered may not be offered due to financial considerations.

Missing Credits

Seniors who lack more than one credit will not be permitted to participate in commencement exercises.

Arrangements must have been made to earn this credit in an approved program before the student may participate. Schaumburg Christian High School is not responsible for the inconvenience caused by a senior's failing courses during the last days of school.

Promotion & Retention

In kindergarten through fifth grade, a student's report card will contain a notation as to whether the student has been promoted or retained.

Elementary students receiving three "D's" for the second semester in academic subjects will be promoted probationally only if they complete school-approved summer studies. Students who received "D's" in three or more academic subjects are required to successfully complete Language Arts in summer school before being promoted. If one of the

"D's" is in math, the student must also successfully complete math in summer school before being promoted.

Students receiving an "F" in three academic subjects, including math and either reading or English, are automatically retained.

Sixth through eighth-grade students who fail either semester of math or English or who earned "D's" both semesters are required to attend summer school. Students who fail both semesters of any two academic subjects will automatically be retained.



School Culture



Schaumburg Christian School believes that every person is created in the image of God and must be treated with love, compassion, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Everyone has value because each person bears the image of God. All are our neighbors, and we are to love them as ourselves. (Mark 12:31). God shows no partiality based on race or ethnicity in his offer of forgiveness and redemption through Jesus Christ. (Acts 10:34-35, Romans 10:9-10). Bible tells us that God is building a multi-ethnic Kingdom (Revelation 7:9-10), and all believers are equal in Christ. (Galatians 3:28, James 2:1-9).

Hateful attitudes and actions directed toward any person, race, or ethnicity are inconsistent with God's unconditional love toward all. Therefore, racism and discrimination will not be tolerated. Such actions include but are not limited to inappropriate racial comments, intended slurs, jokes, pictures, threats, physical assaults, intimidation, harassment, and unequal or preferential treatment based on race.

The immediate remedy for any act of racism or discrimination shall be to end it, treat the individual equally, and, as much as practically possible, eradicate any effects of any racist or discriminatory acts. Offenders of the anti-racism/discrimination policy will be disciplined where appropriate.

Human Dignity Policy

The purpose of this Policy is to identify conduct that violates human dignity and provide a procedure for reporting and investigating such conduct so that students and employees may learn and work in an educational environment free from these offensive behaviors.

Bullying, discrimination, harassment, and physical, sexual, and emotional abuse are contrary to God's will for his people, state law, and school policies. Such behaviors diminish students' ability to learn and the school's ability to educate. Preventing these harmful and disruptive behaviors is an important goal of SCS. People are created to reflect God Himself and, therefore, are expected to treat each other with respect.

Students who engage in the misconduct identified in this Policy are subject to discipline in accordance with the student discipline policy. Employees who engage in the misconduct identified in this Policy are subject to discipline in accordance with the employee discipline policy.

DEFINITIONS

Bullying, including cyber-bullying, is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of



one or more of the following:

- Placing the student in reasonable fear of harm to the student's person or property;
- Causing a substantial detrimental effect on the student's physical or mental health;
- Substantially interfering with the student's academic performance; or
- Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including, without limitation, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Policy. Cyber-bullying also includes digital self-harm.

- Bullying may take various forms, including, but not limited to, harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation of asserting or alleging an act of bullying.
- Physical abuse means any intentional act or threat of an act that results or could result in physical pain or injury to another person.
- Sexual abuse means unwanted, unwelcome advances, and/or behavior of a sexual nature. Sexual abuse may or may not involve physical contact.
- Emotional abuse means any attempt to destroy another person's self-worth through harassment, threats, deprivation, and control another person's life through words, threats, and fear.
- Harassment means any persistent and repeated pattern of behavior that creates an intimidating, hostile, or offensive educational and work environment whether occurring on or off school property. The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort.
- Sexual harassment means unwanted sexual advances, requests for sexual favors, and engaging in other verbal or physical contact of a sexual or sex-based nature that creates an intimidating, hostile, or offensive educational and work environment.



Restorative measures mean a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

Bullying, intimidation, harassment, and physical, sexual, or emotional abuse, are prohibited. Bullying on the basis of actual or perceived race, color, national or ethnic origin, sex or gender, religion, age, disability, citizenship or immigration status, status of being homeless, association with a person or group with one or more of the aforementioned actual or perceived characteristics, any other distinguishing characteristic or any other protected status is also prohibited]. No student shall be subjected to bullying, intimidation, abuse, or harassing conduct that occurs:

1. During any school-sponsored education program or activity;
2. While in school, on school property, on school buses or school vehicles, or at school-sponsored or school-sanctioned events or activities;
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;
4. Through transmission of information from any school-sponsored publications and forums that may reasonably be perceived as sponsored by Schaumburg Christian School; or
5. In any other way that has a nexus with Schaumburg Christian School or school activity.

COMPLAINT PROCEDURES

1. Reporting:
 - School staff, students, and parents shall promptly report incidents of bullying behavior, discrimination, harassment, intimidation, and physical, sexual, or emotional abuse and encourage students and parents to report such incidents to the school administration.
 - Any report may be submitted on the report form available on the school's website or may be verbally reported. An anonymous report will be accepted.
2. Investigation:
 - Investigate whether the complaint are within SCS jurisdiction as defined by policy.
 - Make all reasonable efforts to complete the investigation within ten (10) school days after the incident is reported, taking into consideration additional relevant information.



- Involve appropriate school support staff and staff persons with knowledge, experience, and training on prevention, as deemed appropriate, in the investigation process.
 - The school's administration will document all reports of bullying incidents, investigation steps, determinations, and outcomes.
3. Bullying Outcomes
- Students who engage in bullying, students who retaliate against any person reporting an act of bullying, or students who falsely accuse another of bullying as a means of retaliation or as a means of bullying shall be subject to discipline.
 - Students who are victims of bullying, as well as students who engage in bullying, students who retaliate against any person reporting an act of bullying, or students who falsely accuse another of bullying as a means of retaliation or as a means of bullying, will be referred to the administrator or designees to determine the appropriate intervention(s), consistent with SCS policies and procedures.

Conduct Expectations

“Even a child makes himself known by his acts, by whether his conduct is pure and upright.” Proverbs 20:11 (ESV)

General Behavior

- Students are expected to be responsible for their own actions in spite of the actions of others.
- Students are expected to establish and maintain a Christian testimony with teachers and students. Students are expected to follow school rules to the best of their ability while displaying respect for God, country, family, faculty, and fellow students.
- Disorderly conduct such as horseplay, disruptive talking, and bullying and/or intimidation of others is not conducive to Christian character development and lends itself to classroom disturbances with unwanted breaches in the normal learning process. Therefore, this type of behavior will not be tolerated.

Attitude

All students are to do their best to maintain a Christ-like spirit of cooperation at all times. Constructive suggestions are always welcomed, but complaining, griping, or sullenness will not be tolerated.

Making light of Bible classes, Chapel programs, or guest speakers is always unacceptable. No student will be permitted to ridicule or mock school rules or personnel. If improper attitudes persist after parents have been contacted, probation, suspension, or expulsion may result.



Fundamental Rules

Schaumburg Christian School students will demonstrate the following behaviors at school and school events:

1. Self-Control (2 Timothy 1:7)
2. Respectfulness (1 Peter 2:17)
3. Obedience (Titus 3:1)
4. Purity (Philippians 4:8)
5. Integrity (Proverbs 10:9)

Language

The use of foul or vulgar language, in either jest, anger, or absent-mindedness, will be dealt with firmly, even on the first offense. Repeated use will result in immediate suspension or expulsion. Suggestive remarks or actions will be dealt with similarly.

Entertainment

Some of today's secular entertainment promotes humanistic philosophies, rebellion to authority, alcohol use, drug use, immoral behavior, violence, and profanity. This type of behavior is directly opposed to God's Word. With this in mind, students are expected to refrain from participating in this type of entertainment at and away from school.

Prohibited Articles

In an attempt to provide a safe environment for students, staff, and visitors, the possession of weapons of any kind, including guns, knives, explosives, and any other objects intended to look like or be used as weapons, is strictly prohibited at

school or at activities sponsored by the school. Other prohibited articles include tobacco products, alcoholic beverages, illegal drugs.

Magazines and books not related to class work are not permitted at school. Any literature that is brought to school must be approved for content by the student's English teacher.

Loitering

Loitering in corridors, washrooms, and parking lots is prohibited. A student is expected to be in assigned areas during the student's scheduled school day.

Gum

Because of the problems gum chewing can cause, students are not to chew gum at any time they are on the school grounds. This restriction includes lunch hour, physical education class, and before and after school.

Non-School Functions

The school is not responsible for any party or social function that is not officially approved or sponsored by the school. For all school-sponsored functions, school rules and regulations, including dress guidelines, apply for both students and their guests.



Couples

The following are some regulations that will be of interest to both students and parents:

- No couples or mixed groups may be on any part of the school grounds, inside or outside of buildings, unless they are under the general supervision of a school staff member.
- There is to be no physical contact between any male and female student before, during, or after school, or at any school or church function. Each student is to be above reproach in his behavior toward both students and guests at all times.

Student Dress & Appearance

Schaumburg Christian School strives to maintain a positive and professional learning environment, and one that reflects God's call to modesty and purity. Consequently, student appearance should encourage concentrated study and should in no way distract from the learning process. Therefore, the appearance guidelines are defined by two specific standards: modesty and professionalism.

Modesty:

First and foremost, a student's appearance should reflect his/her identity as a follower of Christ. Everything students do is an expression of their relationship with God, and in His Word, God makes it clear that all are to be modest and treat their bodies with respect.

Students' appearance should also reflect the Christian value of encouraging the focus on the inner self, not the outer. Students are expected to follow basic guidelines in accordance with these biblical standards. The standards of modesty should be reflected in a student's dress during school and during any school activity.

- The general guidelines for the length of skirts and dresses for females are that they should be longer than mid-thigh.
- Female students who wear leggings, jeggings, or yoga pants must be accompanied by a top that is finger-tip length or longer.
- Clothing should completely cover undergarments at all times (this would include while sitting or bending over). Girls should take care to ensure tops are not low cut, plunging or revealing at the neckline. Boys and girls both should take care to wear modest clothing styles that consistently cover their midsections while standing in a normal posture. Boys should ensure that their pants cover boxers and undergarments at all times.
- Shorts used during activity times must be finger-tip length or longer unless determined by the athletic team uniform.



Professional Guidelines: 1st-12th Grade

While being comfortable, students' appearance is expected to meet basic standards. As a learning community committed to excellence, SCS expects students to wear clothes that are appropriate and create this type of learning environment. It is important to note that these standards do not involve morality; rather they are preferences that Schaumburg Christian School seeks to uphold in the school community. This is also in place to prepare students for their future when they may have various appearance guidelines at their places of employment or other venues. The following are the professional dress requirements during the school day:

- Shorts and pajama pants are not acceptable as school dress. Shorts that are finger-tip length or longer are only permissible during activity dress days.
- 1st through 5th grade students may wear shorts prior to October 1st and will be allowed to wear them beginning May 1st.
- All clothing should be clean and in good repair. Clothing with holes, patches, or ragged/frayed ends may not be worn. This includes clothes that are designed with frayed/ragged ends or holes.
- Boys' shirts are not to be sleeveless.
- Tank tops for either girls or boys are not acceptable.
- Hats or hoods should not be worn indoors for either girls or boys.

- Designs or slogans which do not meet the professional standards of Schaumburg Christian School are inappropriate regardless of whether they are on clothing or personal belongings. Clothing, decoration on clothing or personal items, which promote musicians or musical events, or items that can be found offensive shall not be worn at school.
- Hair must be a natural color. Mohawks or designs shaved into heads are not acceptable. Boys' hair must be out of the eyes and off the collar (shoulders) when hanging naturally. Boys' hair that must be manipulated to comply with the length requirements (by chemical products, rubber bands, barrettes, headbands, etc.) is not permitted. Any facial hair must be well-groomed and non-distracting. Schaumburg Christian School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks, or twists.
- Any clothing or personal appearance that tends to call undue attention to the individual is not acceptable.



- Boys may not wear earrings to school or school functions. Tattoos and “body art” are not permitted. Students who have such piercings will be required to remove their earrings before they arrive at school or put in an invisible spacer while at school or school functions. The ear must maintain its natural look.
- Girls may not have tattoos or “body art.” A nose stud and earrings are permissible while other piercings are prohibited.
- Boys should not wear open-toed shoes to school (i.e. shower/beach shoes, flip-flops, sport sandals).

If a student or parent has a question of whether a specific garment or style is appropriate, the time to check is before wearing it. Appearance standards related to modesty always apply when students are on campus or at any school activity, unless otherwise specified.

Since students purchase their clothing and personal belongings as a part of the family unit and prepare for school at home, it is Schaumburg Christian School’s desire to partner with parents to give proper guidance on clothing choices.

Each student will be held responsible for his/her appearance. Instances of deviation from established students will be handled on an individual basis. Parents’ support for the natural process of consequential decisions by students is greatly appreciated and helpful in the maturation process.

If a student is found to be out of dress code, he/she will be required to correct the situation by changing clothes. Students will be allowed one warning for a dress code violation. Additional instances will result in demerits.

Physical Education Uniforms

Each junior high and senior high physical education student is required to wear an SCS gym uniform. These required uniforms will be distributed during the first gym class, and parents will be billed for the cost of the uniform. Students can purchase SCS gym sweaters or sweat pants. Students may not wear their own sweaters or sweat pants during gym.

Schaumburg Christian School students may modify his or her athletic or team uniform for the purpose of modesty in clothing and attire that is in accordance with the requirements of his or her religion, cultural values, or modesty preferences. Modification of an athletic or team uniform may include the wearing of a head covering, an undershirt, or leggings. Modifications must not interfere with the movement of the student or pose a safety hazard to the student or to other athletes or players. A student whose parents or legal guardians object on religious grounds to the student's compliance with Schaumburg Christian’s School athletic uniform policy shall not be required to comply with that policy if the student's parent(s)/guardian(s) submit a signed statement of objection detailing the grounds for the objection.



Preschool, Pre-Kindergarten and Kindergarten

Clothing for students in Preschool, Pre-Kindergarten and Kindergarten should be appropriate for school and encourage independence. The clothing should be easy to manipulate by the child, simple, comfortable, appropriately sized, washable, and weather friendly. Student's hair should look natural and not be a distraction to the learning process.

Mobile Phone and Devices

Cell phones are prohibited from being used throughout academic classes. Tablets, laptops, and other electronic devices may be used in class, but only with the teacher's permission. For high school only, the use of electronic devices during passing periods, lunch, and/or other free time should be limited. No photos, videos, or audio recordings should be taken on campus without the consent and prior approval of those being photographed or recorded. Students who utilize electronic devices inappropriately will be disciplined. Schaumburg Christian will not be responsible for lost, stolen, or damaged electronic devices.

Internet Usage Policy

The use of Schaumburg Christian School's electronic network must: (1) support a student's educational responsibilities and be in furtherance of the Doctrinal Statement and goals stated within this Parent-Student Handbook; or (b) be for a legitimate

school-related purpose. Use of the school network is a privilege, not a right. Users have no expectation of privacy in any material or information that is stored, transmitted, or received via Schaumburg Christian School's electronic network. Electronic communications and downloaded materials may be monitored or read by school officials. The failure to follow the terms of Schaumburg Christian School's Internet Acceptable Use Policy and Social Media Policy will result in the loss of privileges, disciplinary action, and, if necessary, appropriate legal action.

Social Media Policy

Schaumburg Christian School students use social networking, social media, and online communication to connect with others, create content, enhance educational resources, and network within and outside the school community. Students will use good judgment in all situations on social media, behave in a way that will uphold the reputation of Schaumburg Christian School, assume all information posted on social media will be public, refrain from publishing material that is considered confidential or private, and treat others in a respectful, positive, and considerate manner. Comments about the school on social media sites should be positive. Additionally, students are expected to abide by the following:



- Students may not use social media sites or other forms of communication to publish disparaging or harassing statements, inflammatory statements, ethnic or racial slurs, or other similar context or pictures.
- Students may not use social media to communicate any type of threat (perceived or actual) toward a member of the Schaumburg Christian School community or the school generally.
- Students may not impersonate an official school social media site that would cause confusion that it is a school-sponsored account.
- Students may not impersonate a Schaumburg Christian School student in the creation or use of any social media account.
- Students may not use the name of the school on any radio or television program, or audio, audio-visual or print publication without prior written authorization from the school administration.

Schaumburg Christian School will not request or require a student to provide a password or other related account information in order to gain access to a student's account or profile on a social networking website. However, the school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and the administration may require the student to share content in the course of such an investigation.

Extra-Curricular Eligibility

Only eligible students who meet certain requirements qualify to serve as class officers, officers in any official school organization, participate in the sports program, fine arts performances, or any other extra-curricular functions that have eligibility requirements as the basis for participation.

Eligibility requirements are as follows:

- Participants must have no "F's" for the marking period.
- Participants must have received no unsatisfactory citizenship grades.

Academic eligibility is determined by progress reports and grading periods. Any students declared academically ineligible may not participate in practice, sporting events, or fine arts performances for at least three weeks.

Students who are absent from school (except for approved class cuts) will not be allowed to attend or participate in after-school activities of any kind on the day of their absence. Students must arrive at school by 11:00 a.m. and stay for the remainder of the school day in order to be eligible to participate.



Student Discipline

"For the grace of God has appeared, bringing salvation for all people, training us to renounce ungodliness and worldly passions, and to live self-controlled, upright, and godly lives in the present age, waiting for our blessed hope, the appearing of the glory of our great God and Savior Jesus Christ, who gave himself for us to redeem us from all lawlessness and to purify for himself a people for his own possession who are zealous for good works." ~ Titus 2:11-14

Out of love and care for the student's academic, social, and spiritual growth, Schaumburg Christian School developed a restorative disciplinary code that allows students to grow through their mistakes.

Schaumburg Christian's goal is to help students exhibit and grow in:

- Self-control (2 Timothy 1:7)
- Obedience (Titus 3:1)
- Respect (1 Peter 2:17)
- Purity (Philippians 4:8)
- Integrity (Proverbs 10:9)

Discipline is not meant to be punitive, demeaning, or intimidating, but its essence is to develop and grow individuals through accountability, repentance, and restoration. Our desire and goal is to get to the heart of each student, not by giving consequences for actions but rather by disciplining them through the issues.

Schaumburg Christian seeks to restore students through the following:

- Cultivate and maintain high standards
- Collaboration with parents and school
- Working with and disciplining each student.

- Restore students through failure, repentance, and discipleship
- Understand our limitations of discipline while allowing grace

Disciplinary Procedures

While disciplinary actions may be necessary at some point, Schaumburg Christian strives to ensure our students exhibit the highest Biblical behavioral characteristics. We expect that each student exhibits these five characteristics daily, and students who infringe on these characteristics will be held accountable through restorative discipleship and discipline done with love and grace for the child's social and spiritual growth.

There may be consequences if a student demonstrates evidence that their behavior conflicts with the school's standards and characteristics. Schaumburg Christian School aims to maintain a positive, Christian-like learning environment for all our students regardless of race, gender, nationality, or ethnic origin. Any behavior that undermines or inhibits the learning environment will not be tolerated. SCS expects all students and adults to be treated fairly, equitably, and respectfully.



The behaviors and consequences are not intended to be an exhaustive, all-inclusive list of infractions or behaviors but to illustrate behaviors or situations that would undermine or inhibit the school's academic, social, and spiritual culture. Students and adults at SCS should understand and strive to live in the highest level of integrity while walking in the Word of God daily.

A student may be disciplined for misconduct on or within sight of school grounds, traveling to and from a school event, a school activity, or a school-sponsored event off of school grounds. Disciplinary action may also occur for misconduct off school property or anytime or anywhere if the school deems the behavior to interfere with the school's academic, social, and spiritual culture or adversely interferes with the school's educational function, church property, school personnel, other students, or school families. SCS is not required to apply disciplinary actions progressively.

General disturbances and disobedience to school rules and other misdemeanors will be resolved at the teacher's discretion. Situations that the teacher deems chronic, flagrant or other requires special consideration will be referred to the dean of students or the school administration. SCS does and will partner with local law enforcement when appropriate and necessary.

Suppose the administration, at its sole discretion, determines that a student or family negatively influences the school's learning and spiritual environment. In that case, the administration may ask the family to withdraw or deny their continuous enrollment status.

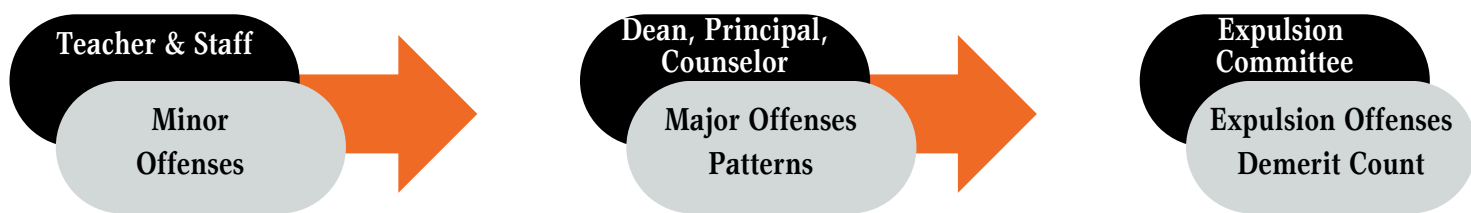
Demerits

Schaumburg Christian School uses 'demerits' to help identify both patterns and degrees of misbehavior while providing a range of objective and appropriate corrective responses. A student's parents will be notified anytime a student receives a demerit from a staff member. The list of offenses below is not exhaustive; any student who does not exhibit self-control, obedience, respect, purity, or integrity is subject to disciplinary action.

The demerit range for major offenses may be subject to change based on the dean and administrative investigation.

See chart on the following page.





Offenses & Disciplinary Action (*when applicable)

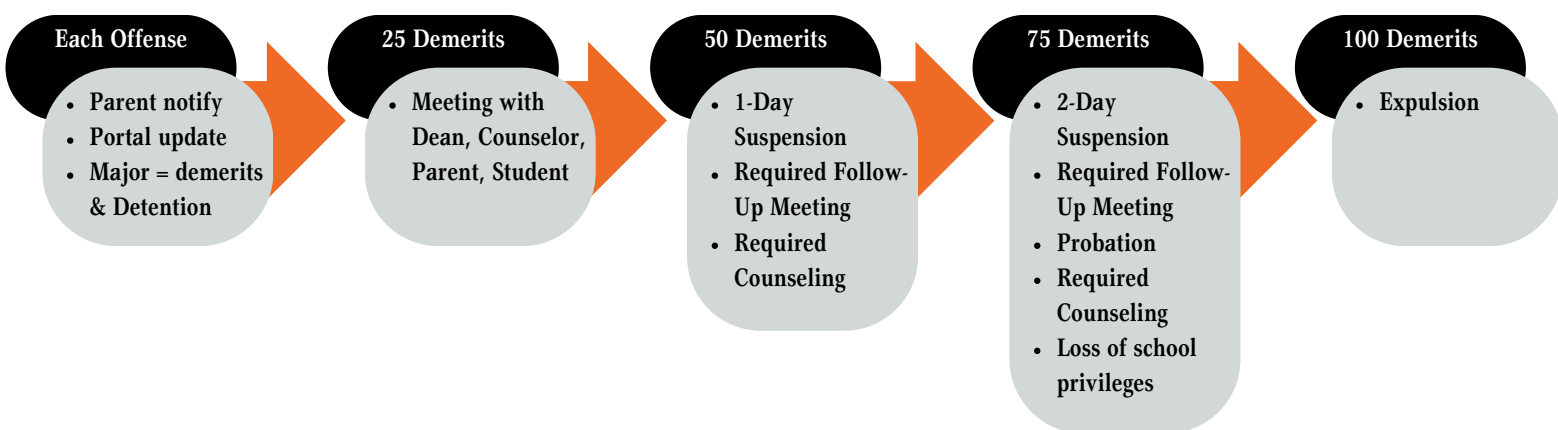
Minor Demerits

Major Demerits + Detentions

Expulsion Offenses

Tardy to Class	1-5	Cheating	10-25	Age-Restrictive	
Disobedience	2-10	Fighting	10-25	Substances	75-100
Disruptive Behavior	2-10	Gossip	10-25	Illegal Substances	75-100
Failure to follow direction	2-10	Profanity	10-25	Damage SCS	
Dress Code	2-10	Vandalism	10-50	Reputation	75-100
Misuse of Technology	5-10	Gambling	10-50		
		Stealing	10-50		
		Defiance of policy	25-50		
		Bullying	50-100		
		Dating Infractions	50-100		
		Property Damage	50-100		
		Racism	50-100		
		Sexual Harassment	50-100		
		Unexcused absence	50-100		

Action Thresholds (Demerits accumulate through the entire school year.)



Discipline Definitions

Warnings:

Staff may issue warnings to students before issuing demerits. A warning calls attention to a student's behavior while collaborating with the parents.

Detentions:

- Elementary: Students receiving detention in the elementary grades will receive lunch or recess detention. If a student fails to behave during a lunch detention, they may also receive an additional recess detention.
- Middle & High School: Students receiving detentions in middle or high school will serve their detentions after school on Tuesdays or Thursdays from 3:30pm - 4:15pm. The student's Blackbaud account will be charged \$20 per detention. Any skipped detentions will result in an in-school suspension. Students in detention cannot have electronic devices.

Suspension:

- Students serving a suspension will remain home for the designated time appointed by the school administration immediately following the parent meeting. All classwork for the day will result in a zero. Any assessment given that day will have a 10% deduction.
- Students may be assigned to an in-school suspension. Students can complete all their schoolwork for the day. The student's Blackbaud account will be charged \$50 for in-school suspensions.

Probation:

- A student is placed on probation when entering the facility as a new student or if the Expulsion Committee places a student on probation. A student will remain on probation for one quarter or more and cannot receive more than 25 demerits or more than two detentions. If the Expulsion Committee places a student on probation, the student will be required to adhere to any further restrictions placed on the student. After one quarter, the committee will review the student's status.
- Students may be placed on probation as a new student, and for academic, social, disciplinary, or spiritual reasons. Parents will be notified of this action by the school administration. Often, students on probation will be required to meet on a regular basis with the school Counselor. Failure to consistently improve in the area of concern will result in dismissal from school. Types and definitions of probation are listed below:
 - **New Student**
 - All new students are placed on this probation for at least 9 weeks. Students who receive a "F" in an academic class or who receive 25 or more demerits in those 9 weeks may be dismissed from school.



- **Academic**

- A student is placed on academic probation when he/she receives an “F” in any academic class when progress reports and report cards are issued. Students on Academic Probation are ineligible to participate in extra-curricular activities.

- **Disciplinary**

- A student is placed on disciplinary probation when he/she receives 75 demerits or more. If a student fails to respond to this action, suspension or expulsion may follow. Students on Disciplinary Probation are ineligible to participate in extra-curricular activities.

- **Social**

- A student is placed on social probation when he/she exhibits an inability to comply with the overall social values of SCS and/or his interaction contributes to negative behavior in others. This disciplinary action may limit a student’s social contact with one or more other students. Examples of such behavior include but are not limited to students who engage in physical contact and individuals who bully. Repeated social offenses may result in dismissal from school.

- **Spiritual**

- A student is placed on spiritual probation when he/she demonstrates little/no spiritual growth or a general apathy toward spiritual concerns. Students on Spiritual Probation are ineligible to participate in extra-curricular activities. Students on spiritual probation will be required to meet with a Biblical counselor.

Biblical Counseling:

Students will be required to meet with a counselor throughout the disciplinary process. Schaumburg Christian’s Biblical Counselors will meet with students at 25 demerits, at which time the counselor will determine further counseling needs, if any. Students must regularly meet with a Biblical Counselor after receiving 50 demerits. Biblical Counselors may ask to meet with parents/guardians at any point regularly, and parents may request to meet with them.

Remuneration:

Students who cause damage to school property will be asked to pay to replace/fix the property.

Ineligibility

This means the student cannot participate in any extra-curricular activities, including athletics, fine arts performances, etc., or hold any student body office.



Expulsion

- The Exclusion Committee: Head Administrator, Principal, Bethel Pastor
- Students who commit an exclusionary offense will be automatically suspended during the exclusionary committee's investigation. The Expulsion Committee will determine whether or not the student is expelled from Schaumburg Christian School or if they are placed on probation.

Dismissal

A student will be dismissed from school at any time his lifestyle is found to be out of harmony with the overall spirit, goals, policies, and direction of Schaumburg Christian School, or if he/she has displayed a consistent disregard for the rules and regulations of the school. Decisions in these matters are the responsibility of the administration.

Students who have been expelled or asked by the administration to withdraw from Schaumburg Christian School may not attend school or any school function until the completion of two full semesters following the expulsion or withdrawal. During this period, he/she is restricted from attending any SCS function (including athletic practices or games, fine arts rehearsals or performances, all programs, graduations, etc.).

These restrictions apply to activities both on and off campus. Of course, the child is always welcome to attend the services and activities of Bethel Baptist Church. Students who are expelled or asked to withdraw from SCS become eligible for enrollment consideration after two full semesters following their dismissal from school.

Any student who has been suspended or expelled from another school will not be considered for enrollment until the student has completed the entire period of suspension or expulsion imposed by the other school.

Final Word

God has ordained two primary institutions for a child's education: the home and the church. At Schaumburg Christian School, the education we provide builds upon the foundation laid by parents at home. The Bible clearly states that education begins in the home (Gen. 18:19; Deut. 6:7; Prov. 22:6; Eph. 6:4; II Tim. 1:5; 3:15). Our school aims to work in partnership with parents who recognize their God-given responsibility to teach their children in the fear and admonition of the Lord. Families of SCS students are always welcome to attend the services of Bethel Baptist Church, which sponsors Schaumburg Christian School. The administration encourages parents to contact the school at any time to discuss the educational or spiritual needs of their children.

