

# SUGAR GROVE CHRISTIAN SCHOOL

Parent/Student  
Handbook  
2009 – 2010

11600 West Airport  
Meadows Place, Texas 77477  
281-575-6598  
Fax: 281-575-6053  
Email: [schoolinfo@sgcs.org](mailto:schoolinfo@sgcs.org)  
[www.sgcs.org](http://www.sgcs.org)

# What's New in The Handbook for 2009-2010!

**Tardy Policy:** Elementary students with no unexcused tardies each week will participate in a weekly treat with their class. Students who receive one or more unexcused tardies per week will not participate in the weekly treat. Further actions will be taken if students have excessive unexcused absences.

**Dress Code:** On Wednesdays, elementary boys in grades 4-6 are required to tuck shirts into their pants and wear a brown leather belt.

The footwear will be tennis shoes.

On Fridays students may wear **blue** jeans.

**Cell Phone Policy:** Students may carry cell phones in their backpacks, but the phones must be off at all times during school hours, including afterschool hours. SGCS will confiscate any phone in use. Parents will have to meet with the principal to get back the phone. The school is not responsible for lost or stolen phones.

**Policy for Field Trip Drivers:** A student may not sit in the front seat without written permission from his/her parent.

**Health Related:** Has head lice – may return to school after treatment with a medicated shampoo or lotion formulated for head lice; the child must see the office personnel before returning to the classroom

Has ringworm of the scalp – may return to school with written permission from the physician after treatment has begun

Has ringworm of the skin – must be kept covered until they clear up in order to attend school

Has conjunctivitis (pink eye) – may return to school with written permission from the physician or the eyes are clear.

# **SUGAR GROVE CHRISTIAN SCHOOL**

Parent/Student Handbook

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### **SUGAR GROVE CHRISTIAN SCHOOL PHILOSOPHY**

Sugar Grove Christian School is a private, non-profit corporation chartered under the laws of the State of Texas. It is managed and directed by a local Board of Trustees. All are members of the Church of Christ.

Although the school is housed in the Sugar Grove Church of Christ building, it operates as a separate entity from the church and receives no financial assistance from it.

#### **Mission Statement**

*...and Jesus grew in wisdom and stature, and in favor with God and man.*  
-Luke 2:52

Sugar Grove Christian School exists to provide quality education in a Christian environment. The Christian staff is committed to helping each child grow in ways that Jesus grew. Students participate in an academic program that allows them to grow in wisdom and stature and to develop a positive relationship with one another and God.

#### **History**

Sharpstown Christian School, established in 1969, consists of preschool through grade six. It was originally accredited by Texas Education Agency in 1978. It now maintains its accreditation with Southern Association of Colleges and Schools which it first obtained in 1988. On May 11, 1998, the charter of the corporation was amended to change the name of the school to Sugar Grove Christian School.

## **Philosophy**

Sugar Grove Christian School is a private School offering the community a choice of educational opportunities in a wholesome social environment without regard of race, creed, or national origin. It seeks to encourage the development of the individual child intellectually, physically, socially, and spiritually. The child's individuality is held in high regard, and the best of each child is praised and encouraged. The Christian environment is conducive to positive interaction between the home and the school, contributing to the child's security, self-worth, and acceptance of responsibility. Christian education is a way of thinking, a way of doing, and a way of life.

## **SGCS Beliefs**

- All students can learn.
- The school is committed to providing a safe and comfortable learning environment for all students.
- All students are valued individuals with differing abilities, needs, and learning styles.
- Clear goals and high expectations for student achievement guide the development of curriculum.
- Learning activities challenge students to develop and use higher order thinking skills.
- A variety of assessments will allow students opportunities to demonstrate their achievement of the expectations of their learning.
- Exceptional students will be referred and guided to special services and resources.
- Cultural diversity increases the student's respect and appreciation of others.
- All stakeholders share the responsibility to promote the school's mission.
- The commitment to continuous improvement enables students to develop into independent, lifelong learners and good citizens.
- The school is dedicated to helping students grow as Jesus – *in wisdom and stature, and in favor with God and man* – through the commitment of a spiritually minded Christian staff.

## **Areas of Responsibility**

Administrator, Kim Hearn – The school administrator or director is responsible for all aspects of the school's operation and responds to the needs of the students, parents, and faculty. She visits each classroom frequently and meets regularly with the teachers to discuss curriculum and monitor student development. She is also available to address any question or concerns that cannot be answered by the classroom teacher.

Preschool Director, Kandy Bozeman – The preschool director is responsible for all aspects of the Preschool Program. She visits each classroom frequently and meets regularly with the teachers to discuss curriculum and monitor student development. She is also available to address any question or concerns that cannot be answered by the classroom teacher.

Assistant Administrator, Patricia Ryan – The assistant administrator helps develop and compile curriculum and assists the administrator in her duties and responsibilities.

Business Manager, Becky Palmer – The business manager is responsible for collecting tuition and other fees. Any questions about individual accounts should be addressed to her.

Office Manager, Ellen Lozano – The Office Manager works with the Administrator and office to assist in the daily business of SGCS.

Receptionist, Tangeniqua Parker – The receptionist collects lunch orders, checks tardies, dispenses medication, handles most phone contacts, and greets visitors to the office.

Faculty – Teachers are responsible for the students in their care during school hours. They are committed to providing a learning environment that nurtures each student. Parents should address teachers directly with any concerns they might have regarding activities or procedures in their classroom. All teachers meet the certification standards as specified by Southern Association of Colleges and Schools.

School Board – The Board of Trustees manages and directs SGCS. The trustees are responsible for policies that govern our school. They review all financial accounts that are past due.

PTO – An association for parents and teachers has been established to support and promote the goals and policies of SGCS. All parents and staff are automatically members of the PTO and are encouraged to participate in the PTO program. Meetings will be announced in the newsletter or by notices brought home by the students. Many benefits are available to SGCS from the work of our PTO. In cooperation with the school administration, parents will help coordinate volunteer activities and host a variety of school events.

## **GENERAL INFORMATION**

### **Tuition**

Tuition is due on the first day of each month and is past due after the fifth day of the month. **A late fee of \$25 will be assessed for payments made after the**

**fifteenth of the month. If a financial account is not current by the fifteenth of the month, Afterschool privileges are suspended until it is current.** Report cards may be held if all accounts are not current at the end of a grading period. A \$25 fee will be assessed for any returned check. If an account has two returned checks, all future payments must be made in cash or money order for the duration of the school year. The board of trustees will review **monthly** any account that is past due and make contact with the responsible party. If an account is in arrears for 30 days the student(s) is (are) subject to dismissal from the school.

The second child in a family will receive a 20% discount from monthly tuition rate. A 35% discount will be given to the third child in the family.

If a family withdraws a child during the school year, they must provide written notification of their decision to the school. To avoid paying tuition for the month of withdrawal, this notification must be given one month prior to the month of withdrawal.

### **Company Reimbursement Accounts**

Each parent is responsible for obtaining his child's tuition statement from the office in order to fulfill his company's requirements. At this time, the school office cannot file the forms for parents.

### **Arrival and Departure**

School begins at **8:15 a.m.** Students who arrive before 8:10 a.m. must report immediately to a designated area where they will be under teacher supervision. Students are not to stay outside the building prior to 8:15 a.m. **Preschool parents** are responsible for bringing their children into the building in the morning. On the class roll, preschool parents need to write the time that their child arrives and initial it. For safety reasons, please do not drop off your preschool child at the curb.

Dismissal time will be 3:30 p.m. each day. Students will be released through a carpool line.

If a child is going to be picked up prior to the regular dismissal time, the parent must report to the school office to pick up student and sign him/her out. **It is desired that parents send notes to teachers about an early pick up, allowing them to prepare the student's assignments and belongings.** In order to create as little distraction as possible, office personnel will go to the classroom and bring the child to the office. If someone other than the parent is picking up the child, the office **must have written parental consent.** Any person picking up a child (other than the child's parents) will be required to have his/her driver's license photocopied.

No child will be permitted to ride a bike or walk home from school without written permission from a parent.

At the end of each six weeks, we will have a noon dismissal day. **The students will be released through a carpool line at that time. Please do not come inside the building or wait on the sidewalk leading into the building to pick up your child. This creates a safety hazard as the teachers are leading their classes to the dismissal areas.** The Afterschool program will be available on early dismissal days, except before the Christmas holidays and the last day of school. Afterschool charges begin at 12:30 p.m.

**Drop-Off and Pick-Up**  
(See Appendix for map)

The safety of the students is the most important concern during drop-off and pick-up; therefore, parents must adhere to the following regulations:

1. Follow the Drop-off and Pick-up Map provided by the school.
2. Elementary students (K – 6) will be picked up on the east side of the building. **However, if your elementary-age child has a preschool sibling, he/she will be picked up on the west side of the building in the preschool carpool line.**
3. **The students will be released through a carpool line each day.** In order for our carpool line to move efficiently and for the safety of all students, we request that all parents pick up students through the carpool line. **In emergencies, if a parent chooses to park when he picks up his child, he must do so in an area that will not interfere with the regular pick-up. The parent must get out of his car, and walk to the area where the child is sitting and waiting. At dismissal time, parents should not go inside the building to pick up students.** Parents may not exit against the flow of traffic nor pass other cars where students are loading.
4. Drivers must wait their turn in line and **not pull out of line to pass other cars unless directed by teachers.**
5. **Drivers should not leave their cars unattended under the covered driveway at any time.**
6. All children must wait for pick-up at the designated area where there will be teacher supervision.
7. Drivers must exercise extreme caution at all times.
8. Each preschool family will be issued 2 car signs to be used during dismissal. A car sign should be placed on the left side of the front windshield during dismissal.

## Attendance

Regular and punctual attendance habits are essential to school success and to success in later life. These habits begin early and are clearly the responsibility of parents.

An elementary student who is tardy to school (**after 8:20 a.m.**) must sign in at the school office. A tardy slip will be given to admit him/her to class. **Three unexcused tardies will constitute one absence.** These tardies accrue throughout the year.

**Unexcused tardies:** Oversleeping, traffic, weather (unless extenuating circumstances)

**Excused tardies:** Doctor's appointment (with excuse from doctor), illness

Elementary students with no unexcused tardies each week will participate in a weekly treat with their class. Students who receive one or more unexcused tardies per week will not participate in the weekly treat. Further actions will be taken if students have excessive unexcused absences.

Elementary students must attend at least 90% of school days to be promoted to the next grade level. Exceptions may be considered by the administrator when there is a doctor's confirmation of illness or other support evidence.

When an elementary student is absent, the reason for the absence must be stated in writing and signed by the parent or guardian and submitted to the teacher when the student returns to school.

An elementary student may be excused for temporary absence resulting from personal sickness, sickness or death in the family, weather or road conditions making travel dangerous, or an unusual cause acceptable to the school administrator. Make-up work is allowed for excused absences. The time limit is determined by the teacher.

An elementary student with unexcused absences may get credit for class work only when prior arrangements have been made between parent and teacher. The parent must notify the teacher prior to the student's absence, giving the teacher one week to prepare the assigned work.

Please call the school office if a child is going to miss school. A parent may schedule to pick up assignments at the end of the school day.

### Lunch/Snacks

An optional lunch program for the students may be purchased. A lunch order calendar will be sent home and lunch orders should be made at the beginning of each month.

If a parent wishes to cancel a lunch that has been ordered, he must call the school office before 8:30 a. m. to receive a refund.

Students who choose to bring their lunches should bring food in containers suitable for preserving heat or cold, as microwaves and refrigerators are not available.

All students may order milk by purchasing a drink ticket. Drinks may not be purchased on a day-to-day basis.

A mid-morning snack will be provided to all preschool and kindergarten students. Monthly preschool snack menus are posted in the school office.

### Before School Program

Before school supervision for students will be provided from 7:00 a.m. until classes begin at 8:15 a.m.

### Afterschool Program

An afterschool program is available from 3:30 p.m. until 6:00 p.m. Students will participate in various supervised activities including a homework period for grades 4 - 6. This program is in effect on each early dismissal day (excluding the day before Christmas break and the last day of school); however, it is not available on school holidays.

Students are expected to be respectful and obedient to all afterschool personnel.

The afterschool rate is \$3.75 per hour and begins at 3:30 p.m. Students must be picked up by **6:00 p.m.** each day. **Parents must note the time and sign out each day.** If a parent does not sign out, he/she will be charged the maximum per day charge. In the unlikely event that a parent is unable to pick up a child by that time, he/she should call the school office. There will be a late charge fee of \$5 for every ten minutes after 6:00 p.m. **On Early Dismissal Days, after school charges begin at 12:30 p.m.**

### Emergency Dismissals

In case of hazardous weather, natural disasters, building problems, or any other problem that may require the emergency closing of school, the Board president shall decide if school will be in session for the day. He/She will notify the School

Administrator who will in turn arrange a recorded message for the school's telephone and our website, [www.sgcs.org](http://www.sgcs.org), stating the revised schedule. Also, ABC, Channel 13, will be notified.

In the event that unusually severe or threatening weather develops during school hours, we will activate our own emergency procedures at school to ensure that everyone is safe. We stay prepared by practicing regular fire and disaster drills. There are procedures to "shelter in place" our students for any reason. In addition to sufficient food and water provisions for our students, radios, flashlights, and first aid supplies are available so that the school can provide care for the children until parents arrive. Parents may pick up their children at their own discretion.

### **Dress Code**

(See Appendix for uniform information)

Appearance expresses attitude and personality, and it also influences behavior. Sugar Grove Christian School's Dress Code expresses seriousness and a positive attitude that suggests a readiness for learning. The purpose of the Dress Code is to teach and model lasting principles of appropriate dress and behavior.

Sugar Grove Christian School has a prescribed dress uniform, which must be purchased from the Mills Uniform Company, 3471 Kirby (Kirby @ Richmond) 713-524-4700.

Student uniforms should be neat and clean. There should not be holes in pants, jeans, or shirts.

On Wednesdays, elementary boys in grades 4 - 6 are required to tuck shirts into their pants and wear a brown leather belt.

**Please use an indelible pen to mark all clothing and equipment with the student's name.**

The footwear will be tennis shoes.

**Fridays** will be **jean** days. Students may wear **blue** jeans with any of the prescribed shirts or blouses. **Jean shorts or overalls are not permitted.** Any early dismissal day will also be jean day.

The last day of each six weeks is ALLOVER/OVERALL DAY. **Long** overalls may be worn on these six days. School uniform shirts must be worn with the overalls.

Shorts should be worn under jumpers or skirts. All Scout uniforms are acceptable dress on meeting days.

Student appearance and grooming shall not distract, disrupt, take away from the learning process, or create a health or safety hazard. Sugar Grove Christian School retains the right, in its sole discretion, to prohibit any hair colorings or styling or personal appearance choices that it considers distracting to the education process.

A student may be retained in the office until the student conforms to the appropriate dress code if he/she is found out of dress code to a degree that SGCS, in its sole discretion, determines that admitting the student to class is inappropriate.

### Cell Phone Policy

Students may carry cell phones in their backpacks, but the phones must be off at all times during school hours, including afterschool hours. SGCS will confiscate any phone in use. Parents will have to meet with the principal to get back the phone. The school is not responsible for lost or stolen phones.

### Grading

The grading scale for Sugar Grove Christian School elementary students will be as follows:

100 – 93	A	82 – 73	C
92 – 83	B	72 – 65	D
	64 and below		F

Report cards will be issued each six weeks. Progress reports for each student in grades three through six will be given at the end of every third week of the six weeks period. Grades two through six send home weekly reports that may include class work, notification of missing work, AR status, etc.

Students will also be evaluated on their conduct and social traits by the following standard:

- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Students in grades three through six may qualify for the **first honor roll** with **all A's and S or better in traits and conduct** or the **second honor roll** with at least **one A and no grades lower than B and S in traits and conduct**.

Each six weeks ends on a Thursday or Friday. Report cards are issued to students on the following Wednesday.

### **Promotion/Retention**

The school reserves the right to retain an elementary student for any of the following reasons:

1. Average of D or lower in math, or
2. Average of D or lower in reading, or
3. Average of D or lower in any two of the following subjects: language, science, social studies, or
4. Excessive number of absences.

### **Standardized Testing**

All students in grades K – 6 will take a standardized achievement test once a year. Parents will be given a copy of the test results.

### **Conferences**

Each teacher will have a Parent's Meeting at the beginning of school. This is an opportunity for parents to hear the teacher outline her programs and goals for the year and to meet the parents of other students in the class. Attendance at this most important event is expected. **This is designed as a "parents only" meeting.**

A required parent/teacher conference is scheduled during the fall. At this time the classroom teacher will meet privately with parents. Additional conferences are available as needed or requested by parents or teachers. All conference scheduling should be handled through the office.

### **Monthly Calendars**

The school office sends home monthly calendars that denote special activities such as chapel programs, field trips, and other special events. The school web site will also have a current posting of the school calendar and events.

Preschool teachers from each classroom will send home monthly calendars with topics they will be covering in class and special activities for their classrooms.

Parents may visit our school website at [www.sgcs.org](http://www.sgcs.org) for calendar and event information.

## Yearly Calendar

A calendar for the school year will be sent home with acceptance letters. Additional calendars may be obtained through the school office. Parents may also access the yearly calendar on our school website at [www.sgcs.org](http://www.sgcs.org).

## Classroom Visitation

Parents may be invited to visit the classrooms for special activities. However, at any other time, **all** visitors must sign a Visitor's Sheet in the office **before** entering the classroom **and also when they leave the building**. The teacher's permission should be obtained before visits are made. Visits should be limited to twenty minutes.

## Chapel

All students will participate in daily chapel services. Chapel involves expressions of worship to God through songs, Bible verses, stories, skits, and prayers. Parents and other visitors are invited to attend chapel and share this special time with us. All classes are involved in leading the chapel services. Chapel schedules are printed on the monthly calendars.

## Parties

Class parties are held at Christmas, Valentine's Day, Easter, and End of School. Room parents usually coordinate these for the teachers. At SGCS, we do not observe Halloween. No costumes or masks may be brought or worn to school. Please do not bring Halloween cookies or candy to school at this time. Our school will observe the fall season in more creative and less frightening ways.

Each preschool teacher will post a sign on the classroom door or send a letter home to inform parents of any class parties and how they may assist.

## Birthdays

Arrangements for any party should be made with the teacher. Children may bring treats, cupcakes, or cookies, but no elaborate decorations. **Please do not distribute party invitations at school unless the entire class is included.** All boy or all girl invitations are acceptable.

A parent or grandparent may choose to recognize a student's birthday by purchasing a book for our school library in honor of that student. A special birthday bookplate will be put in the book. The book will be presented to the school during chapel, and the birthday student will have the pleasure of being the first student to check out the book from the library.

Each student will be honored in chapel by a special birthday blessing from his teacher.

### **Field Trips**

Field trips are planned as an extension of the elementary classroom curriculum. Therefore, all students are expected to participate. Signed permission slips will be required for each field trip. Please do not allow your child to bring money on a field trip unless approved by the teacher.

### **Policy for Field Trip Drivers**

All field trip drivers will be given an information sheet that states the following rules:

1. All drivers must present a valid driver's license and proof of insurance and have a Field Trip Driver Form on file in the office.
2. All students must wear individual seat belts at all times when the vehicle is in motion.
3. A student may not sit in the front seat without written permission from his/her parent.
4. Extreme caution must be used. Drivers are to observe all traffic rules.
5. Drivers should have the telephone number for the school and for the destination of the trip.
6. Student emergency information will be provided to all drivers.
7. Drivers are not to make unauthorized stops. They are not to buy students treats nor allow the students to buy treats unless pre-planned by the teacher.
8. Teachers should instruct students about their individual responsibility toward respecting the personal property (cars, vans) of others. Students should pick up any trash they drop in the vehicles.
9. Students should understand that they are accountable for their behavior when in a vehicle. Improper behavior could prevent them from taking part in subsequent trips.

### **Textbooks**

All elementary school textbooks are furnished by the school and must be accounted for before students receive their final report card. A fee might be charged for damaged books. Students are also responsible for any library books they have checked out. Report cards will not be released if an elementary student has not returned a text book or library book .

### **Yearbooks**

Each student will receive a yearbook filled with pictorial memories of his school year. It will be dispensed at the beginning of the next school year.

### **Special Awards**

Throughout the year, students in first through sixth grades have the opportunity to earn special awards. The child's teacher will discuss these awards during the Parents' Meeting.

### **Communication from Home**

Parents are asked to bring or send **written** communication to the school giving the following information:

1. When a student will be picked up by someone other than the parent or authorized person;
2. When parent(s) will be out of town:
  - information regarding who is in charge of the child,
  - where that person can be contacted,
  - the dates of the parent's absence,
  - how we can reach the parent (s), and
  - any deviation we should make from our general procedures in case of emergency;
3. When there is some change or stress being experienced in the family; or
4. When there will be or has been an absence.

### **Immunizations**

(See Appendix)

### **Vision, Hearing, and Scoliosis Screening**

In compliance with Texas regulations, vision and hearing screenings are required for all new students and students in kindergarten, first, third, and fifth grades. Parents will be sent a written notice if further evaluation is necessary.

Scoliosis screening will be given to all fifth and sixth grade students.

### **Dispensing of Medication**

(See Appendix for Policy and Forms to complete)

All medications administered at school must be kept in the office and should be in the original bottle or packaging with the student's name clearly visible. A student may not have any medications in his possession.

## Tuberculosis Examination

The Fort Bend County Health Department does not require Tuberculosis Testing.

### Illness

Your child's health is a matter of major importance to us. All students attending our school should be free of contagious diseases. Students who have a fever or infection (throat, ear, eye, etc.) or are exhibiting symptoms of the flu should not be brought to school. The staff will take the temperature of any child who seems ill during the school day. If a child has a temperature of 100 or above, parents will be called so that they may remove the child from school and attend to his needs. Parents are encouraged to pick their child up within the hour of notification.

Parents should keep their child home if he:

1. Has a fever or has had a fever during the previous twenty-four hours, **(Students should be free of fever, without fever reducing medication, for twenty-four hours before returning to school.)**
2. Has begun taking antibiotics in the last twelve hours,
3. Has a rash or has had diarrhea or vomiting during the previous twelve hour period,
4. Has head lice – may return to school after treatment with a medicated shampoo or lotion formulated for head lice; the child must see the office personnel before returning to the classroom
5. Has ringworm of the scalp – may return to school with written permission from the physician after treatment has begun
6. Has ringworm of the skin – must be kept covered until they clear up in order to attend school
7. Has a contagious disease such as chicken pox, measles, etc. Students with a communicable disease who have been excluded from attending school must have a written note from a health care worker to be readmitted to school.
8. Has a constant cough, or
9. Has conjunctivitis (pink eye) – may return to school with written permission from the physician or the eyes are clear.

Please notify the school office if your child does have a communicable disease. As a precaution, the school will notify other parents of certain communicable diseases without identifying your child.

### Accidental Injuries

In case of accidental injury, the School will make an immediate attempt to contact a parent. If we cannot do so, we will call the student's physician. If necessary,

we will also call an ambulance. Until the arrival of a parent, the physician, or an ambulance, the administrator or a designated representative will be in charge and make all decisions about the care of the student. The School will maintain a parent's signed consent form agreeing to this provision. It is a parent's responsibility to keep the school office current on telephone numbers, emergency names and other pertinent information.

### **Reporting Possible Child Abuse**

The guidelines of The Texas Family Code (261) require school personnel to report any signs of possible child abuse. The toll-free Child Abuse hotline number (1-800-252-5400) is available 24 hours a day.

## **BEHAVIOR MANAGEMENT**

### **School Rules**

The purpose of school rules is to ensure that students act responsibly to themselves, to others, and to their environment. Students who do not follow the school rules will be subject to disciplinary procedures. Students may not:

1. Fight, trip, shove, hit, or physically interfere with other students
2. Bring symbols of violence to school.
3. Cheat.
4. Use foul language.
5. Show disrespect for teachers or other adults or students.
6. Throw any object except as part of a teacher-directed school activity.
7. Damage school or personal property of other students.
8. Run in class, buildings, or parking lot.
9. Leave campus during the school day without clearance from the School Office.
10. Chew gum at school.
11. Steal.
12. Use loud or disruptive voices in the classroom, hall, or restroom.
13. Leave an area without permission from the teacher.

### **Playground Rules**

1. Students may not throw woodchips on the playground.
2. Slides are for sliding **down** only. Students should walk up the stairs or climbers.
3. Students should not jump off the play structures.
4. Students should not play chase on the wood chip area.
5. Students must obey all supervising teachers or staff.
6. Active teacher supervision shall exist in all areas of the playground at all times.

## Disciplinary Procedures

Each classroom's environment will be one that demonstrates warmth and special concern for each child. Students are expected to contribute to this atmosphere with acceptable behavior. A student will not be allowed to prevent a teacher from teaching or students from learning.

### Elementary Procedures:

If a student's behavior frequently disrupts the learning atmosphere and he/she does not respond to positive encouragement from the teacher, the student will be sent to the administrator's office. This disciplinary measure can lower a child's conduct grade. If, after a visit with the administrator the student's behavior does not improve, the following steps will be used:

1. Positive action by the teacher
2. Teacher/administrator conference
3. Administrator/child conference
4. Teacher/parent conference
5. Administrator/teacher/parent conference
6. In-house suspension – Class work must be completed and graded.
7. Parents may be required to seek child and/or family counseling for persistent cases of disruptive behavior.
8. Suspension – Class work must be completed but will receive zero.
9. Expulsion

A student participating in in-school suspension will remain at school, isolated from other students. The student will be expected to complete all assignments. A student who has been suspended will be sent home. Work assigned during this time will receive a zero; however, the student is expected to complete all assignments and turn them in to the teacher before being reinstated in the classroom.

### Preschool Procedures:

If a student's behavior frequently disrupts the learning environment and he/she does not respond to positive encouragement from the teacher, the student will be sent to the director's office. If, after a visit with director, the student's behavior does not improve, the following steps will be used:

1. Positive action by the teacher
2. Teacher/director conference
3. Director/child conference
4. Teacher/parent conference
5. Director/teacher/parent conference
6. Parents may be required to seek child and/or family counseling for persistent cases of disruptive behavior.

## 7. Expulsion

Sugar Grove Christian School expects each student to demonstrate positive behavior. The School reserves the right to dismiss or refuse re-admittance to any student who does not meet his/her responsibility of proper conduct.

### **Discipline and Guidance Policy** **From The Texas Department of Regulatory Services**

Discipline must be:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver will use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Redirecting behavior using positive statements; and
3. Reminding a child of behavior expectations daily by using clear, positive statements;
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

### **Grievance Policy**

The following steps should be taken in resolving any problem that might arise during the school year:

1. Parent should discuss any problem with the teacher. If not resolved, the problem should be discussed with administrator. A conference may be held with the parent, teacher, and the administrator.
2. If the problem is not resolved, the parent may discuss the problem with the board chairman and/or executive members of the school board.
3. If the problem is not resolved after this meeting, the parent may then approach the full board of trustees.

### **School Board Meetings**

Parents may bring a school concern to the attention of the Board of Trustees during their regularly scheduled meeting, the third Tuesday of each month. **One week prior to the meeting**, the parents must notify the school administrator of their intent to meet with the board and the nature of their concern. A time will be set aside at the beginning of each meeting for parents to speak to the Board of Trustees. They will be given five minutes to present their concern. The Board will determine a reasonable time frame during which they will respond in writing to the parents.

### **Scholarship Policy**

The School has provisions for financial aid for applicants who are currently enrolled in Kindergarten – Grade 6. Applications may be obtained in the school office and must be submitted by June 15.

### **Homework Policy**

Homework is an important tool to help students learn discipline and responsibility. It allows parents to observe their child's progress in the skills and/or subject matter being presented daily.

Homework will be used as a practice or reinforcement of skills, an enrichment of the subject matter, and a study tool to enhance test performance.

All homework should be the work of the student. Parents should be involved by encouraging and overseeing the student's progress on both daily homework and special projects.

During the Parents' Meeting at the beginning of school, the classroom teachers will communicate, in writing, their individual policy concerning homework. This policy will pertain to grading, standards of acceptance, and consequences for incomplete, late, or missing homework.

All classes on each grade level will coordinate their schedules so that major tests and projects are evenly distributed throughout the grading period.

### **Computers**

All students, kindergarten through the sixth grade, should have a parent's signed permission to use the computers. This form is entitled **Acceptable Use Policy**.

### **Facility Usage**

The Sugar Grove Church of Christ building which houses the school is also used for such activities as Brownies, Girl Scouts, or Boy Scouts. All community use of the facilities must be cleared through the church office.

### **Web Site**

[www.sgcs.org](http://www.sgcs.org)

SGCS's web site contains useful information concerning our school including the following:

1. Names of faculty and board members
2. School calendar that is updated monthly
3. Links to age appropriate web sites, plus web sites that are useful for homework projects
4. List of Accelerated Reader books
5. Special information concerning individual classes

# Appendix

- I. Traffic Pattern Diagram
- II. Dress Code
- III. Immunization Requirements
- IV. Administration of Medication Form
- V. School Calendar