

STUDENT/PARENT HANDBOOK



Strong Roots CHRISTIAN SCHOOL

Strong Roots Christian School

2205 West Second Ave

Indianola, IA 50125

www.strongrootschristianschool.org

Contact Information:

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“As you received Christ Jesus the Lord, so continue to live in him.

Keep your **roots** deep in him and have your lives built on him.”

Colossians 2:6-7

WELCOME LETTER

Raising, educating, and discipling children is a responsibility God gives to you as parents and guardians of the next generation. At Strong Roots Christian School (SRCS) we consider it a privilege to partner with you in this God-honoring endeavor. SRCS is a parent-led school which makes your input, involvement, and investment absolutely crucial to the effectiveness and success of this task.

This handbook has been developed for both the students and their parents/guardians. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of our expectations. The school board reserves the right to change, eliminate, or revise school policy as well as the statements set in the handbook at any time it is deemed necessary.

We are blessed to have the opportunity to partner with you on this journey.

STAFF DIRECTORY

Administration and Support

Monica Dickinson Administrator
Office Assistant
Board
Billing/Finance
Prayer Team

missd@strongrootschristian.org
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Sprouts Teachers and Staff

Rachel Weitzel 2 Day and 3 Day Kinderprep
Kaycee Hoffman 2 Day and 3 Day Kinderprep Associate
Gretchen Kaldenberg 5 Day Kinderprep
Christy Alvarez 5 Day Kinderprep Associate/Before and After Care

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Oaks Teachers

Heather Veach Kindergarten
Beth Kirkpatrick Kindergarten
1st Grade
Linsey Muller 2nd Grade
Amber Pedersen 3rd Grade
Kari Bourlag 4th and 5th Grade
Ashley Oxholm 6th and 7th Grade
Jennifer Gay 8th and 9th Grade

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INTRODUCTION

MISSION STATEMENT

The mission of Strong Roots Christian School (SRCS) is to educate students in the light of God's word, establishing roots for a lifetime of learning, leadership, service, and worship to the glory of God.

VISION STATEMENT

The vision of SRCS is for all students to experience excellence in Christ in every aspect of life, and become equipped with the Christian values and skills that will prepare them to become successful and productive bearers of Christ in their community and to their generation.

CORE VALUES

1. **Christ-centered.** Our belief in God and His Word is central to SRCS. Through a faculty who practice a personal and active faith, we foster a thoroughly Christian environment where God's Word is the standard for decision making. Placing Christ at the center of all enables us to educate the whole student, spiritually, emotionally, mentally, socially, and physically.
2. **Pursuing grace and truth.** The SRCS faculty seeks to model the life Christ demonstrated on earth, a life full of grace and truth, that rejected legalism for the higher priority of focusing on the inner man. We recognize that Christ looks inward at the motivations of the heart and pursues a relationship with us. We exercise spiritual discernment, speaking the truth in love in order to promote the spiritual growth of all students.
3. **Encouraging spiritual growth.** We desire that students know Christ personally and grow in His grace and knowledge, so they may impact their world for Him. We understand the importance of godly staff and faculty who model the Christian walk and mentor students to pursue their personal relationship with the Lord.
4. **Inspiring excellence in learning.** The SRCS faculty inspires students to discover and develop their God-given gifts and talents. We nurture an enthusiasm for learning, providing an atmosphere wherein students may express creativity, discern truth, think critically, and choose wisely. In academics, the arts, and athletics, we uphold a standard of excellence to encourage students to achieve their individual best.
5. **Cultivating community.** We recognize that the SRCS community extends beyond the walls of our school. Coming from diverse backgrounds, we unify around a statement of faith that binds us together. We acknowledge the responsibility of the parent, the role of the church, and the authority of the Holy Spirit in training students.
6. **Igniting leadership.** SRCS embodies a culture of servant leadership that is sparked by a sense of individual and eternal purpose. With competency, credibility, and compassion, we recognize the value of others and influence the growth of ideas.

EDUCATIONAL PHILOSOPHY

Believing that God has given parents the mandate to rear children according to the truths of God's Word (Deuteronomy 6:6-7; Ephesians 6:4), the philosophy of SRCS is that education begins in the home and is advanced in the Christian school as an extension of parental authority and participation. Christian education involves testing and integrating knowledge according to a biblically-based worldview (Colossians 1:16-17; John 1:3). Thus, God's Word is infused into every aspect of the school program. SRCS partners with parents in educating students for lives of fellowship with God and service to others based on the inspired Word of God (Psalm 78:4; 2 Timothy 3:16-17). The Christian teacher, empowered by the Holy Spirit, guides and nurtures students through instruction, admonition, and personal example. The Christian teacher also seeks to encourage the spiritual development of students in their academic, social, and personal growth (Colossians 1:28; Proverbs 1:7) SRCS desires to provide excellence in the quality of education offered to children so they can impact the world for Christ and bring glory to God. This educational philosophy coincides with the Kingdom Education Principles (see addendum).

STATEMENT OF FAITH

All families should have received and signed the Statement of Faith at time of registration. This section just contains a summary of our Statement of Faith. If you would like a copy of the Statement of Faith in its entirety, you can request a copy from the front office.

- 1) Doctrinal Statement-The Word of God is SRCS' governing document and authority for all matters of faith and practice. SRCS, members, Directors, administrators, faculty, and staff believe the following Core Doctrines:
 - a) Scripture [2 PET 1:16-21; 2 TIM. 3:16,17; JN 15:26,27, 16:12,13; IS 40:8]
 - b) Godhead [DT 6:4-6; EX 3:14; JN 8:58]
 - c) Christ [JN 1:1-14; 1 COR 15:12-28; REV 19:11-16]

- d) Holy Spirit [JN 14:15-17; 15:21-27; 16:7-11; 1 COR 12:1-31]
 - e) Sin [GEN 3:1-6; PS 14:1-7; JN 6:44; ROM 3:9-20, 10:13-17; REV 21:8; 1 COR 15:21,22]
 - f) Salvation [JN 3:1-21; EPH 2:1-10; JER 31:31-37]
 - g) The Church [MT 28:19,20; Acts 1:8-2:47, 6:1-7 and 13:1,2]
 - h) Eternity [JN 5:25-29; 1 TH 4:14-18; 2 TH 1:7-9; REV 20]
 - i) Satan [GEN 3:1-15; IS 14:12-15; EZ 28:11-19; EPH 2:2; REV 20:7-10]
 - j) Creation [GEN 1,2; JOB 38-41; ROM 1:19,20; EX 20:11]
- 2) Position Statement-The Word of God is SRCS's governing document and authority for all matters of faith and practice. This Corporation, its directors, and its members hold to the following positions regarding the topics listed below:
- a) Separation [ROM 12:1,2; 1 COR. 5,6; 2 COR. 6; 2 PET 2; JUDE]
 - b) Human Sexuality [GEN 2:20-25; 19:5,13; 26:8-9; LEV 18:1-30; ROM 1:26-29; 7:2; 1 COR 5:1- 6; 22,23; EPH 5:1 TH 4:1-8; HEB 13:4]
 - c) Value of Human Life [JOB 3:16; PS 51:5; 139:14-16; IS 44:24- 49:1; JER 1:5- 20:15-18; LK 1:44] [EX 20:13; 23:7; MT. 5:21; ACTS 17:28]
 - d) Civil Government [ROM 13:1-7; EPH 5:22-24; HEB 13:17; 1 PET 2:13-14]
 - e) Lawsuits Between Believers [1 COR 6:1-8; EPH 4:31-32]
 - f) Ideologies / Movements

NON-DISCRIMINATION STATEMENT

SRCS admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It doesn't discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, financial assistance programs, and athletic and other school-administered programs.

GENERAL INFORMATION

SCHOOL COLORS

Forest green, black, silver and white

CLASS DESCRIPTIONS

Sprouts = 2-day, 3-day, 5-day Prep classes

Oaks = K - 8th grade

Cedars = 9th - 12th grade

SCHOOL CALENDAR

A specific and detailed calendar is approved each spring by the board and is available to view online at

www.strongrootschristian.org/calendar.

SCHOOL SUPPLIES

School supply lists are available on our website. Parents are responsible for their children's supplies.

COMMITMENT FEE

A non-refundable commitment fee of \$125 per student / \$500 per family max is due with enrollment form and statement of faith. (Not guaranteed until paid)

ACADEMIC FEE

A non-refundable Academic Fee applies to all SRCS students. This fee is due by July 15th, in order to purchase needed curriculum for each student in time for the first day of class. Payment plan options available upon request and approval by the Board of Directors.

TUITION

SRCS offers several tuition payment options. Payments may be made in full, per semester, or on a 10 or 12 month schedule. Monthly tuition payments are due on the 5th of the month. Tuition payments may be made by cash, check, or ACH. There is a secure drop box on the wall to the right, inside the office doors where payments may be placed during school hours.

LATE FEES

Any tuition payments received after the 15th of the month they are due are subject to a \$15 late fee. Financial hardships will be reviewed by the board of directors on a case-by-case basis.

DISCOUNTS

SRCS offers several discounts for eligible families and students. Information regarding discounts is available upon request.

FINANCIAL ASSISTANCE

Our desire at SRCS is to offer families a Christ-centered education for your child, and we pledge to do our best to help you. We understand paying tuition is an investment into the life of your child. Our desire at SRCS is to make Christian education accessible to many and continue to grow His roots. Needs-based financial assistance is available to qualifying families. If you are interested in seeking financial assistance, please request a financial assistance application from the front office.

VOLUNTEER OPPORTUNITIES

SRCS encourages and supports parent involvement. We encourage parents to support the school in a variety of ways including, but not limited to, the following:

- 1) Attend our Parent/Teacher Arborists meetings
- 2) Sign up to be a homeroom parent or assist the homeroom parent with
 - a) Class Parties
 - b) Field Trips
 - c) Teacher Appreciation Gifts (birthday/Christmas)
- 3) Volunteer on a weekly basis
 - a) Reading to students in classroom
 - b) Recess Duty
 - c) Lunch Duty
- 4) Volunteer to be on a school committee
- 5) Stop by the office to ask where you can volunteer and watch for emails asking for Volunteers.

ACCESS TO BUILDING

Safety and security is a priority at SRCS. We will have limited access to the building during school hours as an important strategy in protecting students and staff. For that reason, SRCS will lock all exterior doors during school hours and admit visitors in the building through a secure point of access via use of a doorbell system. Guests will be admitted to the building after they have identified themselves and explained the purpose for the visit. Guests may be required to show identification in order to enter the building. Once admitted to the building, visitors will log their visit with the office assistant. Guests are asked to sign out as they leave the school.

INCLEMENT WEATHER

In adverse weather we will report any school delays and cancellations through an email, text, and the SRCS Facebook page. We will also notify the local news stations. Please do not call the school directly for information, but plan to utilize the above-mentioned resources for information on school closings.

VISITORS

SRCS is happy to welcome parents, grandparents, and other family members to visit the school. We would prefer that these visits are scheduled ahead of time with the front office or teacher. Anyone who is not a SRCS staff member, board member, or student will be deemed a "visitor", and be required to sign in and out of the front office. Please be sure to wear the visitor lanyard and name tag provided by the front desk.

UNIFORMS

SRCS endorses the principles of modesty and simplicity. To best serve these values, we have adopted the following dress code (**all shorts, dresses, and skirts must be a modest length of at least mid-thigh**):

- 1) SPROUTS
 - a) Tops-Sprouts are required to wear a uniform t-shirt, or other listed uniform options. **(Forest or kelly green, navy, black, gray or white)**
 - b) Bottoms **(Forest green, black, gray, navy, khaki, or green plaid)**
 - i) If they choose not to wear the uniform t-shirt, they need to follow the below listed Oak's dress code.
- 2) OAKS
 - a) Tops-Oaks are required to wear a polo, or other solid colored shirt in our school colors. Official school apparel with school logo or shield are acceptable. No shirts with other logos or emblems are allowed. Sleeveless shirts and tank tops are not permitted. **(Forest or kelly green, navy, black, gray or white)**
 - b) Bottoms **(Forest green, black, gray, navy, khaki, or green plaid)**
 - i) Boys- Must wear modest length khaki style shorts or khaki style pants. No athletic shorts or pants allowed.
 - ii) Girls- Must wear modest length khaki style shorts, skirts and dresses or khaki style pants. No athletic shorts or pants allowed.
 - (1) Girls may also choose to wear dresses or jumpers in school colors. Shorts or leggings are required to be worn under a dress or skirt. Shorts, leggings, or tights worn under a dress or skirt are not required to be school colors.
 - (2) Leggings as pants, in school colors, are an option for Sprouts through 2nd grade only.
 - c) Casual day dress is required to follow the above stated modesty guidelines (i.e. shorts, dress, leggings, etc). Casual days are scheduled in the calendar or at the teacher's discretion.
- 3) PE Uniform
 - a) Required for 3rd Grade and up.
 - b) Top and bottoms need to follow the above stated modesty guidelines
 - i) In the following solid colors: black, gray, green, navy.
 - c) Athletic footwear

BEFORE AND AFTER CARE

- 1) Times
 - a) Before Care = 7:00 - 7:45
 - b) After care = 3:30 - 5:30
- 2) Supervised by Strong Roots Teachers and Staff
- 3) Drop off and Pick Up-You may park and walk your student in their first set of doors. Inside the first set of doors is a doorbell. Ring that bell, and a staff member will come meet you.
- 4) Before and after care will take place in the multi-purpose room or outside on the playground. Staff members will have a sign on the door if you need to pick up your child back on the playground.

DROP OFF AND PICK UP

- 1) Times
 - a) Normal day drop off time = 7:45-8:15 (Before 7:45 students must go to before care)
 - b) Normal day pick time = 3:15-3:40 (After 3:40 students must go to after care)
 - c) **NO parking for pick up or drop off.**
- 2) Drop off
 - a) Follow the cones and marked lanes to form a single file loop.
 - b) For safety, please don't let your kids out of the car early.
 - c) Please do not exit your vehicle.
 - d) Only open your vehicle door and have your student get out when you are stopped alongside the building.
 - e) Strong Roots staff will be stationed at the Northwest door to help students enter and can help with unbuckling if needed.
- 3) Pick up
 - a) **DO NOT PARK.**
 - b) Please follow the traffic cones in a single file loop.
 - c) Please keep the driveway clear when pulling into the pick-up line. This allows for vehicles leaving the parking lot to have a clear line of sight to turn onto the highway.
 - d) Place your pick up name sign (provided by the school) on your visor so staff can read it. This allows your student to be prepared to exit the building and safely get into your vehicle.
 - e) If you are the first vehicle in line, please pull up to the front corner of the building.
 - f) Staff will help your student get into your vehicle and if needed can help with his/her buckles.
- 4) To help with traffic flow, **right turn only out of the school driveway for pick up and drop off.**

ACADEMICS

ACADEMIC CONDUCT

Colossians 3:17 "And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him."

Colossians 3:23 "Whatever you do, work heartily, as for the Lord and not for men."

2 Timothy: 2:15 "Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth."

At SRCS we desire that each student strive to do their best for God's glory.

STUDENT RECORDS

- 1) Each student at SRCS has a cumulative folder that contains the following types of student records:
 - a) Initial enrollment application
 - b) Grades
 - c) Attendance records
 - d) Immunization records
 - e) Academic records received from prior schools
 - f) Testing results (Iowa Assessments, or other equivalent tests for 2nd grade and above)
 - g) Teacher comments
- 2) It may also contain copies of reports from AEA if a student has received speech therapy, reading, or math services.
- 3) These student records are kept in the main office and are available to teachers.
- 4) Upon request, parents may view the contents of these cumulative folders.
- 5) When a student leaves SRCS, the parent is required to sign a Release of Records form in order for these academic records to be forwarded to the receiving school.
- 6) In the event a family's tuition is not paid in full, the account will be referred to the finance committee. Health records will be forwarded to the new school, however academic records will be withheld until tuition has been paid in full.

HOMEWORK

Teachers assign homework as a reinforcement of classroom work. Students are expected to complete homework on time.

Secondary students with late work may receive a reduced grade as a result. The semester grade may be reduced by as much as 10% because of late work. When extenuating circumstances exist, a written explanation from the parent/guardian may be taken into consideration.

Any student carrying two or more late assignments in any class will be assigned an after-school homework completion session with the administrator or other designated staff member. This will take place until the student's assignments are current in each class. If a work session is assigned, it will be served on the next school day. If the late work is completed and turned in before the work session starts, the student will not need to attend the work session. The student must provide written confirmation from the assigning teacher to the administrator in order to be excused from the assigned work session.

HONOR ROLL

A Principal's Honor Roll certificate will be awarded to the students who maintain a 95% grade average or higher. A Honor Roll Certificate will be awarded to students who maintain a 90% grade average or higher.

PARENT/TEACHER CONFERENCES

SRCS uses conferences to serve as an opportunity to discuss students' academic, emotional, and spiritual growth.

SRCS will hold two scheduled parent/teacher conferences a year. These conferences will be held during the fall, towards the end of the 1st quarter and again in the spring. Parents will receive information from their students' teachers on the specific dates and times they are available to meet. We would strongly encourage both parents to attend parent/teacher conferences.

Parents are encouraged to arrange a conference with their child's teacher at any time they believe one is necessary. If warranted, the administration may schedule or sit in on a previously scheduled conference to discuss a student's behavior and/or academic progress in the classroom. These conferences are held in confidence.

GRIEVANCES

SRCS believes communication between parents, teachers, and school leadership is key to having a successful school year. To make sure we are communicating well and handling any grievances in a timely manner, SRCS requests that everyone follows the communication guidelines outlined below.

- 1) As a parent, if you ever have any concerns about your student, please reach out to their teacher directly to discuss your concerns.
- 2) If after having a discussion with the teacher, you as a parent feel like your concern was not heard, then you can request a meeting with the school administrator.
- 3) If you feel the concern is still not being addressed, parents can request a meeting with the school board. The Board of Directors will review the issue and come up with a final course of action.

GRADING

Students in third through ninth grades receive marks according to the following scale:

100	A+
93-99	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

Students in kinder-prep through second grades receive marks according to the following scale:

Key for Performance Levels

4	Exemplary	Student demonstrates an advanced understanding of grade level concepts, skills, and processes taught in this reporting period. Exceeds the required performance.
3	Proficient	Student consistently demonstrates an understanding of grade level concepts, skills, and processes taught in this reporting period.
2	Developing	Student is not yet consistent in demonstrating an understanding of grade level concepts, skills, and processes taught in this reporting period.
1	Emerging	Student does not demonstrate an understanding of grade level concepts, skills, and processes taught in this reporting period. Student is performing significantly below grade level expectations.
NA	Not Assessed	Not assessed this reporting period

Note: The goal is for all students to reach Level 3 (Proficient) by the end of the year.

REPORT CARDS

Report cards are issued quarterly: early November, mid-January, late March and late May for the Oaks and Cedars.

ATTENDANCE

DAILY SCHEDULE

Monday – Friday:

7:00 A.M.	Before Care
7:45 A.M.	Student Arrival
8:15 A.M.	Classes Begin
3:15 P.M.	Dismissal
3:30 P.M.	After Care
5:30 P.M.	End of After Care

SRCS assumes no liability for students on the school grounds outside our operating hours.

ATTENDANCE

Students must attend all classes unless their absence is authorized. Regular and punctual attendance at SRCS is essential to the students benefit of the educational program, their development of habits such as punctuality, self-discipline, and responsibility, and to assist in the minimizing disruptions to the educational environment. It is the responsibility of students and parents to respect attendance policies. Daily attendance is essential for successful completion of your courses.

TARDIES

A student is considered tardy if he/she is not in his/her seat and ready for class at 8:15 a.m. The tardy will be considered unexcused unless a note is provided due to an appointment or other appropriate reason.

STUDENT ABSENCES AND TARDINESS

Students will be held responsible for handling each absence or tardy. Below are the procedures the student should follow:

- A student who is absent from school must have a guardian notify the front office by phone or email by 9:00 AM. An absence is considered unexcused unless notification is provided.
- In the case of planned absences please let the teacher know ahead of time and request student work by having the Pre-Planned Absence Form filled out by your teacher. Work should be completed when students return to school.
- When coming in tardy to school or returning after an absence, the student must sign in at the front desk prior to returning to their class.
- All students must report to the office when leaving and sign out. Students are not permitted to leave the school grounds without permission from both their parent/guardian and either a teacher or the administrator.

A student arriving late to school, but before 9:20 A.M., is counted as tardy. Tardies and absences are recorded according to the following standards:

- Arriving after 9:20 A.M. is counted as a ½ day absence
- Leaving before 1:50 P.M. is counted as a ½ day absence

EXCESSIVE TARDINESS POLICY

1st – 3rd Grade:

- Three unexcused tardies will be allowed per quarter without penalty. If students in 1st-3rd grade exceed three tardies, the student will be required on the same day as the excessive tardy to go to an opportunity room for 20 minutes during their lunch recess. Students in the opportunity room will work on assignments missed due to the tardy or other incomplete work.

4th – 12th Grade:

- Three unexcused tardies will be allowed per quarter without penalty. If a student exceeds three, the following consequences will be assigned:
 - 4-7 tardies – one half-hour detention each
 - 8+ tardies – one hour detention each
 - Continued tardiness will be addressed with a conference involving administration and parents.

MAKE-UP WORK

The amount of time a student will be given to make up work is equivalent to the number of days the student missed plus one day.

Students are expected to get a Pre-Planned Absence Form (located in the office) filled out by their teacher(s) and turned into the office for approval one week prior to their known absence. In the case of “approved” absences related to family vacations, the work may not be provided to the student. Any work the teacher does not provide will not count against a student’s grade. It is not the teacher’s responsibility to reteach what was taught during the absence. This responsibility will be on the parents to help their child get caught up. When a family vacation is taken on school days, the family must know this decision to take a vacation during school days will affect a student’s education.

When a student misses eight (8) days in a semester, parents will be notified in writing unless the administration is already aware of the reasoning behind the absences. At nine (9) absences, a conference will be held with the parents and administrator and the student may be placed on Behavior Probation. At ten (10) absences, parents are required, if asked, to submit a written request for a waiver of this policy to the School Board. Failure to do so will result in a loss of credit. (School activity absences do not count against a student’s record—i.e., field trips, athletics, music, or etc.)

EXCUSED ABSENCES

The following reasons may be identified as possible excused absences. The administrator may request documentation or verification for any of the following absences and may consider an excess of absences (beyond a reasonable amount) as unexcused truant days:

- Personal illness (absences exceeding three days may require a physician statement)
- Medical/Dental/Optometric
- Serious family emergency
- Weather related issues
- Bereavement
- Family vacations/mission trips (pre-arranged with Administrator and limited to 5 days/yr.)
- Other activities pre-approved by the administrator (e.g., family outing, college visits, and other educational opportunities).

UNEXCUSED ABSENCES

SRCS must ensure students / families are complying with state compulsory attendance laws. The following reasons may be identified as possible unexcused absences. After 4 unexcused absences, a meeting will be set up with the administrator to discuss a plan going forward. The student may be placed on Behavior Probation.

- Oversleeping/alarm failure
- Leaving school during the regular school day without approval of a school official or other non-emergency situations.
- Personal appointments and shopping (hair, nails, tanning, etc.)
- Family vacations that have not been pre-approved or are over 5 days/yr.
- Needed at home/babysitting
- Needing sleep or rest

EXPECTATIONS FOR STUDENTS

CODE OF CONDUCT

Upon enrollment, families choose to enter into a partnership with SRCS as stewards of the mission. Behavior expectations and policies are focused on growing and promoting followers of Christ who become passionate about following Him. As Christ followers, we are committed to:

- **DEMONSTRATING PROPER RESPECT** for God, for others, for school policies / procedures, and for school property.
- **BEING HONEST** in all situations, including the completion of classroom assignments, taking of tests / assessments, and in relationships that are part of our school community.
- **ACTING WITH INTEGRITY** by using language and displaying character that demonstrates we are followers of Christ.
- **COOPERATING** with faculty and staff in achieving the goals of SRCS regarding conduct, performance, and attitude.
- **PUTTING FORTH EFFORT** and using the gifts God has given us to the best of our ability in accordance with God's will for our lives.

Aligning to these commitments is a choice. Families who are unwilling to partner with SRCS and/or students who demonstrate a pattern of behavior or attitude that reflects an unwillingness or inability to comply with the Student Code of Conduct will be asked to withdraw. At SRCS, we believe the basis of all teaching is God and His Word. Our desire is that each student accepts Jesus Christ as his/her personal Lord and Savior. Our mission is to nurture and train each student so he/she will grow in godliness of character and action.

The following guidelines have been established for all students at SRCS to help them grow in their Christian character. This includes, but is not limited to, the following:

- 1) Teachers are to be treated with respect.
- 2) Respecting others' possessions, rights, feelings, and property.
- 3) Name-calling, racially oriented jokes and disparaging racial comments, inappropriate, sexual comments, bullying or other forms of verbal harassment are not allowed.
- 4) No crude language or gestures.
- 5) Walk and talk quietly when inside the building.
- 6) Avoid yelling or loud talking beside the windows and doorways.
- 7) Tripping, hitting, or kicking another student is not allowed.
- 8) Respect and care for school property is expected.
- 9) Students may not have weapons or simulated weapons at school.
- 10) Students are expected to be responsible for their own actions.
- 11) Students should make a determined effort to learn.
- 12) Students should be on time and ready to work with the necessary learning materials.
- 13) Dressing according to the SRCS dress code.
- 14) Knowing and obeying the rules of SRCS.

Consequences of inappropriate behavior will depend upon the severity, age of student, and repetition of behavior.

DISCIPLINE PROCESS

We strive to provide a Christ-like environment where students can learn in a positive and safe manner. An effective discipline program is found when there is a strong level of support between the school and the home. The ultimate goal of our discipline program is to guide students to display a standard of behavior that demonstrates Christ in their lives (Galatians 5:22, 23). We believe biblical discipline involves correction to train/teach rather than to punish. Restoration and spiritual growth are the goals of biblical correction (Hebrews 12:11).

- 1) Discipline will start with the teacher and the student(s) involved.
- 2) If necessary, the teacher will bring in the administrator to discuss the issue with the students.
- 3) The administrator will reach out to the parents of the student(s) involved to let them know of the offense(s).
- 4) The School Board will review repeated or severe instances.

DISCIPLINE PROCEDURES

Student conduct at SRCS is divided into two categories - Level 1 and Level 2. Level 1 behaviors are serious but can often be corrected through discipline and guidance from teachers, parents, and administrators. Level 2 behaviors are considered serious because they threaten the safety and security of others within the school community. Students who violate standards in either category will be subject to discipline as deemed appropriate by the administration.

- **WARNING:** Many student behaviors can be addressed through conversations between teachers and students in which warnings are issued, expectations are clarified, and students are coached on appropriate behaviors as Christ followers. These are mentoring in nature and may include the teacher, or administrator.
- **DETENTION:** Detentions may be used as a consequence for misbehavior or for repeated failure to complete assignments. Work duties may be assigned during a detention. Detentions may be served over recess or at a designated time after school. Parents will be contacted and will need to sign the detention slip.
 - Three (3) detentions = student/parent/teacher conference.
 - Five (5) detentions = 1 day In-School Suspension (ISS). After ISS is served, a student/parent/teacher/principal conference is scheduled to set up a Behavior Plan.
 - Eight (8) detentions = 2 days Out of School Suspension (OSS). Behavior Probation Status is initiated.
- **PROBATION:**
 - **BEHAVIOR PROBATION** - Students who repeatedly violate the Student Code of Conduct will be placed on Behavior Probation for one semester. Specific terms of probation are determined by administration and may include loss of leadership roles as well as other privileges such as attendance on field trips, etc. Students who do not meet the terms of probation will not be invited to return for the following semester.
 - **ACADEMIC PROBATION** - Students who have poor grades (D or F) in more than one subject at the end of a term will be placed on Academic Probation for one semester. Specific terms of probation are determined by administration. Students who do not meet the terms of probation will not be invited to return for the following semester.
 - **SUSPENSION:**
 - **IN-SCHOOL SUSPENSION (ISS)** - Students are separated from others and required to complete all schoolwork they miss while suspended. The homework is due the day the student returns to class after the suspension.
 - **OUT-OF-SCHOOL SUSPENSION (OSS)** - Students are removed from school property while conversations take place about whether or not they may return. Any work missed during OSS may be made up for full credit and is due the day the student returns to class after the suspension.
 - **EXPULSION** - Administration may, at any time, determine a student (or family) is not in unity with SRCS and recommend expulsion to the School Board. The School Board's decision is final.
- **LEVEL 1 BEHAVIORS**
 - In general, the following would result in a warning from faculty or staff before progressing to detentions and further disciplinary action; however, administration reserves the right to assign consequences they deem appropriate based on student and family responses to warnings.
 - Attendance Concerns
 - Excessive tardies
 - Dress Code Violations
 - Inappropriate Use of Technology
 - Loud, Boisterous Conduct including tantrums, yelling in the school, running in hallways, etc.
 - Disobeying Classroom Rules
 - Cheating/Plagiarism
 - Failure to complete classroom assignments/homework
 - This is not all-inclusive. Administration will handle other types of discipline problems as they arise.

- LEVEL 2 BEHAVIORS
 - The following may result in suspension and/or expulsion.
 - Bullying/Harassment
 - Destruction of property /defacing property
 - Theft
 - Physical aggression toward another adult/student
 - Fighting
 - Use of profanity
 - Excessive discipline which includes repeated office referrals, for inappropriate behavior, in school suspensions or other repeated behavior related to the Student Code of Conduct
 - This is not all-inclusive. Administration will handle other types of discipline problems as they arise.

NON-HARASSMENT

SRCS strives to provide an environment where every student feels safe, respected and welcomed; an environment free from significant disruptions and obstacles that impede learning and performance. Bullying can have harmful social, physical, psychological and/or academic impact on students who are the victims of bullying behaviors, students who engage in bullying behaviors, and bystanders that observe acts of bullying. SRCS does not allow bullying behavior toward or by students, school employees or volunteers. We do not allow bullying behaviors on school grounds, at school-sponsored activities, or in transportation to and from school or school sponsored activities.

We define bullying as any intentional written, verbal or physical act by an individual or group of individuals to inflict physical, emotional, or mental harm or suffering on another individual or group of individuals or students property. Bullying behavior creates an objectively hostile or offensive environment. Such an environment may cause, or be likely to cause, negative and harmful conditions.

Please note: Bullying is considered a regular and repeated act, not just a one time instance. Sometimes students, especially when they are very young, have not developed the interpersonal skills necessary to express their needs and feelings. Therefore, sometimes students will be mean to each other or physically hurt each other occasionally. We do not consider this occasional misbehavior "bullying". In these instances, the teachers and staff will attempt to work with these students to help them express themselves with words and good choices when faced with an undesirable situation. If it is determined that a student is engaged in "bullying behavior", discipline and counseling must occur. If the behavior is extreme, the student may be removed from class or suspended from school for a given amount of time without following the normal steps in the discipline plan.

LUNCH PROCESS

Cold lunch is the option on most school days. Microwaves are provided, but if you send microwave lunch meals, choose those with a very short preparation time. Make sure that your child can open and prepare the food themselves.

White and Chocolate milk are offered daily for a fee.

Sometimes, we will offer a catered lunch for an additional fee. Students must be signed up by the deadline via a link sent out by the office.

LUNCHROOM RULES

- 1) Line up in an orderly fashion as directed by the teacher or lunchroom supervisor. All elementary teachers must accompany their class to the lunchroom.
- 2) Students are to walk in the lunchroom.
- 3) Students should secure their teacher's permission should they need to use the restroom.
- 4) Students may talk to their friends around them in quiet voices.
- 5) To avoid accidents, students should never stand up at their table while eating. Students will remain seated at the table until dismissed by their supervisor.
- 6) Remember to say "thank you" and "please" at the appropriate times.
- 7) Dismissal should be orderly.
- 8) Students should not bring sharp knives, paring knives, or table knives to school. Cutlery, plates, napkins, and other utensils should be included with their lunch from home.
- 9) The supervisor will dismiss a few students at a time to throw away their trash and get in line. The students have to pick up their trash from their seat, table and floor. If this is not done, the supervisor will call them back to the table.
- 10) Students need to raise their hands to leave their seat.

- 11) Students need to receive permission from the supervisor to leave the lunchroom.
- 12) No sharing of food
- 13) No food throwing
- 14) No mixing food or making gross concoctions etc.
- 15) Do not leave the lunchroom without adult permission
- 16) Healthful foods are recommended.
- 17) Chewing gum is not allowed.
- 18) No pop or carbonated beverages.
- 19) Only one small piece of candy or treat.

RECESS

Recess is a scheduled part of every school day as SRCS. This time is intended to give students fresh air, expend their energy, stretch, and activate their bodies. All students are expected to go outside for recess with their classmates. We believe that fresh air and a setting favorable to physical activity greatly benefits the health and work habits of our students.

SRCS staff utilizes our outdoor playground year-round and in almost all-weather conditions. During adverse weather conditions, the teachers will monitor the weather and make the decision to go out for recess. At the discretion of each classroom teacher, students may still go outside when the temperature is above 0 degrees F or less (with wind chill). When it is 0 degrees F or less (with wind chill), all students will stay indoors. If students consistently do not bring appropriate clothing to be outside for recess, the parents will be contacted by the administrator to see why the issue is occurring and to make a plan to keep it from happening in the future.

Generally, it is advisable to assume the students will go outside notwithstanding the weather forecast. Therefore, all students should be adequately dressed for Iowa weather, so please send appropriate outside clothing to school with your child. When there is snow on the ground, students will only be permitted to play in the snow if they bring and wear proper clothing (snow pants, boots, winter coat, hat, and gloves).

PLAYGROUND RULES

- 1) Remain in the designated play areas until permission is given to go elsewhere
- 2) Swings: sit only, no doubles, push from the back only
- 3) Students are to line up quietly. They are to keep their hands, feet, and body to themselves.
- 4) Students need to watch where they are going so that they do not hurt anyone. Be kind and respectful to others. How we treat others is how we treat Jesus.”
- 5) The students are encouraged to play organized games during recess.
- 6) There should be no throwing of wood chips, rocks, or snowballs.
- 7) Students are not to jump off tall equipment or climb on top of equipment.
- 8) One person should use the slide at a time. Students should slide down sitting with feet first.
- 9) Equipment is to be used for its intended purpose only.
- 10) Wrestling, fighting, general fooling around, or any activity deemed inappropriate or too aggressive by the recess monitor is not permitted.
- 11) Students will be asked to immediately stop any behavior that fits under harassment
- 12) Students should care for the equipment as if it belonged to them personally. Playground equipment must be returned to its proper location at the end of the last recess.
- 13) If a ball is kicked over the fence, students must ask permission before retrieving the ball.
- 14) Ball throwing and all playing will stop when the whistle is blown the first time.
- 15) Students who disobey and do not cooperate may be disciplined (possibly miss their next recess). They may be referred to the administration if needed.
- 16) Dress guidelines – coats, mittens or gloves, and hats must be worn on cold days. On snowy, days boots and snow pants are also required to play in the snow.

EMERGENCY PROCEDURES

FIRE DRILL PROCEDURES

In accordance with local and state fire drills, SRCS will conduct regular fire drills. Regular drills help the students identify exits and safe zones within the school. Staff will assist students in locating exits from each room. A map will be posted in every room/area with fire exits and tornado shelter information.

Expectations for the students:

1. All students will walk silently in single file out of their room.
2. Students will keep hands, feet and the rest of their bodies to themselves.
3. Students will not stop for belongings.

TORNADO DRILL PROCEDURES

SRCS will conduct regular tornado drills. Teachers will help the students identify appropriate shelter areas of the building.

Expectations for the students:

1. Remain calm and follow directions.
2. Quickly and quietly move to designated areas
3. Get into a safe formation with head between legs.

ALICE PROTOCOL

SRCS is an **A.L.I.C.E.** trained school. We work with the local emergency departments and the local school resource officer and have created a safe plan for our students and teachers in the event of a lockdown or emergency evacuation.

The acronym **A.L.I.C.E.** stands for:

- **ALERT:** ...Announce that there is an intruder or active shooter in the building.
- **LOCKDOWN:** ...Lock the classroom door, barricade the door through proper procedures in place.
- **INFORM:**...Notify the local police department, using specific locations of the building (ie room numbers, etc.)
- **COUNTER:** ...If unable to exit the building safely, grab objects that could be used as a deterrent against the intruder.
- **EVACUATE:** ...Leave the building and/or premises and meet in a designated safe zone.

In the event of an actual emergency, parents/guardians will be contacted in the most efficient way and if warranted, will begin the process of reunification with parents/guardians.

STUDENT HEALTH INFORMATION

MEDICAL FORMS

We require certain medical forms to be on file in the school office. This includes a copy of the child's immunization record with date of birth listed and the medical release form.

Warren County Health Department will perform the annual mandated state audit for all students currently enrolled in the Strong Roots Christian School. If your child is not compliant with the state law, you will receive a letter from the school office along with the state issued provisional certificate stating which vaccines are needed.

If you wish to submit a valid certificate of religious or medical exemption, we will provide you a blank certificate to be completed. For a medical exemption to be valid it has to be signed by a physician, physician's assistant or nurse practitioner. A religious exemption must be completed and signed by the parent/guardian and must be notarized to be valid.

ILLNESS

Parents must not send their children to school when they are ill. We follow the 24hr rule to help eliminate the risk of transmission to other children or employees. Your child must be fever free, vomit free, and diarrhea free for 24 hours before returning to school. A fever is considered 100.4°F or above. While we understand colds, coughing and runny noses are a normal part of growing up, we please ask that you use your own discretion when sending a child to school with these symptoms.

If a child becomes sick at school, the child will need to be picked up promptly. The office or child's teacher will contact the child's emergency contact information provided on the Student Medical Form. We will make every effort to keep the child comfortable until parents can come.

MEDICINE

SRCS will not have a nurse on duty at this time. Because of this reason, we cannot handle individual student prescription medication nor will we offer students over the counter medications throughout the day. If your child does require routine medication or routine medical attention during school hours, please contact the school office for further direction.

ALLERGIES

It is the responsibility of the parent/guardian to inform the school of allergies at the time of enrollment on the Medical Release Form. This will be held in the students file and kept in case of emergency. Children with severe allergies who require additional safety measures or epi-pens may need to provide more detailed information. The staff at SRCS will do their best to monitor the safety of all the children throughout school hours.

MENTAL HEALTH

At SRCS we care about all aspects of our students' health, including their mental health. If a student shares thoughts of suicide or self-harm related thoughts or behaviors, parents will be contacted immediately. To ensure the safety of the student and others at SRCS, the student may be sent home. Other procedures to address student mental health concerns may include speaking with the school administrator, offering resources for professional help, and providing reassurance through a Christ-like lens.

MEDICAL EMERGENCY

In the event of a medical emergency, for the child's best interest, designated and trained employees may provide emergency first aid and/or call Emergency Medical Services in addition to notifying the child's emergency contact from the Medical Release Form.

SCREENINGS

SRCS will work with the Iowa Department of Public Health and our area AEA agency to provide the required and recommended screenings for our students. Parents/guardians may choose to opt out of the recommended screenings by providing a written refusal.

TECHNOLOGY

INTERNET/COMPUTER ACCEPTABLE USE GUIDELINES AND CONTRACT

Use of technology and the school issued computer devices at SRCS is a privilege. To make the computer devices available to students who need them and to keep the network operating efficiently, we ask that students agree to and abide by the following conditions:

- 1) Share and interact in a way that will enhance their reputation, the reputation of others, and the reputation of the school, rather than damage them.
- 2) Always treat others in a respectful, positive, and considerate manner.
- 3) Exercise good judgment in all situations, behaving in a way that will make you and others proud and reflect well on our school.
- 4) Use technology for the purpose of learning, conducting research and completing classroom assignments
- 5) Treat technology equipment with care and respect.
- 6) Use only accounts provided by the school.
- 7) Communicate with others in a courteous and respectful manner.
- 8) Maintain the confidentiality of his/her personal name, address, phone number, password(s), and respect the same privacy of others.
- 9) Refrain from online gaming and non-academic multimedia consumption.
- 10) Agree to the review of communications, data, and files by SRCS Comply with copyright laws and the intellectual property rights of others.
- 11) Report any incident of harassment to SRCS teacher or school administrator.

The SRCS network is protected with software that restricts access to objectionable sites on the internet and eliminates a vast majority of potential problem situations. To ensure the safety of our students, all devices with internet access will be restricted from accessing inappropriate materials. The school's filter system supports blocking or filtering access to anything that may be harmful to minors. SRCS has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from the sites. The school has the right to search all electronic media/devices on campus including computers, storage devices, and cell phones.

SRCS STUDENT/PARENT CONTRACT

REGARDING THE USE OF THE COMPUTER AND ONLINE ACCESS AT STRONG ROOTS CHRISTIAN SCHOOL

Student Name _____ Grade _____ Year _____

As the parent or guardian of this student, I have read the terms and conditions for computer and/or Internet access privileges. I understand this access is for educational purposes and Strong Roots Christian School has taken available precautions in forewarning and educating all interested parties of the controversial material accessible on the Internet. I also recognize it is impossible for the school and its faculty to restrict access to all controversial materials. I will not hold Strong Roots Christian School or its employees responsible for materials acquired by my son/daughter on the network in violation of the Internet/Computer Acceptable Use Contract. Furthermore, I accept full responsibility for supervision if and when my child's use of the Internet is not at Strong Roots Christian School.

I give my permission to my son or daughter to access the internet under the above guidelines at Strong Roots Christian School.

Parent Signature _____ Date _____

I agree to follow and obey the Strong Roots Christian School Computer and Online Acceptable Use Guidelines.

Student Signature _____ Date _____



Strong Roots Christian School Chromebook Loan Agreement

Before being issued a device, students and their families must agree to following our terms and conditions.
Student and Parent/Family Responsibilities

Student Responsibilities	Parent/Family Responsibilities
<p>Technology is provided to students for the advancement and promotion of learning and teaching. Before being issued a device, students must agree to the following:</p> <ul style="list-style-type: none"> · I will follow the policies of Strong Roots Christian School and abide by all local, state, and federal laws when using the device at school, at home, or at any other location. · I will honor the Lord when using this device. · I will keep the device in my possession at all times or secure it in a safe place when not in use. · I will place my device in its protective case when it is not being used. · I will treat the device with care at all times by carrying it appropriately, keeping food and drink at a distance, and avoiding extreme temperatures. · I will report damage to the device immediately. · I will not attempt to repair the device on my own nor pay someone else to repair the device for me. · I will only add apps or extensions that enhance my learning and serve an educational purpose. · I will keep all accounts and passwords assigned to me secure, and I will not share this information with any other students. · I will not release personal information to strangers when using the device. · I will charge the battery on my device every night. · I will bring the device to school every day. · I will return the device when requested. 	<p>Parents and families play a critical role in the success of devices being issued to students. Before the student is issued a device, a parent or guardian must agree to the following:</p> <ul style="list-style-type: none"> · I/We understand a device is being provided to the student for the sole purpose of advancing and promoting learning and teaching. I/We will not use the device to conduct personal business. · I/We will discuss what it means to honor the Lord when using this device and to know acceptable online behavior. · I/We will supervise the student's use of the device at home and set clear expectations for the use of technology outside of school. · I/We will encourage the student to keep the device secured in its protective case at all times. · I/We understand fines may be assessed in order to repair damage to the device or to replace the device in the event of a loss. Additional fines up to the full replacement cost may be levied for acts of intentional damage. · I/We will immediately report any damage to or loss of the device to the school district. · I/We will not attempt to repair the device nor pay someone else to repair the device on our behalf. · I/We will discuss the importance of protecting our online identity by not sharing passwords or other personal information with friends or strangers. · I/We will provide a space in the home to charge the device battery every night (unless opting to permanently leave the device at school). · I/We understand if my child forgets to bring the device to school it may place him/her at an educational disadvantage. I/We may be called to bring the device to school if the problem persists. · I/We agree to return the device when requested.

1. One Google Chromebook, one adapter, and one protective case are being loaned to the student in good working order. It is the student's responsibility to care for the equipment and ensure it is kept in a safe environment at all times.
2. This equipment is, and at all times remains, the property of Strong Roots Christian School.
3. Identification has been placed on the Google Chromebook. These labels are not to be modified. Additional stickers, labels, tags, or marking are not to be added to the Chromebook or the protective case.
4. The student may install his/her own extensions provided they serve an educational purpose to enhance the learning experience and are not expressly restricted by Strong Roots Christian School.
5. Parents may choose to allow their child to use this device at school only. If that is your desire, please inform the administrator.

Print Student's Name: _____ Grade _____

Print Parent/Guardian Name: _____

Parent/ Guardian Signature: _____

Student Signature: _____ Date: _____