

# SPRINGFIELD CHRISTIAN SCHOOL



Let the little children  
come to me ....

LUKE 18:16

**2021-2022**

## **Student Handbook**

*These procedures are designed for the efficient operation of the school program. They are not written in stone and may be revised even within the course of the school year; therefore, the procedures are listed with only one or two per page in the event they need to be replaced, updated, or revised.*

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## **OBJECTIVES FOR SPRINGFIELD CHRISTIAN SCHOOL**

### **Objectives for Spiritual Growth:**

1. The school seeks to teach that the Bible is the only Word of God and that it is practical and supremely important.
2. The school seeks to teach that Biblical truth is the foundation for the proper understanding of all academic subjects.
3. The school seeks to teach that God is both the creator and sustainer of the universe, life and man.
4. The school seeks to teach that all mankind are sinners and as such are unable in this condition to please God.
5. The school seeks to teach that the Lord Jesus Christ is the Son of God who came to Earth to die for our sins.
6. The school seeks to teach the necessity of being born again by the Spirit of God through receiving the Lord Jesus Christ as personal Savior and the living of a Spirit-filled life.
7. The school seeks to stress the urgency of world missions and responsibility of Christians toward these missions.

### **Objectives for Moral Growth:**

1. The school seeks to develop within the student a sense of right and wrong with the Bible as its ultimate and final authority.
2. The school seeks to teach the student to make proper application of Biblical principles to each and every part of daily life.
3. The school seeks to teach that growth in the Christian life depends upon fellowship with God through Bible reading, prayer, worship, and service.
4. The school seeks to teach the student self-discipline and to stand up for his scriptural-based personal convictions in the face of pressure and ridicule.
5. The school seeks to teach the responsibility of Christians to obey constituted civil law and authority as ordained by God.
6. The school seeks to teach the student a patriotic respect for our American flag, elected officers, national heroes and historic freedoms.

### **Objectives for Social Development:**

1. The school seeks to develop a stable, balanced personality based upon the full utilization of the individual's God-given capacities and talents and to develop the whole person in body, soul, and spirit.
2. The school seeks to promote the importance of fitness, maintenance, and skillful use of the body as the temple of the Holy Spirit.
3. The school seeks to teach the student to think logically and to hold his personal convictions while under stress.

4. The school seeks to teach good manners and to prepare the student for social graces expected of a Christian.
5. The school seeks to prepare the student to relate properly to non-Christians and to Christians who hold differing views of doctrines.

### **Objectives for Academic Excellence:**

1. The school seeks to maintain high academic standards.
2. The school seeks to teach students to work both independently and cooperatively.
3. The school seeks to teach students the importance of diligence toward his assigned tasks and the fulfillment of those responsibilities delegated to him.
4. The school seeks to develop effective communication skills in the student.
5. The school seeks to develop an appreciation of the fine arts in the student, to teach the basic mathematical skills and fundamentals and their application to everyday life.
6. The school seeks to teach a knowledge of the history and geography of our state, our nation, and the world and how these factors have influenced development.
7. The school seeks to teach the basic concept of scientific investigation and methodology and to show that all scientific fact is in agreement with God's Word.
8. The school seeks to teach our American heritage as a constitutional republic and to inform the student of current problems facing our country and the world to present current events and affairs in all fields and to relate them to God's plan for men and nations.
9. The school seeks to inform the student of his civic responsibilities and to prepare him for the obligations of adult citizenship.
10. The school seeks to teach the student skills and study habits required for future occupational competence.
11. The school seeks to teach all subjects in their correct perspective and relation to God's Word.

### **Objectives for Home-School Relationship:**

1. The school seeks to communicate with parents relative to students' development both intellectually and spiritually.
2. The school seeks to inform and help the parents to understand and support every phase of the school's program.
3. The school seeks to aid parents in making their home Christ-centered.
4. The school seeks to aid parents in the development of responsible, productive, Christian and patriotic American citizens.

## STATEMENT OF FAITH

### **We believe:**

1. In one God – the Father, Son, and Holy Spirit – who created man by a direct immediate act.
2. That the Old and New Testament Scriptures, Divinely inspired, contain all truth necessary to faith and Christian living.
3. That man is born with a fallen nature, and is in need of spiritual regeneration, without which he is eternally lost.
4. That Jesus Christ, eternally one with the Father, became incarnate by the virgin birth, died for our sins. Arose from the dead, ascended into heaven, and shall return again to the world.
5. That all who repent and believe in the Lord Jesus Christ are saved from the dominion of sin, and that by the continuing indwelling ministry of the Holy Spirit, the Christian is enabled to live a Godly life.
6. That our Lord will return, the dead will be raised, and the final judgment will take place.
7. That the Church of God is composed of all spiritually regenerated persons, called to a life of righteous works, witnessing to God's saving grace in the power of the Holy Spirit.

## PARENT AGREEMENT/COMMITMENT

By signing below, we give permission for our child(ren) to take part in all school activities, including sporting events, practices, and school-sponsored trips off campus unless we specifically notify the appropriate school officials otherwise. Further, in the event our child becomes ill or is injured while under school supervision, we authorize the school authorities to take the steps necessary, as designated on the Emergency Medical Release form on file in the school office. We release Springfield Christian School, its Board of Education, employees, and representatives from any claim we may have resulting from any illness or injuries sustained by our child(ren) while under school supervision whether at school or off premises. We further agree to hold harmless Springfield Christian School, its Board of Education, employees, and representatives from any injury or damage which may be caused by our child(ren).

### **In signing this form, we acknowledge the following:**

1. I/We hereby endorse the statement of faith of Springfield Christian Schools and consent to the training given by the school in accordance with the doctrinal statement of the school.
2. We shall support and uphold the principles, practices, rules, regulations, and educational policies of the school. If we disagree with school policy, we will resolve conflicts in a godly and biblical manner. We will solve our problems based upon the way scripture tells us in Matthew 18:15-16 which requires first, a process of personal communication only with those involved. Any question or complaint is to be handled by the people initially involved. If the situation isn't worked out between these people, then and only then, the problem is to be taken to the next highest person in charge. If, for example, a student has a complaint against a teacher, the proper line to follow is: student → teacher → principal → school board. A student may request a parent's involvement at any point in this process.
3. We understand that the school makes no refunds on any testing fees or registration fees and that book fees are nonrefundable after the student has started attending classes.
4. We also believe that discipline is necessary for the welfare of each student as well as for the entire school. We give permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures. We further agree that we shall cooperate and discipline our child in the home.
5. We agree to relieve the school board and any of its employees from any liability in connection with activities, instructions, and academic achievement unless malfeasance and/or negligence can be proven. Should legal action, for any reason, be taken against Springfield Christian Schools or any employee or agent thereof on our child's behalf and the school or its agent not be found at fault, we agree to pay any attorney fees, court fees, damages, or other costs that Springfield Christian Schools or its agent should incur to defend itself against such action.
6. I/We promise/agree to pay tuition as scheduled. If for any reason an account becomes delinquent by more than one (1) month, we agree to contact the business office and make arrangements. The arrangements must be kept in order for our student(s) to continue to be enrolled at Springfield Christian Schools. The principal must approve such arrangements.
7. We further agree to the following financial policy on early withdrawal or late entry:

- a. **Early Withdrawal:** A withdrawal is figured on the basis of teacher contract days. The parent will be billed for the pro-rated tuition to the end of the withdrawal month. Each student's book fees of \$110 must be paid in full in addition to the pro-rated tuition. Registration fees are non-refundable.
  - b. **Late Entry:** A student entering after the official start of school is assessed tuition and activity fees based on actual teacher contract days remaining from the beginning of the entry month. The book fee must be paid in full, as well as the registration fee.
8. We understand that should our marital status change, it is our responsibility to have a corrected Statement of Cooperation signed, updated, and delivered to Springfield Christian Schools.
  9. We realize that transcripts will not be released if money is due.

**THIS STATEMENT OF COOPERATION WILL BE IN EFFECT FOR AS LONG AS OUR CHILD LISTED (OR OTHERS TO BE ENROLLED) ATTENDS SPRINGFIELD CHRISTIAN SCHOOLS.**

\_\_\_\_\_  
(Father/Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Mother/Guardian)

\_\_\_\_\_  
(Date)

**Note: Notice of non-cooperation or disagreement with any of the above must be submitted in writing to the Springfield Christian Schools Board for evaluation.**

**THIS MUST BE SIGNED AND RETURNED ALONG WITH THE STUDENT APPLICATION IN ORDER TO BEGIN THE ENROLLMENT PROCESS.**

## Dress Code

### Uniform Guidelines

These uniform guidelines will apply to all Pre-K through 8<sup>th</sup> grade students. It is not permitted unless listed below and this would include suits, hoodies and sweatshirts unless it is an SCS sweatshirt.

#### Boys:

1. Pants: Must be Navy, Black or Tan. NO DEMIN. Traditional style as pictured in uniform catalogs. No carpenter, cargo or zip pocket pants.
2. Shorts: Must be Navy, Black or Tan WALKING shorts to the knee.
3. Polo Shirts: Any solid color, long or short sleeved. ALL shirts must be “tucked in”.
4. Oxford Shirts: Any solid color, button down, long or short sleeved. Must be “tucked in”.
5. Suits: No Suits permitted.
6. Turtlenecks: Any solid color. Must be “tucked in”.
7. Sweaters: Any solid color cardigan, pullover, crew, V-neck, or vest type. Must be worn over a shirt.
8. Socks: Plain, solid colors.
9. Belts: A belt must be worn when the pants or shorts have belt loops.
10. Activity Uniform: GYM for grades 4-8 any solid color t-shirt (no writing) and shorts. Shorts are to be to the knee and no denim.
11. A long sleeved shirt may NOT be worn under a short sleeve shirt.
12. All pants and shorts must be worn at natural waist line.
13. Jackets and Hats: Coats and outerwear jackets will not be permitted to be worn throughout the day in class. Students should bring dress code sweaters if they feel rooms are chilly. No hats may be worn in the building or in class, except when preparing to exit the building.
14. Hair and Jewelry: Male students shall wear their hair in a length that is above the collar and the eyes. Male students may not wear earrings, hair adornments, beads, etc. Hair colors (tints, dyes, highlighter, etc.) shall be limited to the same hair colors created by God and shall not include green, purple, etc. Male students must be clean shaven (no beards, goatees, mustaches, etc.) Combs, Picks, Head Bandanas/Wraps/Do Rags/Scarves are not permitted.

#### Girls:

1. Pants: Must be Navy, Black or Tan. NO DEMIN. Traditional style as pictured in uniform catalogs. NO carpenter, cargo to zip pocket pants.
2. Skort: Must be Navy, Black, Tan, or Plaid. Must be to the knee.
3. Skirt: Must be Navy, Black, Tan or Plaid. No sheer fabrics. No patch pockets, decorative zippers, etc. Must be to the knee. No slits above the top of the knee.
4. NO Shorts-Capris: Must be Navy, Black or Tan. NO draw strings, cargo, or carpenter style. Traditional style as pictured in uniform catalogs.
5. Polo Shirts: Any solid color, long or short sleeved. ALL shirts must be “tucked in”.

6. Blouse: Any solid color with collar, button down, short or long sleeved. Must be “tucked in”.
7. Turtlenecks: Any solid color. Must be “tucked in”.
8. Sweaters: Any solid color cardigan, pullover, crew, V-neck, or vest type. Must be worn over a shirt with a collar.
9. Jumpers: Must be Navy, Black, Tan or Plaid. Must be worn with a shirt or a blouse with a collar.
10. Socks & Hosiery: Plain, solid colors.
11. Belts: A belt must be worn when the pants, skirts, skorts and/or capris have belt loops.
12. Activity Uniform: GYM for grades 4-8. Any solid color t-shirt (no writing) and shorts. Shorts are to be to the knee and no denim.
15. A long sleeved shirt may NOT be worn under a short sleeve shirt.
16. All pants and capris must be worn at natural waist line.
17. Jackets and Hats: Coats and outerwear jackets will not be permitted to be worn throughout the day in class. Students should bring dress code sweaters if they feel rooms are chilly. No hats may be worn in the building or in class, except when preparing to exit the building.
18. Hair, Make-Up and Jewelry: Female students may wear earrings (no more than 3) and make-up. Make-up shall be lightly and subtly applied at home. Heavy make-up may be required to be removed. Hair colors (tints, dyes, highlighter, etc.) shall be limited to the same hair colors created by God and shall not include green, purple, etc. Combs, Picks, Head Bandanas/Wraps/Do Rags/Scarves are not permitted.

**Shoes:** All shoes with lacing eyelets will be worn with laced (to the top of the eyelets) and tied shoestrings. Soccer/athletic shoes with cleats of any style (including “turf” shoes) will not be permitted to be worn in the building. Shoes should have low heels and be enclosed. **NO CLOGS, NO SANDALS, NO CROCS, ETC.**

**Dress down/field trip attire:** If jeans are worn on a dress down day or field trip day, they must follow these guidelines: no rips, not baggy, and not below the hips. Please be advised, dressing down *never* compromises the modesty, message, or Ministry of Springfield Christian School. Hats, head cloths, handkerchiefs, and hoodies are not permitted. T-shirts bearing any secular or Christian music groups are not permitted. Cartoon characters are not permitted. No wording is permitted that would be considered offensive or insulting.

Clothing may be purchased at any store. We suggest Target, Kids R Us, Walmart, J.C. Penney’s and Sears. Clothing may be purchased through any catalog. We suggest French Toast, and J.C. Penney’s. Clothing may be purchased at thrift stores and garage sales.

Where you choose to purchase required clothing is entirely up to you. Our suggestions are for “budget friendly” choices. Note that your child is NOT required to have everything on the uniform list. There is variety to enable choice on your behalf. Not all items in catalogs are compliant with our uniform code.

**The Administration reserves the right to make revisions as deemed necessary.**



## **National School Lunch Program**

Springfield Christian School participates in the National School Breakfast and Lunch Program and each parent is responsible for submitting the appropriate application with the School. This application will inform the School whether each child in a household qualifies for free or reduced breakfast and lunch, or must pay the full price. Breakfast and lunch menus will be sent home one week in advance and all orders are due each Wednesday for the following week. Payment is expected at the time the order is delivered to the office.

## **Health & Safety**

Fire drills will be conducted to familiarize the children with proper procedures in an emergency. A record of the dates and times are posted in the school's office.

The most recent fire inspection report is located in the School office.

Tornado drills will be conducted as well. The children will be directed to a safe inner room and instructed in proper safety procedures.

A fire escape plan and a tornado plan will be posted in the classroom. The staff has access to a working telephone at all times.

All preschool teachers are certified in child first aid. If an accident or injury occurs, or when any incident necessitates administration of Syrup of Ipecac or the emergency transportation of a child, the teacher will assess the situation and provide minor first aid as needed. If further treatment is needed the parent, guardian, or emergency contact person will be called. All accidents are recorded on an incident report form completed by the Pre-School. A copy will be given to the parent and a copy will be kept in the child's file.

*Medical and dental emergency procedures are posted in the classroom and by each phone and are available to school personnel, children, and parents.*

*Recess times and large muscle times are well supervised by the teachers to ensure the greatest safety for your child.*

Chaperones shall follow the directions, care assignments, etc. of the teacher. If you have a disagreement, please make arrangements to discuss them privately with the teacher after the field trip is completed, so they can be addressed by the teacher for future field trips.

Chaperones should comply with the same dress code required of the students.

Students in classes not involved with field trip may not accompany the group.

## **Health/Communicable Disease Policy**

Students who become ill at school should notify their teacher and report to the office. The office personnel will evaluate the situation and decide if the student should remain at school or sent home. If the student is ill enough to be sent home he/she will be separated from the other

students until the parent or guardian can pick up the child. Every effort will be made to make the child comfortable until they are picked up.

If a child displays any of the following symptoms, **he/she must be sent home for 24 hours:**

- Temperature of 100 degrees Fahrenheit
- Diarrhea ( more than one abnormally loose stool within a twenty-four hour period)
- Nasal secretions that are thick, yellow or green and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
- Sore throat or difficulty swallowing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis( Pink eye)
- Untreated infected skin patch or patches
- Unusually dark urine and or gray or white stool
- Vomiting
- Unexplained body rash
- Evidence of lice, scabies, or other parasitic infestation
- Stiff neck
- **Severe coughing, causing the child to become red or blue in the face or to make a whooping sound**

1. If a student is not feeling well, the school administrative assistant may permit the student to lie down. He/she should first report to the office.
2. Vomiting and/or temperature of 100 degrees warrant the parent being called by the school office to come and get the student. **Calls are to be made by the office.**
3. A student MUST have a doctor's written note of consent to return to the classroom if:
  - The student has been absent for five (5) or more consecutive days.
  - The student is returning following any of these illnesses, diseases, or conditions:
    - Measles
    - Ringworm
    - Scarlet fever
    - Impetigo
    - AIDS
    - Strep throat
    - Lice (Nit free)
    - Pneumonia
    - Scabies
    - Mumps
    - "Pink-eye" conjunctivitis
    - Chicken pox
    - Whooping cough
4. Any head injury or other serious health issue must **ALWAYS** be reported to the school office immediately. We contact parents to come check the student out or make sure parents are aware of the situation **BEFORE** each student leaves school.

## Chapel

1. Chapel occurs once per week for approximately 25 minutes. Chapel will start the first full week of school each year.
2. Please be in chapel, seated and ready to begin by these times
  - 4<sup>th</sup> – 8<sup>th</sup> 8:30 – 8:55 a.m.
  - Pre-K – 3 8:55 – 9:15 a.m.

**Teachers should sit with their class.**

3. Students and staff shall bring their Bibles to chapel.

## **Assessment Methods**

1. In order to ascertain reliable information regarding student learning, both formal and informal assessment methods shall be used by teachers and may include, *but not be limited to*, any and/or all of the following:
  - Asking questions
  - Observation of student responses—verbal and non-verbal
  - Anecdotal record
  - Portfolios
  - Student demonstration of work at the chalk board
  - Homework
  - Simulation
  - Group work
  - Role playing
  - Rating scales—peer or teacher
  - Reports
  - Oral presentation
  - Teacher developed projects, interviews, role-playing
  - Teacher developed grade level tests
  - Commercially developed tests
  - Standardized tests
  - Norm referenced tests
  - Criterion referenced tests
2. Assessment will involve on-going techniques.
3. Periodic reports of teacher's assessment will be made available to students, parents, and administrators and shall include, but not be limited to, parent/teacher conferences (phone or personal); weekly assessed/graded work; interim reports; report cards; competency test scores; and standardized achievement tests.

## **Grades/Monitoring Student Achievement**

1. Teachers shall maintain anecdotal records of student achievement.
2. Teachers may use any/all of the assessment methods identified by the Board to ascertain achievement and evaluate student progress.
3. Teachers shall have a minimum of one grade per week in academic subjects, i.e., math, reading, phonics, written and/or oral language, social studies, spelling, Bible, penmanship, health and science. Special areas of art, music and P.E. shall also have a weekly *objective* grade for each student.
4. Teachers shall use evaluation in scores for preparing periodic reports to parents and administrators.
5. Periodic reports shall include:
  - Quarterly issued report cards
  - Mid-quarterly issued interim reports
6. Teachers shall use the Board-approved (4/85) grading scale to calculate letter grades.

100	A+	93	B+	85	C+	77	D+	69 and below	F
99		92		84		76			
98		91		83		75			
97	A	90	B	82	C	74	D		
96		89		81		73			
95		88		80		72			
94	A-	87		79		71			
		86	B-	78	C-	70	D-		

7. Parents of students in *Kindergarten* shall be informed of the student’s successful completion of the objectives as listed on the report card and interim report.
8. Students in *first grade* shall receive letter grades in phonics, reading, spelling, writing, and arithmetic beginning second grading period. 1<sup>st</sup> grading period students shall receive S/U in all subject areas. Achievement in all other subject areas shall be identified as satisfactory (S) or unsatisfactory (U).
9. Students in *second grade* shall receive letter grades in phonics, reading, spelling, writing, and arithmetic. Achievement in all other subject areas shall be identified as satisfactory (S) or unsatisfactory (U).
10. Students in *third through fifth grades* shall receive letter grades in reading, spelling, writing, language, math, social studies, health, and science. Achievement in art, physical education, and music shall be identified as satisfactory (S) or unsatisfactory (U). For the first semester students in the third grade will receive S or U for writing. Cursive writing is just being introduced.
11. Students in sixth through eighth grades shall receive letter grades in all subject areas.
12. “Incomplete” must be made up within two weeks of the following grading period. Failure to do so will result in the grade being calculated with the incomplete work receiving a “0”. Teachers will inform the student and parent by letter, of the final grade. Teachers will record the grade on the permanent record prior to the next reporting period.
13. Teachers shall be responsible for recording grades, copying grade cards for the current grading period, submitting the copy to the office, and filing the permanent record at the close of the academic year.
14. All students in Kindergarten through eighth grade shall be administered Stanford Achievement Tests in March of each academic year. A copy of the scores is available to parents upon request. Ability tests are administered upon admission and in grades 3, 5, and 7.

## Field Trip Chaperone

*Every driver must complete a “Field Trip Chaperone and/or Driver Agreement” before a field trip. The agreement is to be provided to the parent by the teacher and filed with the principal prior to the trip.*

All drivers must be 21 years of age or older and have a valid license and current insurance. A seatbelt must be available for every student within every vehicle. Seatbelts are to be worn while a vehicle is in motion.

## Field Trips

1. Parents must receive thorough, WRITTEN information on the nature and purpose including all activities and any money needed three (3) weeks prior to the desired trip date.
2. Students must have signed written permission from their parents and/or guardian to go on *any* field trip. The permission slip shall include a space for parent's comments or directions.
3. TEACHER will not hesitate to correct the behavior of any student whose parent(s) is/are serving as chaperone(s).
4. Chaperones should report the names of any students who are unmanageable or engaged in activities that are not appropriate to the teacher. Those students will not be permitted to go on AT LEAST the next class project and/or field trip following administrative action. The names of such students are to be submitted to the principal's office within one day following the field trip or school sponsored activity for any appropriate action. Inappropriate behavior may include, but not be limited to, any of the following:
  - Excessively loud and boisterous behavior
  - Inattentiveness and rudeness to guide and/or leaders
  - Poor bus or vehicle behavior—not responding to correction
  - Fighting
  - Use of tobacco, alcohol, or drugs
  - Disobedience and or engaging in behavior which is dangerous to oneself or others.
5. The trip is to be canceled if an inadequate number of chaperones are available. Trip cancellation should occur one day in advance: however, if chaperones do not appear on the day of the trip, trips may be canceled on that day.
6. Field trips occurring during school hours should be PLANNED AS EXTENDED CLASSROOM LEARNING in conjunction with your course of study.
7. Every effort should be made to keep the costs to an absolute minimum (i.e., pack lunches).
8. Dress code remains the same for field trips unless our dress code is not appropriate for the event (i.e., Kuss, hiking, zoo, cleaning service project)
9. Students not in classes going on a field trip will not be permitted to accompany the group.

## Calamity Day Cancellation Procedure

**Closing of Springfield Christian School due to inclement weather will follow these guidelines:**

- Regardless of what other districts announce as being closed, SCS's closing is Official only when announced through the Parent Alert Phone system or on these radio/TV stations:

WEEC- 100.7 FM, WHIO/TV Channel 7, WDTN/TV Channel 2

- If we are closing, it will ALWAYS BE ANNOUNCED separately from other districts.
- Springfield City's closing does not mean you should assume SCS will close.

### **Volunteer Activities**

Due to the nature of Springfield Christian School, a strong volunteer force is critical in keeping tuition down and the school running smoothly. It is requested that at least one member of each family volunteer in one or more capacities during the year. The following areas are available for volunteer work:

Teacher's aide, painting, bake sales, helping children on a one-to-one basis, electrical, plumbing, carpentry work, calling when needed, office work, repairs, homeroom mothers, computer expertise, library work, fund-raiser work, newsletter mailings

### **Academic Eligibility for Springfield Christian School Sports—Grades 3-8**

The percentile average grades for each student participating in team sports or any extra curricular activity will be checked prior to the season starting and every three weeks during the sport participation to determine if the student has 78% (C-) minimum AVERAGE in each of the following subjects: math, science, social studies, literature, language, Bible, spelling, PE, art and music.

For students who are **NOT ACADEMICALLY** eligible at any given checkpoint, the coach will check the next Friday for the most current cumulative percentile average in that subject. Poor productivity as demonstrated by tardiness with homework, or reckless completion of assignments can render a student ineligible at the notification of a teacher to the coach. Parents will also be notified. For students with an average below 78% in any subject at an academic checkpoint, that student will not participate in games, practices, or any extra curricular activity until such time as the student has an average of 78% or above. Students who are academically ineligible two times within the grading period shall be excused from the team/activity.

In consideration of those students with a low GPA but who . . .

- have demonstrated a consistently strong work ethic (i.e., homework is kept up and on time)
- would personally be enhanced by a sports program (i.e., physical exercise, social interaction)
- would not be academically compromised or hindered by the rigors of the sports program (i.e., time given to sports will not take away from needed study time)

### **Internet Usage Policy**

Springfield Christian School offers access to and use of its network as well as the internet. These connections are offered to provide additional educational resources and communication for students, parents, administration, and teachers. In accordance with our school's mission statement, Springfield Christian School will seek to offer safety and guidelines in which the

students and staff members (the Users) can learn more about God's world and can become better equipped to advance His kingdom.

The use of the network and Internet is a privilege. If the User does not comply with the rules and guidelines set out before him/her, the User will lose the privilege to use these connections. If the User intentionally or unintentionally does damage to equipment, software, or other user's data, the User could lose computer privileges and be subject to school discipline.

## **Summary of Network and Internet Rules**

When using the Springfield Christian School and/or its connection to the Internet, the User must accept the responsibility to use it in a proper, ethical, and legal way.

The following guidelines apply to the use of the SCS Network and/or Internet, including both school owned hardware/equipment/devices and items brought on-site by Users (\*\* See "Electronic Devices Policy" for additional guidelines). This list is not exhaustive and the School reserves the right to modify and amend the list as necessary.

- An adult supervisor must be in the room when the Internet is being used or written permission must be given for a student to be using these connections without direct supervision.
- Logging onto or using inappropriate web sites is strictly prohibited. The School's computers, network, and internet connection shall not be used to view, download, upload, forward, print, copy or file any inappropriate content.
- Each User has the responsibility to report offensive material to the teacher. Attention should not be drawn to this offensive material, subjecting others to its influence.
- Each User must have a personal account with a password. The use of another person's account is not allowed.
- All rules and policies in place at SCS regarding honesty, courtesy, and integrity will apply; all rules which apply to "brick-and-mortar classrooms" will also apply to online environments (examples include bullying/cyber-bullying, harassment, use of inappropriate language, sharing of personal information, etc.).
- Students will not install any software or attempt to alter or modify software configuration of the school's computers. Downloading or installing games and music files is prohibited.
- Abusive, vulgar communication is not to be used.
- Users under the age of 18 are prohibited from posting or providing personal student information in electronic format. This includes, but is not limited to, name, age, gender, home address, school address, phone number(s), and password(s). Users are prohibited from using other Users' personal information and/or photos in electronic format, including the prohibited use of "tags" on photos.
- All communication, pictures and graphics are the property of the author and may be used only with permission in accordance with the specific copyright laws.
- Students will not be allowed to use personal e-mail, instant messaging, or social networking sites such as, but not limited to, Facebook.
- Students in grades K-8 will receive lessons on internet safety, digital citizenship, and cyber-bullying.

Discipline actions for infractions and misuse of Springfield Christian School's network, internet connection, software, and/or hardware will include one or more of the following:

- Temporary or permanent loss of privileges for use of these items
- Account restrictions including increased filtering or time use restrictions
- In-school suspension
- Community Service
- Legal action, if necessary

\* Springfield Christian School reserves the right to respond to each infraction on an individual basis, taking into account the severity of the infraction, the intentions behind the infraction, and the history of the offender.

## **Filtering and Monitoring Rights**

Springfield Christian School will use hardware and/or software to block and filter, to the extent which it is possible, access to harmful, vulgar, obscene, pornographic, or unethical web sites and images. The School will also use hardware and/or software to block and filter web sites that are deemed to be "non-learning" and may interfere with and distract from the learning environment which the District is trying to maintain.

The School reserves the right to monitor all online and network activities by the Users (staff and students included). This access includes the right to review, copy, store or delete any electronic communications or files and to share them with authoritative personnel as seen necessary.

## **Electronic Devices**

Any electronic device such as cell phones, iPods, hand-held and other personal electronic devices that may distract the student, other students, or the class as a whole is prohibited. Cell phones must remain in the book bag, in the locker at all times during the day. The office telephone remains available until 5:30 pm for urgent calls. Failure to adhere to this rule will result in the electronic device being taken away. It will only be returned to the parent during a conference with an administrator.

## **RULES OF CONDUCT FOR STUDENT**

In order to insure that every student has the right and the opportunity to learn, there must be Biblical principles of conduct. **W.W.J.D. (What Would Jesus Do?)**

### **SPRINGFIELD CHRISTIAN EXPECTS EVERY STUDENT TO:**

1. Be an image-bearer of Christ and always be aware of Jesus' presence
  - Love one another as you love yourself.
  - Refrain from any profane, vulgar, or obscene conduct, speech, dress, or crude behavior.
  - Refrain from satanic and occult involvement.
2. Be courteous and kind to each other
  - Refrain from name calling, derogatory remarks, or unkind teasing and fighting.
  - Exhibit manners of social courtesy - by using "please", "thank you", "excuse me", and "you're welcome" as necessary.



- Exhibit good table manners.
3. Be respectful of the property and the labor of others
    - Defacing walls or misusing school property including trees, landscaping and vehicles is considered a serious infraction.
    - Do NOT hide, destroy, or damage another student's personal property.
    - Do NOT destroy and deface textbooks.
    - Assist in keeping the facilities beautiful.
      - pick up litter
      - wipe mud from shoes before entering the building
      - hang up coats
      - clean spills
      - use restrooms properly
      - refrain from throwing food.
  4. Be honest and trustworthy
    - Refrain from lying.
    - Refrain from cheating.
    - Refrain from forgery.
    - Refrain from any form of dishonest representation.
  5. Be courteous and respectful toward ALL adults
    - ALL adults are to be addressed as Mr., Miss, Mrs., or Dr.
    - Refrain from back-talking, sassing, or physically communicating disrespect to any teacher, substitute teacher, teacher aids, secretary, custodian, principal, parent, or any other school personnel.
  6. Unless permission is given by a teacher, do not enter
    - the kitchen
    - maintenance closets
    - storage closets
    - teachers' lounge
    - conference rooms
  7. The following are not permitted to be brought to school:
    - Weapons including knives, guns, or any dangerous object such as matches, lighters, and razors.
    - drugs, alcohol, tobacco
      - No student may possess, use, transmit, conceal, or be under the influence of alcohol, tobacco, drugs or counterfeit to represent the real. In the event the student is taking a prescribed medication, the office shall be made aware by notification from the parent and/or guardian with the signed doctor's medical form.
      - pornographic materials or books

Do not engage in fighting, assault, or violent behavior. No student shall act or behave in such a way as could cause physical or mental harm.

# **Springfield Christian Schools**

## **DISCIPLINE POLICY AND PROCEDURE MANUAL**

### **SCS Mission Statement**

SCS is dedicated to providing students in Pre-K through 8th grade an excellent education rooted in the certainty that all truth is God's truth.

### **Purpose**

**PROVERBS CH 23:13** "Apply your heart to discipline and your ears to words of knowledge" Springfield Christian Schools(SCS), as a Christian academic community, strives to uphold a unity based on the lordship of Jesus Christ, guided by Biblical principles and certain prudent rules which we believe are beneficial in establishing an atmosphere conducive to Christian growth and order. It is our goal to train up our students to become strong followers of Jesus Christ as well as great citizens within our community. **Proverbs 22:6** "Train a child in the way he should go and when he is old he will not turn from it".

**AN ACCURATE, BIBLICAL DEFINITION** – "Obedience is doing exactly what you're told to do, when you're told to do it, with a right heart attitude."

### **Discipline Policy Overview**

The purpose of discipline in a Christian school is to bring the student to maturity in Christ, and, second, to develop qualities of good citizenship. To help attain these goals, certain standards of conduct are established. Students are asked to discipline themselves in relation to this code because the best form of discipline is self-discipline under the guidance of the Holy Spirit. Positively, SCS seeks to cooperate with the home in forming good habits in the student such as cheerful obedience to authority, courtesy and respect for others, responsibility, orderliness, honesty, morally correct conduct. SCS seeks to build Godly character traits into the lives of its students and pursues an active program in doing so.

Proverbs 3:12 "Because the LORD disciplines those he loves, as a father the son he delights in. "SCS" discipline policy is built on Grace and Love as the father continues to show us.

### **Code of Conduct**

In order to best fulfill the goals of the discipline process, SCS established a Code of Conduct that defines expected student behavior, and establishes the procedure and process for addressing disciplinary matters. Please be aware that student conduct and behavior outside of SCS can affect a student's standing as well as the reputation of SCS; therefore, it is the expectation of the administration that students adhere to the Code of Conduct at all times. It is also understood that violations of the Code of Conduct both inside and outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration. Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of SCS, including when riding a school bus or attending a school function or activity. Students are expected to demonstrate the following behaviors and characteristics:

- Integrity in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments adequately and on time) and respecting authority
- Respect for self, SCS and its employees and students, and the property of others
- Stewardship of the property, supplies, and equipment of SCS. Preparation for class and readiness to learn
- Be an image-bearer of Christ and always be aware of Jesus' presence
- Reconciliation through Biblical and appropriate repentance and forgiveness.

## **Disciplinary Process**

In order to provide a safe and orderly school the following disciplinary process has been set in place to help us achieve this goal.

Disciplinary action will be taken for infractions of school policy and rules. These may include lunch detention, after school detention, Saturday school, required counseling, probation and suspension or, as a final resort, expulsion.

As a general rule, classroom actions which evidence disrespect, lack of courtesy, general disturbance, abuse of permission, incomplete homework, lateness and other offenses shall be handled by the teacher. Situations that the teacher evaluates as chronic, flagrant, or otherwise worthy of special handling will be referred to the Administrator. These situations will be dealt with as seems most helpful to the individual and the student body as outlined under the guidelines as outlined within this document.

The process can involve any of the following, separately or in combination as appropriate.

- Demerit given to student
- Personal conference with the teacher
- Notification of behavior problems to parents
- Lunch Detention
- Student conference with the Administrator and or Principal
- A parent-teacher-student or parent-teacher-administrator conference

**\*Extreme or persistent cases of misconduct will be managed by the administration and treated with one or more of the following measures:**

- After school Detention (2:45pm to 3:45 pm)
- Conference with the Parent, Administrator, principal and/or teacher
- Probation (time determined by principal)
- Saturday school combined with appropriate application of consequences relevant to the offense
- In-school suspension \* with principal\*
- Out-of-school suspension \*1-5 days
- Withdrawal, temporary, until restoration can be confirmed via visible student behavior and pastoral counsel and recommendation;
- Expulsion

A formal report of all infractions will be retained within the student's school file outlining the nature of the infraction, how the issue was addressed and the action plan to address resolution. Follow up steps will be amended to the initial report.

## **SCS Demerit system**

Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in our schools, on our buses, etc.

The vehicle used to implement the discipline system is a Demerit system. All demerits will be assessed by the administrator or principal, as the result of behavioral referral. Teachers will try to resolve problems prior to referring a student to the office.

\* The type of conduct which will subject the student to disciplinary action, but is not limited to the following:

\*An accumulation of demerits each quarter may result in further consequences.

## **MINORS \*1 demerit per offense**

<ul style="list-style-type: none"> <li>• Tardiness (class or homeroom)</li> <li>• Disorderly Conduct (class, cafeteria, hallway, horseplay, class disruption)</li> <li>• Unprepared for class</li> <li>• Dress code Violation</li> <li>• Teasing other students</li> </ul>	<ul style="list-style-type: none"> <li>• Bus behavior</li> <li>• Being in locations where students are not normally allowed</li> <li>• Pushing and/or running</li> <li>• Cell phone and Electronics</li> </ul>
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Any items that disrupts a class; cellular phones and other electronic devices (wristwatch, alarms, etc.) will be taken to the office. Usually for the first offense, the student will be allowed to pick up the object at the office at the end of the school day. For subsequent offenses, parents will be required to pick up a confiscated item.

## **MIDDLE \*5 demerit per offense**

<ul style="list-style-type: none"> <li>• Inappropriate language</li> <li>• Disrespecting teachers</li> <li>• Lying</li> <li>• Skipping class</li> <li>• Skipping detention (with an added detention)</li> <li>• Flagrant disrespect and disobedience</li> </ul>	<ul style="list-style-type: none"> <li>• Skipping Saturday school (with an added day of Saturday School)</li> <li>• Rebellious or disrespectful attitude</li> </ul>
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## **MAJORS \*10 demerits per offense with immediate suspension student will also be placed on probation**

<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Inappropriate representation of school</li> <li>• Weapons</li> <li>• Inappropriate use of emergency equipment</li> <li>• Sexual Behavior</li> <li>• Leaving school grounds without permission</li> <li>• Use of or under the influence of drugs and alcohol</li> <li>• Cheating in any form</li> </ul>	<ul style="list-style-type: none"> <li>• Defacing school property</li> <li>• Theft</li> <li>• Defiance</li> <li>• Inappropriate use of internet/print material</li> <li>• Verbal aggression (uttering threats)</li> <li>• Physical aggression</li> <li>• Vandalism</li> <li>• Inappropriate display of affection</li> <li>• Forging signatures</li> <li>• Bullying</li> <li>• Racism &amp; other forms of discrimination</li> </ul>
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- Sexual harassment including all acts of a sexual nature, whether verbal or physical, which are unsolicited, unwelcome, inappropriate, and/or demeaning, which interfere with an individual's performance or which create an intimidating, hostile or offensive atmosphere

- Physical harassment, including threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive or fearful environment. Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation.
- Use or possession of weapons, drugs and/or dangerous items (i.e., guns, knives, explosive devices, tobacco, alcoholic beverages, illegal drugs, and the abuse of prescription medication, etc.) A zero-tolerance policy is in place on bringing any type of such weapons or explosives and drugs to school.

Students involved in the use, possession, or selling of drugs, alcohol or tobacco may also be turned over to the proper authorities.

### **Lunch Detention**

Lunch detentions can be assigned by teachers and staff for minor consequences.

Lunch detention will be served during the students lunch period. After three lunch detentions per quarter, subsequent infractions will result in the assignment of after school detention for the student.

### **After School Detention 2:45-3:45pm**

After-school detention will begin at 2:45 and will last for an hour. The student will report on time to the designated area, in proper uniform, and sit silently. Because the purpose of after-school detention is discipline and not a study hall, students will NOT be allowed to work on homework or pursue any other activity while in detention. If after-school detention results in the student being late to other activities/responsibilities, Parents will be contacted when an after-school detention is assigned. After three after-school detentions, subsequent infractions will result in the assignment of a Saturday School.

### **Saturday School 8:00am-12:00pm**

Saturday School-- Students will be assigned a specific Saturday to report to school and will work from 8:00 a.m. to 12 p.m. to complete assigned duties. The student will be supervised by a teacher, administrator, or staff member for the duration of that time. The parent/guardian will be billed \$50 for the cost of supervision. Students are expected to be on time for Saturday School. Failure to arrive by 8:00 a.m. will result in a student being considered absent from Saturday School. Failure to show up or to arrive on time for Saturday School will result in further actions. After three Saturday schools subsequent infractions will result in the assignment of suspension.

### **Disciplinary Probation**

Disciplinary probation is designed to alert the student and the parents to areas of the student's life that need special attention. Students may be placed on disciplinary probation by the recommendation of the faculty and the approval of the administrator for a specified period of time for actions which include, but are not limited to, continued deliberate disobedience, continued and persistent rebellious attitude, negative influence on other students, academic progress that is unacceptable because the student is not working up to his or ability, committing a serious breach of conduct inside or outside the school, failure by students and parents to comply with school policies.

A conference with the student and parents is held at the beginning of the probation to discuss the reasons for the probation. Teachers who wish to participate in the conference may do so or they may be requested by the administrator to attend. A letter stating the results of the conference and the reasons for the probation will follow this conference. During the probation period the student will be restricted from participating in activities outside the classroom. In cases where the

probation follows a serious breach of conduct, a second major incident of misconduct during the disciplinary probation period will result in the suspension or expulsion of the student.

If the offense occurs during the second semester, the student may be admitted the following year only under disciplinary probation. During the restriction the teachers will periodically review the progress of the student. The administrator will then decide whether the student shall be returned to the status of a regular student or will recommend expulsion from the school to the Board of Education. Disciplinary probation is sincerely intended as an intermediate step for the student to “get his or her act together.” If there is no progress in attitude, behavior, or general academic achievement, the student will be asked to withdraw from the school or will be expelled by action of SCS Board of Education.

### **Suspension and Expulsion**

Suspension is the responsibility of the Principal and may be used for serious violations or repeated violations of school rules. A student may be suspended for a period of 1-5 days at the discretion of the Administrator or Principal. The following violations of the Code of Conduct will result in an immediate suspension from school, pending a more thorough investigation of the matter, and may result in withdrawal or expulsion:

- The use and/or possession of tobacco, alcoholic beverages, or illegal drugs, and the abuse of prescription medication
- Immoral sexual conduct
- Possession of weapons and/or dangerous items
- Repeated dishonesty
- Leaving campus without permission
- Harassment in any form, both physical and/or sexual in nature
- Vandalism
- Continued will full disobedience, misconduct, disrespect .

### **In-School Suspension (ISS)**

Students who serve in-school suspension will be removed from their normal daily classes and sit in isolation under the supervision of a teacher or staff member. The student will be expected to complete the assignments sent by the classroom teachers while in ISS.

Suspension period the student must keep up with their school work. All assignments or tests missed during the period of suspension must be completed. Students may not practice or participate in athletic events for the duration of the suspension, nor may they be involved in after school activities during that time. In addition, a parent-student-administrator conference will be held on the day the student returns to school and the student will be placed on probation for a certain period determined by the principal.

### **Out-of-School Suspension**

Student will not be permitted to enter the classroom for the duration of the suspension (not to exceed five days). Student must thoroughly complete all assigned work before they will be allowed to return to school. Student and parents must complete a form regarding inappropriate behavior and plan to improve upon the return of the student. Parents will receive at least 24 hours’ notice prior to out-of-school suspension. Students will not be allowed to participate in extra-curricular events or functions on the days of suspension.

### **Expulsion**

Expulsion is the responsibility of the Board of Education. Students may be expelled from school when major moral or social offenses have been committed and after other disciplinary procedures have failed. The Board will discuss the continuance in our school of any student recommended for expulsion, who have been placed on suspension, repeated suspensions or disciplinary probation.

A rebellious spirit or negative attitude, which is unchanged after much effort by the faculty, can be a poor influence on other students. Continued deliberate disobedience to a teacher or to school rules has an adverse effect upon the school's testimony. SCS Discipline Policy is intended to support the discipleship process for students, and to serve as a reflection of Jesus Christ and as an extension of the home. In keeping with this purpose, the scriptural principal that provide the foundation for the discipline policy are as follows:

- The responsibility of parents for the education of their children (Deuteronomy 6:6-9)
- Submission to authority (I Peter 2:13-17)
- The principle of reaping and sowing (Galatians 6:7-8)
- Confrontation, restoration, and separation (Matthew 18:15-17) • Work alongside of parents within the process of discipline
- Provide an environment of order and respect that promotes an atmosphere conducive to learning
- Apply necessary and appropriate consequences for choices
- Guide in the restoration of relationships with Jesus Christ and with Springfield Christian Schools, its employees and its students

**Hebrews Ch. 12:11 No discipline seems pleasant at the time, but painful. Later on however, it produces a harvest of righteousness and peace for those who have been trained by it.**

## **AREAS OF SCHOOL AUTHORITY**

Promoting Biblical character development through the respect of authority is a primary goal of Springfield Christian Schools and we recognize that:

- Authority is established by God.
- God has placed those in authority over for our good.
- Obedience to authority means obeying immediately, cheerfully, and even if no one is looking.
- When an authority speaks, you are responsible to listen.
- Disobeying authority always places you in danger.

***Ephesians 6:1 OBEDIENCE; Hebrews 2:1 ATTENDANCE;  
Romans 14:12 RESPONSIBILITY***

Students are answerable for inappropriate behavior in any of the following areas:

- In the school building and on the school grounds
- On the school bus
- At any school-sponsored activity whether on the actual premises or not
- Field trips, school programs, etc.

## **DISCIPLINE PROCEDURES**

1. Discipline procedures at Springfield Christian shall allow for the staff to distinguish between classroom management issued (i.e., homework not completed) and significant behavior infractions (fighting) and to provide appropriate, corrective discipline.
2. Discipline procedures at Springfield Christian shall allow for teachers and administrators to engage in corrective, restorative discipline for an individual student involved in a significant

behavior infraction. The goal is to **RESTORE** a student to a rightful relationship with God, with the human authority, and with his/her peers.

## **BEHAVIOR EXPECTATIONS**

The following set of rules are the standard behavior expectations that Springfield Christian teachers, staff, and administration will promote and foster in the classroom and in all other areas of the school or at events pertaining to the school. This set of expectations will be the standard for every grade level of the school. Failure to comply with the set of behavior expectations set forth by Springfield Christian Schools will result in systematic consequences that graduate in seriousness with each offence, and may ultimately lead to in-school suspension, out-of-school suspension and expulsion from the school for the remainder of the semester. Each classroom teacher is responsible for realistic and reasonable modification of the standards to appropriate age level understanding and ability. Each teacher is responsible during the course of the school year to teach the behavior expectations curriculum that will make available to students skills for success. Each teacher is responsible to keep thorough records of misbehavior and consequences. These records must be available to administration upon request.

1. Be prompt and prepared
  - Come on time
  - Come with needed materials
  - Come with assignments completed
2. Respect authority
  - Listen to authority
  - Follow directions promptly
  - Accept responsibility for your own behavior
3. Respect the rights of others
  - Use appropriate voice and language
  - Listen to the speaker
  - Respect your own property
  - Refrain from harassment
4. Respect property
  - Respect the property of others
  - Respect your own property
  - Use materials and equipment appropriately
5. Display a concern for learning
  - Remain on task
  - Allow others to remain on task
6. Display appropriate social skills
  - Cope (disagreement, teasing, failure)
  - Display courtesy and tact
  - Interact with others appropriately
7. Display appropriate character
  - Display positive character
  - Display productive character



## Consequences for Noncompliance

1. Warning With Interaction (A Four Step Interaction) Between teacher & student
  - what the student did that was wrong
  - what behavior would have been appropriate
  - what will happen if the student continues in the wrong behavior
  - teacher requests verbal commitment from student to; behave appropriately
  
2. Time-out or One Minute Personal Interaction
  - In lower grades, a time-out from the rest of the class (other part of the room or at desk) . . . student places head down and stops activity for the duration of the time-out.
  - In upper grades the teacher may opt for an interaction at the end of the class or at the end of instruction, in which teacher will again go over the steps of consequence #1 with the student (verbally).
  
3. Call To Parents
  - Teachers will call parents to explain the misbehavior.
  
4. Meeting With Principal
  - Student will meet with principal who will make clear what behavior was unacceptable and what is expected. Principal will remind the student of future consequences if improvement is not realized.
  
5. Meeting With Parents
  - Parents, student, teacher, and principal meet to review unacceptable behavior, and to develop a more encompassing behavior improvement plan.
  - During this meeting the teacher, parents, principal and student are asked what they will specifically do to help the student improve.
  - Student and parents are reminded of the consequences if negative behavior continues the student ultimately may face a future outside of the school.
  
6. In-School Suspension
  - A student who has earned in-school suspension has established a pattern of inappropriate behavior.
  - In-school suspension means that the student is at the school in an isolated, managed area, working all day with an isolated lunch break and several short bathroom breaks.
  
7. Meeting With The School Board
  - Student, parent, principal, teacher and school board will meet to review the behaviors and consequences to this point.
  - The school board will review the behavior expectations, with the student and the parents, as well as the consequences should negative behavior continue.
  - Parents and student will be advised that only two consequences remain; out-of-school suspension and expulsing form school.

## 8. Out-of-School Suspension

- Student will not be permitted to enter the classroom for the duration of the suspension (not to exceed 5 days).
- Student must thoroughly complete all assigned work before he or she will be allowed to return to school.
- Student and parents must complete a form regarding inappropriate behavior and their plan to improve upon the return of the student.
- Parents will receive at least 24 hours' notice prior to out-of-school suspension.

## 9. Expulsion

- If, after every effort has been made to teach students to work within the school boundaries, a student chooses to continue in disobedience, he or she will be expelled from school.

## FINANCIAL INFORMATION

### Tuition

A tuition schedule is published annually. Tuition may be paid in twelve monthly payments, beginning in July of each year. Tuition is due each month. All tuition accounts must be current at the end of each grading period for students to continue in Springfield Christian Schools. If an account has fallen more than one (1) month behind, families must either withdraw their student(s) or contact the School and make specific arrangements for making their accounts current.

**Records of students withdrawing from Springfield Christian Schools will not be released until the account is paid. Springfield Christian School may seek all legal remedies to collect overdue accounts.**

### Fees

A **nonrefundable** book and membership fee is included in the tuition payment. This fee covers the cost of books, workbooks, membership fees to ACSI, and in-service fees.

## Transportation

### Bus Transportation

Public school bus transportation is provided at no cost to parents for all students if you live more than 2 miles away from school. Bus Transport from the following districts are: Springfield City, Clark-Shawnee, Tecumseh, Mad River-Green, Northeastern, Northwestern, Southeastern, and Urbana. Scheduling of Springfield City bus transportation is handled by our office. Springfield City will contact you to determine whether or not your child will ride the bus. If you have any questions, contact the numbers below according to your school district.

Scheduling of bus transportation from all other districts is accomplished by the parents calling the proper transportation office for their district. They are:

Greenon Local	328-5363	Southeastern	462-7364
Northeastern	328-6562	Tecumseh	845-4492
Northwestern	964-1672	Urbana	653-1406
Clark-Shanwee	328-5382	Springfield City	505-2850

Riding the school bus is a privilege for students and every child is expected to obey the school bus rules and will be subject to discipline for infractions as follows:

- 1st Write-up - a conference with the administration of the School
- 2nd Write-up - bus riding privileges suspended for 3 days
- 3rd Write-up - bus riding privileges suspended for 1 week
- 4th Write up - bus riding privileges suspended for the remainder of the year

### **CAR RIDERS**

When picking up your child after school, it would be helpful if you would remain in your vehicle until the children are brought outside by the duty teacher. **All car riders will enter and exit using the High Street door to/from the NORTHEAST parking lot. Bus riders will enter/exit using the High Street door. Bus loading/unloading will be on High Street in front of the school.**

### **CHANGE OF ROUTINE**

Parents must **send a note or phone the school office no later than 2:00 p.m.** if the students' regular/established transportation (bus or car) is to be changed. **IF NO NOTIFICATION OCCURS THERE WILL BE NO PERMISSION GIVEN THE CHILD TO CHANGE THE PROCEDURE.**

### **WITHDRAWAL PROCEDURES**

If a student needs to withdraw during the school year, please **notify the main office at least two (2) weeks in advance.** This will enable us to notify the teacher, determine any balance or refund on your tuition account, and do the necessary paperwork. In order to have your student's academic and health records transferred from Springfield Christian Schools to a new school, you must sign a Records Release Form at the new school. Upon receipt of the signed Records Release Form, we will mail the records directly to the new school.

**No school records will be transferred for those families owing a current balance to Springfield Christian Schools. The transfer will be made only after the account has been paid in full.**

### **Eagles' Nest Extended Care (Latchkey)**

Goals:

1. To provide care for children after school
2. To provide self-care instruction and study help.

Hours & Rates:

\*The hours shall be from 3:00 p.m. until 6:00 p.m. each day school is in session for students. If child/ren are not picked up by 6:00 pm, Children Services will be called.

Hourly rates shall be calculated on 15-minute intervals.

1. Each child is \$4.00 per hour or \$1.00 per 15 minutes or less
2. Students will not be accepted into the "Eagles Nest" program if previous year's balance is not paid in full.
3. Balances should be paid by Monday morning for the previous week. If weekly balances are not paid by Monday morning, your child/ren will not be allowed to attend until your payment is made. A phone call will be made for you to pick up child/ren. If you do not pick up your child/ren or they are left in Latchkey then SCS next step will be to call Children Services.

## Visitors

Springfield Christian School welcome visitors at any time. All individuals are, however, encouraged to call for an appointment. Upon arrival at school, visitors, including parents, are asked to register at the school office- **Please and thank you for not going directly to the classroom.**

## Personal Property

*The school cannot stress enough the importance of students assuming personal responsibility for the safe keeping of all personal articles as well as those assigned to them by the school. The following guidelines are offered:*

- Label all lunch boxes, removable clothing, and all personal possessions.
- Do not bring money except for school purposes. All money should be in a marked envelope with child's name, amount, and what it's for.
- Lost articles should be reported to the teacher immediately.
- Check "lost and found" periodically for articles that are missing.

*We look forward to sharing this school year with you and your family. May God bless all of us as we seek His guidance in regards to your child's educational future. Our prayer is that you and your family will draw closer to God through your involvement at Springfield Christian School.*

## Inspection Reports

Preschool is inspected by the Ohio Department of Education at least two times a year. These reports will be displayed by the License to operate certificate that is located by the door of preschool. You may obtain a copy of this report at any time by asking the teacher or asking in the office.

To report any concerns, complaints, and/or violations, call (614)466-0224 or the Department Ombudsperson at (877)644-6338.

### Non-discriminatory Policy

Springfield Christian School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs because we acknowledge that there can be no preferential treatment with God. (Romans 2:11)

**AGREEMENT**

**I. PURPOSE AND SCOPE**

Springfield Christian School and the Department of Food & Nutrition and the National School Lunch Program (NSLP) acknowledge and agree that children’s free and reduced price meal and free milk eligibility information obtained under provisions of the National School Lunch Act (42 USC 1751 et. seq.) or Child Nutrition Act of 1966 (42 USC 1771 et. seq.) and the regulations implementing those Acts is confidential information. This Agreement is intended to ensure that any information disclosed by the Springfield Christian School and the Department of Food & Nutrition to the NSLP about children eligible for free and reduced price meals or free milk will be used only for purposes specified in this Agreement and that the Springfield Christian School and the Department of Food & Nutrition and the Department of Food & Nutrition recognize that there are penalties for unauthorized disclosures of this eligibility information.

**II. AUTHORITY**

Section 9(b)(2)(C)(iii) of the National School Lunch Act (42 USC 1758(b)(2)(C)(iii)) authorizes the limited disclosure of children’s free and reduced price meal or free milk eligibility information to specific programs or individuals, without prior parent/guardian consent. Except that, the parent/guardian must be provided the opportunity to decline to share eligibility information prior to the disclosure for identifying children eligible for benefits under or enrolling children in the State Medicaid Program and the State children’s health insurance program. Additionally, the statute specifies that for any disclosures not authorized by the statute, the consent of children’s parents/guardians must be obtained prior to the disclosure.

The *requesting* agency certifies that it is currently authorized to administer the following program(s) and that information requested will only be used by the program(s) indicated:

**Check all  
that apply**

**Program**

**Information authorized**

	<i>Medicaid</i> or the <i>State children's health insurance program (SCHIP)</i> , administered by a State or local agency authorized under titles XIX or XXI of the Social Security Act. Specify Program:	All eligibility information, unless parents elect not to have information disclosed.
	<i>State health program</i> other than Medicaid/SCHIP, administered by a State Agency or local education agency. Specify Program:	Eligibility <b>status</b> only; consent not required.
	<i>Federal health program</i> other than Medicaid/SCHIP Specify Program:	NO eligibility information, unless Parental consent is obtained.
	<i>Local health program</i> Specify Program:	NO eligibility information, unless parental consent is obtained.
	<i>Child Nutrition Program</i> under the National School Lunch Act or Child Nutrition Act Specify Program:	All eligibility information; consent not required.
	<i>Federal/State or local means tested nutrition program</i> with eligibility standards comparable to the National School Lunch Program Specify Program:	Eligibility <b>status</b> only; consent not required.
	<i>Federal education program</i> Specify Program:	Eligibility <b>status</b> only; consent not required.
	<i>State education program</i> administered by a State agency or local education agency Specify Program:	Eligibility <b>status</b> only; consent not required.
	<i>Local education program</i> Specify Program:	NO eligibility information, unless parental consent is obtained.

**Note:** Section 9(b)(2)(C)(iv) specifies that certain programs may receive children's eligibility status **only**, without parental consent. Parental consent must be obtained to disclose any additional eligibility information. Section 9(b)(2)(C)(iv) specifies that for State Medicaid or SCHIP, parents must be notified and given opportunity to elect not to have information disclosed. Social security numbers may only be disclosed if households are given notice of the disclosure and the uses to be made of their social security numbers as required by Sec. 7 of the Privacy Act.

### III. RESPONSIBILITIES

Springfield Christian School and the National School Lunch Program will:

When required, secure parents/guardians consent prior to any disclosure not authorized by the National School Lunch Act or any regulations under that Act.

For State Medicaid and SCHIP notify parents/guardians of potential disclosures and provide opportunity for parents/guardians to elect not to have information disclosed;

Disclose eligibility information only to persons directly connected to the administration or enforcement of programs authorized access under the National School Lunch Act or regulations under the Act or to programs or services for which parents/guardians gave consent.

Springfield Christian School and the National School Lunch Program will:

Ensure that only persons who are directly connected with the administration or enforcement of the Springfield Christian School and the National School Lunch Program and whose job responsibilities require use of the eligibility information will have access to children's eligibility information:

(Specify by name(s) or title(s)) \_\_\_Dr. Kirk Peterson, Superintendent; Mrs. Judy Loy, Principal; Mr. Aaron Clark, Lunchroom Coordinator; Mrs. Amanda Mounce, Secretary

Use children's free and reduced price eligibility information for the following specific purpose(s):

To determine eligibility regarding the NSLP free and reduced breakfast and lunch program.

Inform all persons that have access to children's free and reduced price meal eligibility information that the information is confidential, that children's eligibility information must only be used for purposes specified above, and the penalties for unauthorized disclosures.

Protect the confidentiality of children's free and reduced price meal or free milk eligibility information as follows:

(Specifically describe how the information will be protected from unauthorized uses and further disclosures, as well as how the information will be destroyed after use;) \_All forms and applications are kept in a locked closet/file cabinet in the main office of Springfield Christian School. Only the individuals above have access to the forms and applications.

**Description of Procedures to Transfer Meal Eligibility Information** (To be completed by receiving agency)

Describe the procedures for transferring students' meal eligibility information from the determining agency to the requesting agency/program so as to limit the number of individuals who have access to the information.

(Describe) \_\_\_Dr. Peterson has procured the services of Mealtime Point of Sale to transfer all confidential information and only Dr. Peterson has administrative rights to amend any information once uploaded to the POS. This information is not visible to the cashier at the point of sale.

**IV. EFFECTIVE DATES**

This agreement shall be effective from August 17, 2016 to June 1, 2017

**V. PENALTIES**

Any person who publishes, divulges, discloses, or makes known in any manner, or to any extent not authorized by Federal law (Section 9(b)(2)(C) of the National School Lunch Act; 42 USC 1758(b)(2)(C)) or a regulation, any information about a child's eligibility for free and reduced price meals or free milk shall be fined not more than a \$1,000 or imprisonment of not more than 1 year or both.

**VI. SIGNATURES**

The parties acknowledge that children's free and reduced price meal and free milk eligibility information may be used only for the specific purposes stated above; that unauthorized use of free and reduced price meal and free milk information or further disclosure to other persons or programs is prohibited and a violation of Federal law which may result in civil and criminal penalties.

**Program Administrator**

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Printed Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**School Principal**

Printed Name: \_\_\_\_\_  
Title: Supervisor of Food & Nutrition Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Lunchroom Coordinator**

Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**School Secretary**

Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

\*Any attachments will become part of this agreement.

**NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

This administrative guideline is established to assist in the proper implementation the Nondiscrimination and Access to Equal Educational Opportunity.

That policy states:

The Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

The School's Superintendent shall handle inquiries regarding the Board's non-discrimination policies and address any complaint of discrimination.



The School will identify, evaluate, and provide an appropriate private education to students with disabilities (i.e., students who have a physical or mental impairment that substantially limits one or more major life activities).

### **Sex-Based Harassment/Discrimination**

The United States Department of Education, Office for Civil Rights ("OCR") considers gender-based harassment to be a form of sex discrimination. In 2010, OCR stated:

Title IX prohibits harassment of both male and female students regardless of the sex of the harasser – i.e., even if the harasser and target are members of the same sex. It also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping. Thus, it can be sex discrimination if students are harassed either for exhibiting what is perceived as a stereotypical characteristic of their sex, or failing to conform to stereotypical notions of masculinity and femininity. Title IX also prohibits sexual harassment and gender-based harassment of all students, regardless of the actual or perceived sexual orientation or gender identity of the harasser or target.

Although Title IX does not prohibit discrimination based solely on sexual orientation, Title IX does protect all students, including lesbian, gay, bisexual, and transgender (LGBT) students, from sex discrimination. When students are subjected to harassment on the basis of their LGBT status, they may also be subjected to forms of sex discrimination prohibited under Title IX. The fact that the harassment includes anti-LGBT comments or is partly based on the target's actual or perceived sexual orientation does not relieve a school of its obligation under Title IX to investigate and remedy overlapping sexual harassment or gender-based harassment.

Courts have endorsed this interpretation of Title IX.

Administrators and professional staff are directed to thoroughly investigate any allegations of gender-based harassment.

Any questions concerning whether alleged conduct might involve gender-based harassment/sex discrimination should be promptly brought to the Superintendent's attention.

### **FACILITIES**

The educational program of this School shall be accessible to all students. All programs need to be designed and scheduled so the location or nature of the facility or area will not deny an otherwise-qualified student with a disability the opportunity to participate in the academic or other school program on the same basis as a nondisabled student.

Service animals for students who require this type of assistance shall be permitted access to all facilities, programs, and events of the District.

### **PROGRAM**

The educational program includes the academic and nonacademic setting. Each qualified, disabled student shall be educated with nondisabled students to the maximum extent appropriate. In the

nonacademic setting, the disabled student shall participate with the nondisabled students to the maximum extent appropriate.

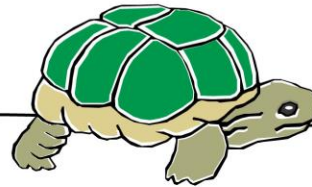
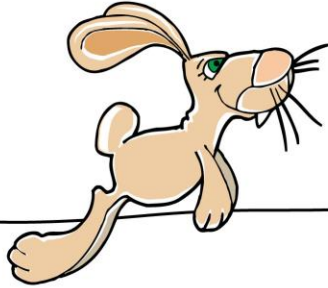
Each Principal shall verify that the procedures used with students and parents for selection of and participation in any part of the School's academic, co-curricular, or extra-curricular program do not discriminate on the basis of the Protected Classes.

### **COMPLAINTS**

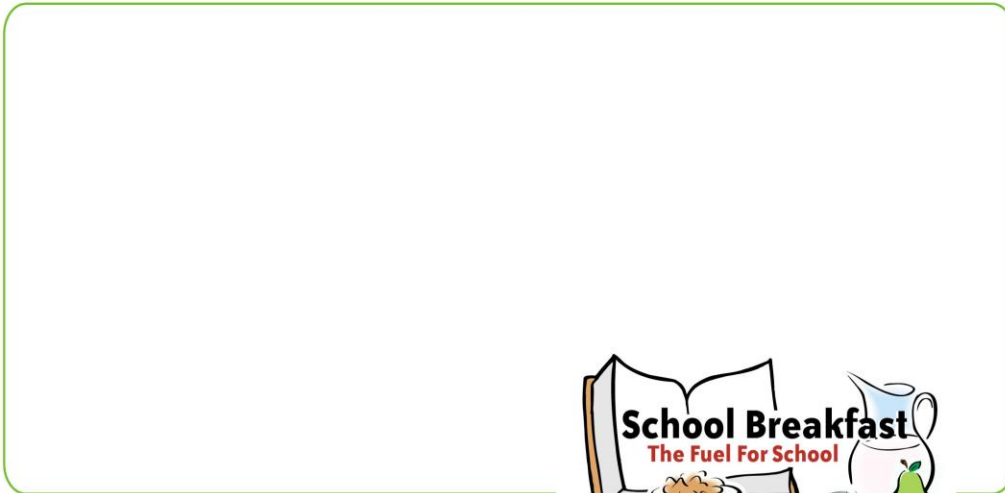
All complaints shall be handled in accordance with Policy and the complainant shall be informed that s/he may contact the U.S. Department of Education's Office for Civil Rights at any time.

**Ate**  
**School Breakfast**

**Didn't eat**  
**School Breakfast**



**EAT** SCHOOL BREAKFAST  
it gives you energy



# CACFP

## NON-DISCRIMINATION STATEMENT/POSTERS

### Effective: October 2015

Listed below is the updated Nondiscrimination Statement for use by sponsors. Websites and materials which are being reprinted should be revised to include this updated statement. Other materials should be updated as supplies are depleted and new printing is ordered.

All sponsors need to make sure the following statement is included in their parent handbook if the text refers to the Child and Adult Care Food Program (CACFP), any other Child Nutrition Program, or USDA by name or if information is included regarding any of the meals/snacks for which reimbursement is received. This statement is to be also included, in full, on all materials that contain the aforementioned programs names or meal references and are produced for public information, public education or public distribution.

### FULL STATEMENT:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

If the material is too small to permit the full statement to be included (such as flyers or brochures), the material will, at a minimum, include the statement in print size no smaller than the text. Please note that the use of the shorter condensed version is the exception, not the rule. If written materials previously had the longer statement on them they should again have the full statement when re-printed.

### CONDENSED STATEMENT:

"This institution is an equal opportunity provider."

## “AND JUSTICE FOR ALL” POSTER:

- At this point in time, USDA cannot provide updated “And Justice For All: posters.
- Until new posters are printed, sponsors are to continue to prominently display in a public place the same “And Justice For All” USDA poster at each site and at the agency office if at a different location. If posters and/or are needed in other languages, appropriate to the local population, please contact the state agency.

## Strategies to Benefit All Students When Needed

### *Instructional Modification Menu*

1. Use a study carrel
2. Set-up room dividers
3. Have student wear headsets to muffle noise
4. Seat child away from doors or windows
5. Seat child near model (parent teacher, peer, or sibling)
6. Vary working surface (e.g., floor or vertical surface)
7. Simplify, shorten, or amplify directions
8. Give both oral and written directions
9. Have student repeat directions
10. Have student repeat lesson objective
11. Change cognitive or difficulty level of question
12. Change response format (e.g., written to spoken)
13. Provide sequential directions
14. Use manipulatives or concrete materials
15. Alter expected objective criterion or proficiency level
16. Reduce number of items on assignments or tests
17. Highlight relevant or key words, phrases, and features
18. Use rebus (i.e., picture) directions
19. Provide more practice trials
20. Increase allocated time
21. Develop and teach a step-by-step strategy for the task
22. Change type of reinforcer (e.g., edible, tangible, activity, etc.)
23. Increase amount of reinforcer given at one time
24. Increase number of times child receives reinforcer
25. Delay reinforcement
26. Increase response wait-time after a question
27. Use specific rather than general praise
28. Have peer or sibling serve as tutor or checker
29. Provide frequent review
30. Have student summarize at end of lesson
31. Use self-correcting materials
32. Adapt test items for differing response modes
33. Provide tangible reinforcers
34. Provide tangible reinforcers
35. Establish routines for handing in work, etc.
36. Use timers to show allocated time
37. Provide visual cues (e.g., posters, banners, etc.)
43. Provide basic math fact list during math assignments
44. Use clock faces to show classroom routine times
45. Use dotted lines to line-up math problems or show margins
46. Provide transition directions between adjacent activities
47. Assign only one task at a time
48. Provide discussion questions before reading assignments
49. Use word markers to guide reading lines of text in books
50. Alter sequence of presentation
51. Enlarge or highlight key words on test items
52. Provide a daily or weekly assignment sheets
53. Post a daily or weekly schedule
54. Use graph paper for place value or during computation of digits
55. Establish rules and review frequently
56. Teach key direction words (e.g., circle, underline, define, etc.)
57. Allow student to use a pencil grip
58. Tape assignment paper to desktop surface
59. Shorten project assignments in daily tasks
60. Break directions down into segments
61. Number or order assignments to be completed
62. Place student's desk closer to black board
63. Incorporate wholesome, currently popular themes and characters into lessons
64. Repeat major points in a lesson before concluding
65. Use verbal cues while speaking (e.g., “One...two...,” “Don't write this...”)
66. Pause appropriately after emphasis points during lesson presentations
67. Change tone of voice (e.g., loud to whisper) and inflection (e.g., high to low)
68. Collect notebooks periodically to check accuracy of notetaking
69. Reorganize test so that items progress from easy to hard
70. Color code place value tasks
71. Use self-teaching materials
72. Do only odd or even numbered items on long assignments or worksheets
73. Use a typewriter or computer word processor
74. Provide organizers (e.g., cartons, bins) for desk materials
75. Teach student scanning and skimming skills for varied reading rates
76. Provide written summaries of content taught during lesson
77. Use peer-mediated teaching strategies (e.g., buddy system)
78. Call student's name before asking a question
79. Use extra line spaces between lines of text

38. Block out extraneous stimuli on written material
39. Tape record directions
40. Tape record student responses
41. Use a study guide
42. Provide critical vocabulary list for content material

80. Color code materials or directions
81. Provide calculators for higher order math problems
82. Circle math computation sign
83. Use hand signals to cue behavior (e.g., attention, responding)

Adapted from Instructional Modified Menu (pp.201-203) by S. Cohen (1993), *Effective Instruction: Principles and Strategies for Programs*, in B.S. Billingsley (Ed.), *Program Leadership for Serving Students with Disabilities*, Richmond, VA: Virginia Department of Education. Reprinted by permission.

## **WHAT CHRISTIAN PARENTS AND STUDENTS HAVE A RIGHT TO EXPECT FROM CHRISTIAN TEACHERS**

A teacher who:

- has a lot of love for the student.
- shows much individual care and appreciation.
- gives more individual attention.
- smiles frequently and means it.
- manifests enthusiasm for his or her work.
- exhibits a positive attitude (because the Lord is in charge).
- presents subject matter so that students can sense the “tug” of the Lord.
- exhibits much patience.
- knows the Word of God and uses it.
- relates everything to Christ.
- teaches ethics and shows the “why” of right or wrong.
- develops rapport between the families and the school.
- teaches hope through the power of the indwelling Christ.
- proves how faith strengthens.
- is thoroughly Christian.
- freely teaches of spiritual things.
- displays the joy of the Lord and explains where it comes from.
- engenders a Christian atmosphere by the Spirit of God
- manifests sensitivity to the needs of the child.
- share needs.
- whose strength and wisdom come from the Lord.
- loves and accepts the individual as he is.
- teaches with a positive Christian outlook.

- shows there is a Christian basis for life and living.
- gives a thoroughly Christian education, keeping Christ first.
- portrays the living Christ.
- exhibits maturity and knowledge.

## **Being Excellent in a Mediocre World**

By Larry Burkett

In response to the terrorist attacks on September 11, Americans saw unforgettable displays of excellence by the firefighters and police officers who responded, by the passengers who defied hijackers on United flight 93, and by the volunteers who did everything from sifting through rubble to giving blood.

On October 3, 23 saw another display of excellence by a Greyhound bus driver, whose throat was slit by a passenger. The bus went out of control and several people died, including the attacker, but the driver survived. Once the driver was able to talk again, the first question he asked concerned the welfare of his passengers.

Such people are the real heroes and role models of our society, and they are the people who make our country work. Like them, we Christians need to rise above the level of mediocrity and be excellent in all we do before this world. After all, our guidebook is the source of excellence – God’s Word.

We must conform to God’s standards, not Satan’s. Of course, God’s standards are not always pleasant, because they require discipline. But in the long run, discipline yields greater freedom, because it frees us to serve God even more. God’s boundaries are not there to test or to punish us. They are established because God made us and knows what truly gives us peace.

### **I owe you versus you owe me**

As workers, we must be careful not to adopt the attitude that “somebody owes me.” Thus, the last hour of each workday is not there to make the transition to home easier. A 10-minute coffee break should not extend to 30 minutes. And a half-hour lunch should not take an entire hour.

*“Whatever you do, do your work heartily, as for the Lord rather than for men” (Colossians 3:23).* God’s principles demand that, no matter what others are doing, we serve Him through every action we take.

### **Our “rights”**

The banner of some people is “we demand our rights.” Exactly what are our rights as Christians? The rights of servants.

Being a servant is not an appealing image to most Christians, but that is precisely what we are called to be. *“Do nothing from selfishness or empty conceit, but with humility of mind regard one another as more important than yourselves” (Philippians 2:3).*

### **Set some goals**

To avoid being mediocre, each of us must establish some minimum, godly goals. As a result, we cannot be content to “get by.”

This does not justify a Christian swinging to the opposite extreme and exhibiting a perfectionist attitude or abandoning God and family in the pursuit of “success.” It means establishing a balance. Excellence is not extreme; it should be normal.

We need to adopt a steward’s attitude about everything we do. In other words, no matter how unimportant our job seems, we still ought to do it thoroughly because we are stewards of that job.

*“Whether, then, you eat or drink or whatever you do, do all to the glory of God” (I Corinthians 10:31).* To accept less is dishonoring to God and demoralizing to us. The result will be a loss of credibility in the eyes of others and the chastening of the Lord.