

Sunnyside Christian School Student & Parent Handbook



811 North Ave.
Sunnyside, WA 98944
837-3044

www.sunnysidechristianschool.org

Brad Van Beek, Principal

Dear Parents and Students,

Welcome to Sunnyside Christian! We are happy to begin another year and invite you to assume your role as a parent or student of our school with excitement. It truly is **our** school; we are in this together. A private Christian school is an extension of the homes that support it. In our case, that means that we exist to help parents fulfill their responsibility to train their children in the light of God's Word. Teachers, administrators, board members, and all others involved in the day-to-day operation of the school cannot do this alone. We can support the teachings and beliefs of the Christian home, but we need those homes to support the school in turn. This partnership, combined with the work of Christian churches, will provide a quality educational environment for our students.

The guidelines and expectations in this booklet are one way for us to begin this year with positive communication. It is important for you to know and understand the direction of the school and its activities. Please read and review the contents of this booklet together. Many rules that are necessary for the smooth operation of this school are clearly stated. Please keep this booklet in a handy place for reference throughout the year. Occasional reference to this publication will answer many questions during the year, and will make it possible for you to save a phone call or note to the school. If you have any questions after reading this handbook, feel free to contact the office. Finally, we ask that you as a family will pray daily for Sunnyside Christian School - for the teachers and especially for the children who attend.

Sincerely,

Brad Van Beek
Principal

Table of Contents

Admissions.....	Page 4
Arrival and Dismissal.....	Page 4
ASB Cards.....	Page 4
Athletic Policy.....	Page 4
Athletic Agreement.....	Page 6
Attendance Policy.....	Page 7
Books and Supplies.....	Page 7
Bus Loading Zone.....	Page 8
Bus Service.....	Page 8
Cell Phone.....	Page 9
Closed Campus.....	Page 9
Communications.....	Page 9
Communications Policy.....	Page 9
Curriculum.....	Page 10
Devotions.....	Page 10
Discipline.....	Page 11
Dress Code.....	Page 12
Dropping and Adding Courses.....	Page 12
Gift Policy.....	Page 12
Health Care.....	Page 12
Homework.....	Page 12
Hot Lunch – Close Up.....	Page 13
Insurance.....	Page 13
Library.....	Page 13
Lockers.....	Page 13
Lost and Found.....	Page 13
Milk.....	Page 13
Music Activities.....	Page 13
Parent-Teacher Conferences.....	Page 14
P.E. Gym Shoes.....	Page 14
Progress Reports.....	Page 14
Report Cards.....	Page 14
Respect for Property	Page 15
Respect for Academic Integrity.....	Page 15
School Closure.....	Page 15
School Telephone.....	Page 15
Substance Abuse Policy.....	Page 15
Tardy Policy.....	Page 16
Weapons	Page 16
Chrome Book and Agreement	Page 16
Permission for Technology Use	Page 20
Social Media and Electronic Messaging	Page 21

ADMISSIONS

Sunnyside Christian School admits all children (regardless of race, color, sex, or national origin) whose parents are Christians, who show evidence of a genuine, positive interest in Christian education, and who subscribe to the statement of faith as established by this body. Procedures for making formal application require the completion of an application packet (available at the main office) and an appointed admissions interview.

ARRIVAL AND DISMISSAL

Regular school hours are from 8:30 a.m. to 3:03 p.m. (K-4) and 3:06 p.m. (5-8). Students who do not ride the bus are to arrive at school at or just after 8:15 a.m. Doors open at 8:00 a.m. (Teachers have preparations prior to schools opening.) Any special arrangements for early arrival are to be made through the principal. Such students are allowed to play outside or study in an assigned place until 8:30. All students should be out of the building by 3:45 p.m. unless they are at school for an athletic practice or other school functions.

ASB CARDS

All junior high student athletes are required to purchase ASB cards. Funds from the ASB card sales are used to purchase athletic equipment. Other junior high students are encouraged to purchase their ASB card since the card is required to obtain student ticket prices at most athletic contests.

ATHLETIC POLICY

I. Why an athletic program?

Sunnyside Christian School exists to educate for responsible discipleship. Athletics is one part of that education process. The purpose of the athletic program includes the following:

- A. Be aware of the potential God has given him/her to improve performance by consistent effort and dedication.
- B. Develop attitudes of self-discipline, self-motivation, and cooperation through team experiences.
- C. Develop the ability to win and lose graciously.
- D. Develop favorable attitudes and feelings which will help them function better in the world God has place them.
- E. Promote a sense of school spirit and unity among the students and school community.
- F. Provide wholesome and constructive activities in which young people can expend their physical energy and enthusiasm.
- G. Emphasize the quality of performance of each participant whether it is athlete, spectator, or supporting person.
- H. Develop greater skills.

II. Who establishes policies and guidelines?

The school and the WIAA establish policies and guidelines. The following is the structure at Sunnyside Christian.

School Board

Administrator/Principal

Athletic Director

Coaches

Players

III. What sports are offered?

A. Fall Sports

boy's soccer
girl's volleyball

B. Winter Sports

boy's basketball
girl's basketball

C. Spring Sports

boy's baseball
girl's softball

IV. Policy Of Interschool Athletics

Students in grades seven and eight participate with other schools in athletic competition. Interscholastic sports consists of volleyball, basketball, and softball for the girls; and soccer, basketball and baseball for the boys.

The following policies concerning athletics have been instituted.

1. Representation on all teams, which compete on an interschool basis, shall consist of members from grades seven and eight. Sixth grade students will be used only if there are not enough students in grades seven and eight to constitute a team.

- A) The athletic teams are not to be confused with the school's physical education classes. Participation on all athletic teams is on a volunteer basis while physical education class is mandatory.
- B) Sunnyside Christian School maintains a no cut policy. Any student who wishes to participate and meets eligibility requirements, will be a member.
- C) Participation in extracurricular activities at Sunnyside Christian School is a privilege, not a right. Students, as representatives of the school, must also express its goals and ideas.

Students who demonstrate lack of respect to fellow students or authority, demonstrate poor attitudes, or do academic work below their level of ability may lose the opportunity to participate in extracurricular activities. When any of the above occurs, the athletic director will give notification of probation to the student and his or her parents. Lack of improvement will result in a suspension from all extracurricular activities for a one-week period; permission to participate in extracurricular activities will not be granted until improvement is obvious.

2. A feeling of worth will be developed in each student through a significant amount of playing time per season.
 - A) Starting line ups will be determined by ability, effort, and attendance of practices, and is strictly the decision of the coach(es).
 - B) Because of the larger number of active participants on volleyball, soccer, softball and baseball teams, all seventh and eighth grade members of those teams can expect playing time in every game. The goal of Sunnyside Christian School is that everyone plays; as even amount as possible. The coach determines playing time
 - C) Because there are fewer participants on a basketball team, playing time may not be distributed as evenly. Our league, the Yakima Valley Gold League, of which we are a member, has a second quarter rule which states: "Only non-starters will play in the second quarter. Any changes in the second quarter rule made will be made prior to game day by mutual agreement of both coaches. EXCEPTION: Nine or less suited players- you can rotate in starter for starter, unless non-starters leave due to fouls or injury." This is the stand that our league has taken to encourage equal playing time for all the participants.
3. School attendance: The participant must be at school by 12:00 noon in order to either practice or play that afternoon. Exception: Activity that has received prior approval from the athletic director.
4. Schoolwork: Understanding that academics come before interscholastic athletics, the teacher has that right to withhold a student from participating from either practices or games. This information will be explained to both the athletic director and the principal and communicated to that student's parents.

5. Questions → Please speak with the coach first, and then if there are more questions, feel free to speak to athletic director.

SCS JR. HIGH ATHLETIC AGREEMENT

Sunnyside Christian has an athletic code for all participants. We need to work with each other to prevent players from becoming ineligible due to academic or behavioral concerns. We also need to have a commitment from all participants, (students, parents, coaches) that they will abide by the policy. Please sign this agreement and return it to the school office before the athletic season begins.

Academic Code for students:

1. Grades are reviewed every week during a particular sports season.
2. Student must be obtaining a passing grade in every subject
3. Student must maintain an overall average of C- or higher. (This requirement may be waived if student is doing their best in all of their classes and still has an average below C-.

Punishment for Academic Violations:

1. First violation will mean a one week suspension from games.
2. Second violation will be an additional week suspension.
3. Third violation will be a suspension for the remainder of that sport.

Conduct Code for students:

1. No smoking or use of tobacco on or off campus at any time.
2. No use of non-prescribed drugs on or off campus at any time.
3. No use of alcoholic beverages on or off campus at any times.
4. No conducting yourself in a way to bring dishonor to Christ or the school.
5. No "hazing" or any other harassment of fellow students- especially underclassmen.
(Note: Coach, Athletic Director, and Principal will use discretion on #4.)

Punishment for Conduct Violations:

1. First violation of conduct code will mean suspension of 1/4 of the games for that particular sports season.
2. If less than 1/4 of games are missed athlete will miss 2 games of the next sport in which he/she is a participant.
3. After first violation athlete will be on a 12 month probation. A second violation within the 12 month period will mean a 12 month ban from extra-curricular activities.

Support Agreement

1. Coaches will agree to conduct themselves as to be a model of good sportsmanship.
2. Coaches will also help each participant develop a sense of self worth by monitoring playing time, making sure that all participants participate. The athletic director will distribute other guidelines for each sport to each coach at the beginning of each season.
3. Students will agree to all of the policies of the school that pertain to athletics (detailed above)
4. Parents agree to support the students, coach and school in this total process. If questions arise, parents will follow the communication procedure of this school that is detailed later in this handbook.

Sport _____.

Athlete Signature _____.

Parent Signature _____.

Coach Signature _____.

ATTENDANCE POLICY

When school is in session, students are expected to be in school. The value of attendance at school is an important aspect of educational training since it fosters positive, proper attitudes about responsibility towards the tasks at hand. Your task is that of a student at this particular point in your life. The following assumptions are made regarding attendance at Sunnyside Christian School.

1. Daily attendance takes precedence over anything else that might be interpreted as interesting, educational, convenient, or desirable.
2. Daily attendance fosters the attitude that, "This is the most important job for me at this time. I must be there."
3. Learning takes place each day in both written assignments and discussion. Simply making up the work cannot recapture learning.

Maximum Absence

If a student is absent from a class more than 15 times during a semester, credit for that class may not be awarded. Unusual circumstances surrounding extended illness or injury will be given proper consideration.

Excused Absence

1. Personal illness, death or serious illness in the immediate family, appointments at the doctor, dentist, etc. Every effort should be made to schedule appointments before or after school hours. A note signed by the parent stating the specific reason for the absence is required. In the case of illness the note may come after the fact. In the case of appointments the note should come before the dismissal.
2. Other absences requested by parents will be honored. The request should be made in advance, at least three days if possible. As much as possible the student should make up work before leaving and continue to do work while absent. A note requesting the excused absence and stating the specific reason for the absence should be sent to school ahead of the absence.

Truancy

Any student caught skipping a class or classes will be disciplined by making up the equivalent time skipped after school. All work missed will be made up without credit.

BOOKS AND SUPPLIES

Most textbooks are provided for the students. Students are required to keep the school's books neat and return them in good condition at the end of the school year. Students are responsible for the books assigned them. Fines issued for the replacement of unreturned or abused books are as follows:

- A. Non-consumable hard cover texts:
 1. Used 1 year with severe damage or no longer usable.
-Replacement of the text.
 2. Used 2 to 5 years with severe damage or no longer usable.
-2/3 of replacement value of text.
 3. Used 5 years or more with severe damage or no longer usable.
- 1/3 of replacement value of text.
- B. Non-consumable soft cover texts:
 1. Used 1 year with severe damage or no longer usable.
-Replacement of the text.
 2. Used 2 to 3 years with severe damage or no longer usable.
-2/3 of replacement value of text.
 3. Used 4 years or more with severe damage or no longer usable.
-1/3 of replacement value of text.
- C. Fines are at the discretion of the administrator.

BUS LOADING ZONE

For safety reasons, students who ride buses should go from their last class directly to their assigned bus and stay there. Once a student boards the bus, they will be required to stay on the bus. Parents who pick up their child(ren) from school should park only in the east lot. The north lot is for bus traffic only. Please give top priority to the exit of the buses from the lot. All cars should not use the shared exit from the lot until the buses have left school for the day. There is a tremendous amount of responsibility transporting kids to and from school each day. Sunnyside Christian School asks for your continual prayers for God's safety and care for the drivers and students.

BUS SERVICE

It is the intention of the School Board to provide the best service to the most people for the lowest possible cost. Every possible attempt will be made to provide service fairly. Normally, those students that are first on the bus in the morning will be the first off the bus in the afternoon. Revised routes will be established each summer before the year begins. Questions regarding bus routes should be directed to the Bus Committee Chairman, Bus Supervisor, or Administration. **Riding the bus is a privilege, not a right. Please follow these basic rules.**

1. The driver is in full charge of the bus and pupils. Passengers must obey the driver promptly and willingly.
2. Students must remain seated at all times when the bus is moving. Feet should be kept on the floor.
3. It is necessary that noise and talking be kept down. The driver must be able to hear horns, train whistles, etc.
4. Drivers may assign seats if necessary. Students must willingly share a seat with other students.
5. Students are to assist in keeping the bus clean by keeping waste paper, etc. off the floor. The privilege of eating on the bus may be taken away if students don't cooperate with keeping the bus clean.
6. Absolutely nothing may be thrown in the bus or out of the window.
7. For safety; head, arms, and feet must be kept inside the bus at all times.
8. Pupils must cross the highway only in front of the bus.
9. Pupils who must walk for some distance along the highway must walk on the left-hand side, facing on-coming traffic.
10. Anything that might cause injury to any passenger must not be taken onto the bus, including animals. Exception - written permission.
11. Emergency doors are to be used only in case of emergency.
12. Normally, students may leave the bus only at their regular stop. Please request exceptions with a note from your parents.
13. Waving, gestures, etc. to people outside the bus are usually in poor taste, and often misunderstood. Avoid these actions.
14. Students are responsible for keeping the aisle clear when others are loading or unloading.
15. The sign on the outside of our buses says **Sunnyside Christian School**. Please conduct yourself on the bus in such a way as to bring honor to our school.

Transportation Policy

1. Sunnyside Christian School guarantees bus service to all its families; however, SCS does not guarantee door to door bus service.
2. All students are required to ride the bus they are assigned at the beginning of each school year. If students are going to a classmate's house after school the child must have a signed note requesting this change. No Note (or phone call) means the child will be placed on his/her regular bus, and be dropped off at their regular stop!

CELL PHONES

Students may bring cell phones to school, however, from the first bell at 8:30 until the end of school at 3:06 students may not be in possession of them. They need to be kept in their locker. The school will provide a lock to help guard important items. If students are seen with cell phones the following procedures will be followed:

1. First Offense- Phone will be taken away and given to homeroom teacher who will keep it until the end of the day.
2. Second Offense- Phone will be given to the homeroom teacher who will keep it until the end of the day. The student will have to pay a \$5.00 fine to retrieve it.
3. Third Offense- Phone will be given to homeroom teacher. Parent will need to retrieve it from the teacher.
4. Fourth Offense- Phone will be taken away and given to the principal. It will be kept in office until the end of the school year.

CLOSED CAMPUS

All grades at the elementary building are under the closed campus rule. Closed campus means the students will remain on the school grounds during the regular school day unless a teacher supervises them. The students are restricted to the campus from the time they arrive at school (bus or car) until after the buses leave in the afternoon. If you want your child to leave campus during the school day please have a signed note stating the reason. Students need to be checked out at the school office (please DO NOT go directly to the classroom) and must have a parent escort to leave.

When students remain at school after school hours for an athletic or other event, the same rules apply. In other words, students may not be allowed to walk around the neighborhood to various stores, etc. if they remain at school. We take our responsibility for our students very seriously.

For safety concerns all outside entrances are locked during school hours. All visitors and parents need to use the front entrance and report to the school office.

COMMUNICATIONS

The weekly Newsletter is the primary source of information for parents. Please watch for this publication every Thursday afternoon via "kid mail".

The Newsletter contains information to keep the constituents aware of school activities, schedule changes, calendar events, special announcements, and items concerning in-house matters.

The Torchlight is published two times during the year. It is a more in-depth form of communication about school policy, financial, and special program matters. The Torchlight is sent to all constituents on our mailing list. If you are not currently receiving this communication, please call the office.

COMMUNICATIONS POLICY

From time to time in the life of an organization, conflicts or questions may arise. If this occurs on the part of the school staff, they have been instructed to bring the matter directly to the attention of the parents. If this happens on the part of the parents, we ask that you do the same, that is, bring the matter directly to the person(s) involved. School board members individually do not have authority to deal with day-to-day school matters. Their role is to determine policy for the school, to employ individuals to carry out that policy, and ultimately to become involved with conflicts on the full board level that have followed the proper procedure. That procedure is:

1. Parent makes initial contact with the teacher.
2. Parent contacts the principal if the parent/teacher conference is not satisfactory.
3. Parent contacts the Education Committee if the parent/principal conference is not satisfactory
4. Parent contacts the School Board if the parent/Education Committee conference is not satisfactory.
5. The decision of the School Board is final.

CURRICULUM

The following flow chart tells which subjects are taught in which grades:

<u>GRADE</u>	K	1	2	3	4	5	6	7	8
<u>SUBJECT</u>									
Bible	x	x	x	x	x	x	x	x	x
Reading/Language Arts	x	x	x	x	x	x	x	x	x
Math	x	x	x	x	x	x	x	x	x
English	x	x	x	x	x	x	x	x	x
Social Studies	x	x	x	x	x	x	x	x	x
Science	x	x	x	x	x	x	x	x	x
Spelling/Penmanship	x	x	x	x	x	x	x	x	x
Computer/Keyboarding	x	x	x	x	x	x	x	x	x
Physical Education	x	x	x	x	x	x	x	x	x
General Music	x	x	x	x	x				
Choir/Band						x	x	x	x
Art	x	x	x	x	x	x	x	x	x

DEVOTIONS

The teachers meet together at least once each week for staff devotions. This is one way of building and strengthening the spiritual unity of the staff.

The students in each of the grades have prayer and devotions in their individual rooms daily. Grades K-2, 3-5, and 6-8 assemble monthly for special devotional and singing exercises. These times of worship provide opportunity for the students to actively become involved in the planning and participation of the service.

All-school chapels are held monthly, usually in the fourth week. These chapels, which are planned and organized by the teachers, are publicized in advance so that constituency may also attend.

DISCIPLINE

The Sunnyside Christian School strives for corrective discipline through a process of reconciliation and healing. We also feel that even though the home assumes the main responsibility for discipline and for teaching correct social behavior, the school also needs to be involved. It is our desire to help the corrective process through the following guidelines.

1. Confront in love.
2. Reason together.
3. Exercise justice and mercy.
4. Promote restoration.

For repeated, thoughtless, or careless disregard for class or school regulations, a student will be required to spend time in detention during school and/or after school. The following discipline options will be followed to help correct and redirect the misconduct of the student. We expect the cooperation of the parents to help enforce the consequences of the misconduct.

1. In-school detention: In-school detention means the student will spend a noon hour in the detention classroom, doing assigned work by the supervisor.
2. After-school detention: If in-school detentions are not effective, or if the teacher or administrator determines that the situation warrants it, an after school detention will be given. Parents will be contacted to arrange for transportation.
3. In-school suspension: The student will be separated from all classes, free time, special activities and events. The student will still be expected to complete all missed assignments during the suspension. Parents will be informed. A conference may be necessary before the student's return to class.
4. Suspension: At the discretion of the principal, a student may be removed from the school scene for a period of one to five days. All missed work must be made up. Grades may be reduced in all classes. Parents will have to meet with the administrator and the student at the end of the suspension to review past conduct and make a plan for future behavior.

We will be in communication with the parents at various times during the discipline process through phone calls and/or letters, and expect parental support and cooperation.

Further suspension information: When other forms of corrective action fail, or in the event of extreme behavior, the principal is authorized to suspend a student from school activities for a period not to exceed five (5) days. The suspension may be served at school during school hours, or may be served at home. Prior to suspension, the following procedure will be used:

1. Reason(s) for the suspension will be discussed with the student.
2. The student's parents or legal guardians will be informed of the reason(s) for the suspension and the duration of the suspension.
3. The suspension will be reported to the Educational Committee of the School Board.

Expulsion:

When all other forms of corrective action have failed, the School Board may expel a student. Parents or legal guardians may petition the School Board to allow the student to return to school. The ultimate decision of the School Board is final.

DRESS CODE

Guidelines for appropriate dress are difficult to establish because of varied interpretations. Generally, the responsibility for dress rests with the parents; however, the school also has a responsibility to make sure that its students follow an established code designed to conform to the attitudes and feelings of the total constituency. School dress should be appropriate for the occasion, and should reflect our Christian witness.

- A. School clothing should be neat, clean and in good taste. This prohibits styles that are too short, tight, or baggy. Tops should be long enough to avoid a midriff and should cover the entire shoulder. This means tank tops and sleeveless shirts are not allowed! Clothes should not have questionable slogans and/or sayings. Chains that hang from pockets, etc. are not acceptable accessories.
- B. Caps with non-objectionable sayings may be worn during recess, but not during class time.
- C. Students in grades K-8 may wear shorts to school during the first and last quarter of each year. If you question the weather send appropriate clothes along to school, as students will not be allowed to call home for a change.
- D. Questions concerning the dress code are to be addressed to the school's administrator. If the attire is determined to be a distraction, the student will be asked to make arrangements to obtain more suitable clothing before they complete the rest of the school day. Time missed from classes will be made up after school.

DROPPING AND ADDING COURSES

The normal course of study in our elementary school is prescribed for each student. However, several choices are available for junior high students...centering on choir and band. The dropping or adding of such courses requires the approval of the student, parents, teacher and the school administrator. Students may not leave or join these courses after the first two weeks of the semester.

GIFT POLICY

Students who give gifts to each other should do so outside of school in order to avoid hard feelings on the part of friends and classmates who are not included. All invitations to parties, etc. should also be conducted outside of the school setting for the same reason. If things do happen at school such as birthday treats or valentine cards, they must be extended to the complete class. Please make arrangements with the classroom teacher if treats are distributed. They will advise you of the best time so it will not interfere with the educational process of the students.

Gifts from parents or other people that are delivered to students, (balloons, flowers, candy, etc.) distract greatly from the educational atmosphere and will be held in the school office until the day is finished. Please have such gifts delivered to the student's home.

HEALTH CARE

Good health care begins at home. Stress to your children the importance of proper nutrition, rest, cleanliness, and neatness. The student's ability to learn is greatly enhanced when their health care needs are attended to. Our bodies are temples of the Holy Spirit, and the care we give our bodies is a vital part of education.

Each year different grades of students are given vision and hearing tests. The State of Washington requires that each student complete a series of immunizations prior to, and at various stages of enrollment. Immunization forms are available at the office.

HOMEWORK

Students in lower grades generally will be given enough time to complete the majority of their school work during the school day. Students in intermediate grades may have homework in some subject areas. Students in grades seven and eight can expect homework on a regular basis.

HOT LUNCH - CLOSE UP

The junior class from the high school will sell various lunch items on Tuesdays, Wednesdays, and Fridays as fundraisers for their spring Close-up trip to Washington D.C. Prices will be published at the beginning of each year. Send appropriate money on the morning of the hot lunch if you wish to have your child participate.

INSURANCE

Student accident insurance is available through an insurance company chosen by the school for this purpose. Brochures and information are available at the beginning of the school. Students involved in interscholastic athletics are required to take the student insurance unless you provide proof of a comparable family insurance. Once enrollment is complete, please communicate directly with the insurance company if there are questions concerning coverage or claims.

LIBRARY

The library is a quiet place for research and is a storehouse of books, magazines, and other media. The library at the elementary building is staffed and maintained by volunteers. If you would be willing to share your time in this service please contact the school office. The students are given a half-hour period in the library each week to check out and renew books. The classroom teachers take their classes in for research and other projects throughout the week. Students may check out books for a two week period. If a book is lost or destroyed the student must pay the depreciated value of the book.

LOCKERS

Each student in grades six, seven, and eight will be assigned a locker at the beginning of the school year. The students are responsible for the neatness and care of the locker assigned to them. They are not allowed to put anything on or in the locker, which would be damaging to this equipment. The lockers are subject to locker checks by the teacher or administrator at any time.

LOST AND FOUND

Articles found anywhere on the school grounds, in the school building, or on a bus should be turned in to the office. Unclaimed items will periodically be donated to the Christian School Thrift Shop.

MILK

Milk is purchased on a yearly basis and is served daily to the students at a very minimal cost. Sign up for either white or chocolate milk will be done at the time of payment. This service is optional for the students.

MUSIC ACTIVITIES

A music education program is conducted in grades K-8. The lower grade (K-4) general music program consists of developing a foundation in the major areas of music: listening, singing, playing, moving, creating and reading music. The next step is the refining of these music skills and broadening one's musical tastes.

5th-8th grade students are included in this step through choir.

5th-8th grade students also have opportunity to be involved in our band program. 5th grade students begin work with a band instrument and become involved in beginner's band. Grades 6-8 are involved in the junior high band.

Students in grades 7-8 should sign up for choir and/or band at the beginning of each semester and will be required to participate in the choir and/or band for the complete semester. SCS encourages students to be involved in both band and choir. All students in grades 7 and 8 are required to participate in band, choir, or both.

Students involved in the junior high band and in the 7th-8th choir are required to be at all concerts in which they perform. Failure to attend these performances without the permission of the director will result in a grade deduction.

Students NOT participating in both band and choir will be required to participate in the "Accelerated Reader" computer program 1 1/2 times per week.

Band Requirements:

Band students will be expected to spend time practicing their instrument each week at home. The band instructor will set total time expected of each band level. The band instructor will also set the recording of practice time and parent verification of practice time expectations. Students will receive this information in class.

Band students will be required to take sectional lessons at school on their scheduled day. Sectionals may be during the noon hours or before school. In this case, the student will be expected to give up a part of their free time each week.

Band students are required to have their instruments and music at school each day that they have mass band or sectional lessons. Consequences for no instruments or music will result in loss of points for their grade, or they will make-up time, or both.

PARENT-TEACHER CONFERENCES

A formal parent teacher conference is held each fall. Both parents are urged to attend the conferences as we discuss your child's educational progress. Spring conferences are scheduled by either parent or the teacher. Parents who wish to contact the teachers are encouraged to call the teachers after school to arrange an appropriate time to meet.

P.E. GYM SHOES

All students in grades K-8 must have a separate pair of tennis shoes available for use in P.E. classes. These shoes may be either new or used, but they must be clean, as they will be worn only in the gym.

Shoes will be carried to the gym and will be put on there. The P.E. teacher will carry out supervision while students are changing.

Any student who fails to have this separate pair of shoes available on P.E. days will be asked to watch P.E. activities from the bleachers. The teacher will make a note in the record book and a subsequent reduction of the student's grade will occur following the third policy infraction.

Students will be given adequate time to change back into street shoes following P.E. activities. They will carry their P.E. shoes back to the classroom and will thus be ready for future P.E. classes.

PROGRESS REPORTS

Teachers will send progress reports home to all students during the fifth week of the first marking period. Progress reports will be sent home during the fifth week of each succeeding marking period to only those students who are not doing satisfactory work, or to inform parents of good work or increased effort in their classes. Junior high students will receive progress reports to inform them of their eligibility for interscholastic sports (refer to athletic policy for criteria).

REPORT CARDS

Report cards are issued the week following the end of each quarter and are sent home with the students. Parents should carefully consider and discuss the card with their child before they are signed and returned to school. The report card may be kept after the last reporting period.

THE FOLLOWING SYSTEM IS USED FOR GRADING IN GRADES 3-8

- A: work of outstanding quality, superior
- B: good work, above average, demands are met
- C: average work, required work is done satisfactorily
- D: below average, incomplete work, work inconsistent
- F: failing work, no credit, unsatisfactory progress

GRADING SYSTEM K-2

- S: Satisfactory progress
- I: Improvement shown
- N: Need for improvement
- U: Unsatisfactory

RESPECT FOR SCHOOL PROPERTY

Respect for school property and materials are a high priority. Any school property broken or damaged by students is to be repaired or replaced by student(s) involved. We have beautiful facilities and we will not tolerate any unusual abuse.

RESPECT FOR EVERYONE'S PROPERTY

Theft of or deliberate damage to anyone's personal property or school property will result in disciplinary action. Recurring and/or severe problems may result in expulsion.

RESPECT FOR OUR ACADEMIC INTEGRITY

Academic dishonesty destroys the integrity of each student involved and threatens the integrity of the entire school. Students who cheat will be given a "0" grade for the specific activity and their parent/guardian will be notified.

SCHOOL CLOSURE

School will be canceled or delayed if the weather is inclement or the road conditions are dangerous. If school is delayed the starting time will be announced on our school website and on our Facebook and Instagram pages. Announcements are also made on Tri-Cities KNDU and KIMA Television stations.

SCHOOL TELEPHONE

The school telephones are for school business. Students will not be allowed to use the school phone unless it is related to class work and permission is granted from their teacher. Unless there is an emergency, messages from home will be relayed to the students between classes.

SUNNYSIDE CHRISTIAN SCHOOL IN SCHOOL SUBSTANCE ABUSE POLICY

Sunnyside Christian School is interested in promoting values and behaviors that are consistent with the Kingdom of Christ. Any student in possession of, using, or contributing to the use of unprescribed drugs or alcohol at school or at any school function in which Sunnyside Christian is involved, shall be subject to school discipline.

All classes at SCS emphasize and promote the responsibility to take care of the bodies that God has given them and to provide information and activities, which promote non-use of chemical substances.

The sixth grade class is involved with a very intense "Just Say No" program, which offers a Christian perspective on substance abuse.

DISCIPLINE

The possession and/or use of alcohol, tobacco, or controlled substances are prohibited by law and by this school. All of these substances are banned from school campuses and off campus school activities. Violation of this policy will result in school discipline and may result in the involvement of civil authorities.

1. First Offense

- a. The principal will notify the parents/guardians and request an immediate conference.
- b. The principal will suspend the student for a period not to exceed five(5) days. At principal's discretion, part or all of this suspension may be in-house.
- c. The principal may recommend or require that an outside certified drug and alcohol counselor for a professional assessment at student/parent expense see the student.
- d. Reinstatement following any suspension will not occur without a request from the parent/guardian. Parent/guardian along with the student may be asked to meet with the Education Committee/Board before reinstatement is issued.
- e. As a condition of re-admittance to school, student and parents/guardians may be required to attend follow up classes, group sessions, and/or treatment sessions, for those affected by drug and alcohol in their lives. This would be at parent/student expense. Other factors

affecting readmission would include results of the assessment and the appearance of a heartfelt repentance by the student and their commitment to counseling.

- f. The student's work and extra-curricular status will be determined in conjunction with the family, administration, counselor, and other school policies.

2. Second Offense

- a. The principal may follow the same procedures as set for a first time offense or the principal may recommend to the Board permanent expulsion for a second offense.
- b. All class trips, including the Junior Class CloseUp trip, will be revoked for the individual(s) involved.

LAW ENFORCEMENT

A student who furnishes and/or sells alcoholic beverages, illegal drugs, controlled substances while on school grounds, going to or coming from school, during lunch period whether on or off campus, during or while going to a school sponsored activity will be referred to law enforcement authorities. The principal will immediately suspend the student and may recommend permanent expulsion to the School Board.

TARDY POLICY

Punctuality is a part of proving responsibility and self-discipline. A student arriving late to class disturbs the class in session and misses out on instruction. It is important for each student to arrive on time to school in the morning and to be in the classroom with materials ready for class when the tardy bell rings.

WEAPONS

Knives, guns, and any other dangerous weapons are strictly forbidden on school property. Violation of this policy will result in the confiscation of the items and school discipline. SCS adheres to the national mandate of the Zero Tolerance Policy.

Sunnyside Christian School Chromebook Policy and Agreement (Grades 3-12)

Introduction

Sunnyside Christian School ("SCS") is committed to providing a Chromebook for every student in grades 3 through 12 beginning with the 2020-21 school year. SCS' goals in providing a Chromebook to each of its students in these grades during the COVID-19 pandemic include having the ability to continue providing a Christian education for students, classrooms, and/or the entire student body if in-person instruction is temporarily suspended to prevent the spread of the virus and also for SCS families who elect to use SCS' distance learning coordinator rather than participating in SCS' in-person education. However, SCS' goals are not limited to the pandemic. SCS intends to continue providing Chromebooks beyond the pandemic as they can be powerful tools that can be used to effectively prepare students to be effective servants of Christ in a contemporary society.

The Chromebooks and related hardware, software, and accessories are SCS property, and their use must be in accordance with this Chromebook Policy and Agreement. The Chromebook user should have no expectation of privacy. With privilege comes responsibility, and as a condition of use, students and parents will sign this Chromebook Policy and Agreement and comply with the policies, safeguards, fees, and care and best practices listed below.

Policies

1. The following students may bring their Chromebooks and charging cords to and from SCS each school day, provided that such privilege may be revoked by SCS for any student at any time:
 - a. All students in grades 9 through 12.
 - b. Students in grades 5 through 8 if and only if the parents of the students within a classroom are notified in writing by the classroom teacher that the students may bring their Chromebook home.
 - c. In addition, during the COVID-19 pandemic*:
 - i. Any student who is asked not to return to school for a period of time because they have a suspected or confirmed case of COVID-19 or because they have been in close contact with someone who had a confirmed case of COVID-19.

- ii. Any student within a classroom that has in-person education temporarily suspended by SCS, the local health officer, the State Department of Health, or any other government agency.
- iii. All students in grades 3 through 12 if SCS's in-person education is temporarily suspended by SCS, the local health officer, the State Department of Health, or any other government agency.

*The parent or guardian of any such student shall contact SCS administration, the classroom teacher, or the distance learning coordinator to arrange for the pickup of the Chromebook from SCS. This may include leaving the Chromebook at a designated drop-off location at a specified time.

2. The following students shall leave their Chromebooks and charging cords at SCS:
 - a. Students in grades 5 through 8 unless (1) their classroom teacher provides written notice to the students' parents or guardians that Chromebooks may be taken home; or (2) any one of the COVID-19 pandemic situations described in 1(c) above takes place.
 - b. All students in grades 3 and 4 unless any one of the COVID-19 pandemic situations described in 1(c) above takes place.
3. Those students who do bring their Chromebooks to and from SCS are expected to bring their Chromebooks to school each school day, fully charged and ready to use.
4. If a student forgets his/her Chromebook and their teacher wants them to use it, they can borrow one from SCS if a Chromebook is available. Students may be able to do this twice per semester with no consequences. After two times, however, they may receive a tardy from their teacher for not being prepared for class. This eventually may lead to a tardy detention or other consequences.
5. As of the beginning of the 2020-21 school year, SCS is only providing Chromebook cases to students in grades 9 through 12. The technology committee would like to provide Chromebook cases to students in lower grades if classrooms allow Chromebooks to be taken home or if any one of the COVID-19 pandemic situations described in 1(c) takes place. However, affordable cases were difficult to obtain in the fall of 2020.
6. SCS understands that some students may already have a Chromebook or other laptop. However, SCS has purchased educational programs that allow for teacher and student interaction that will only work on the school-provided Chromebooks. In addition, school-provided Chromebooks are linked to monitoring and filtering services intended to improve student safety. Therefore, students should keep personal devices at home.

Safeguards

1. Each Chromebook has been joined to our domain through the Google Chromebook Management Console. This means that if someone tries to login and use one of our devices with a username that is not in our domain, it will not function.
2. All internet traffic on the Chromebooks routes through SCS' internet filter. This means that no matter where the student attempts to access the internet, it will be as if they are on our campus and the internet sites will be filtered in the same way.
3. In addition to being filtered, all internet traffic may be logged. This means that SCS may be able to see which user attempted to access a particular site at a given time. When a user attempts to view an inappropriate site or uses an inappropriate keyword, this may be flagged for SCS' attention, making it possible to communicate with the student and his/her parents about the incident. SCS is using the GoGuardian Admin, GoGuardian Teacher, and Gaggle management systems for device monitoring.
4. We have locked out the Google store (Google Play). If there are apps (applications) that we need to add to student accounts, the staff can do so using the Google management console.
5. While students do have a Gmail (email) account, at this time the mail can only be sent to and received from other users within the sunnysidechristianschool.org domain. In addition, students in grades 3-8 will only be able to email their teacher and support staff (e.g. academic support coordinator, administrators, etc.). Other restrictions on application use have been set for the purposes of safety and stewarding time.
6. Email messages on the system may be logged and archived.

Fees

1. For the 2020-21 school year, there will not be a technology fee charged. This was done in part to provide financial assistance to SCS parents or guardians during the COVID-19 pandemic. However, SCS may assess a technology fee in subsequent school years to cover part of the purchase costs of the Chromebooks as well as management software and hardware, infrastructure, and staffing.
2. If there is accidental damage to a Chromebook, but it is able to be repaired, students will be charged a \$15 per incident fee plus the actual cost of the replacement parts. Current example replacement part costs range from \$12 for a new set of hinges to \$62.50 for a new screen. Part replacement costs will vary over time and will depend on the model of Chromebook.
3. Lost power cords or cases will need to be replaced at cost (approximately \$30 per cord and \$10 per case)
4. If the Chromebook is damaged beyond repair or lost/stolen, there will be a \$200 charge to replace it.
5. Regarding these fees, there may be some slight damage that students do not report because the Chromebook is still functional. However, at the end of the school year, students will return their Chromebooks. At that point, we will assess any damage and students will be charged for any necessary repairs to restore the Chromebook to its original state.

Care and Best practices

1. The Chromebooks belong to SCS and will need to be returned to SCS at the end of each year. However, each student likely will be assigned the same Chromebook in subsequent years.
2. We will provide a protective case to avoid damage in some situations. Please use the case whenever possible (e.g. when taking the Chromebook to/from school, and even during the school day between classes).
3. Do not pick up the Chromebook by the screen. This is likely to result in a cracked screen and/or broken hinges.
4. In general, it is safest to carefully close the lid to move the Chromebook and to carry it with two hands.
5. Be sure not to put objects on the keyboard. If the lid (screen) is closed with something on the keyboard, this can easily damage the screen and hinges as well.
6. Avoid exposing the Chromebook to liquid (via spills or submersion). This is likely to damage the electronics inside and result in a total replacement.
7. Avoid extreme heat or cold. Leaving the Chromebook in one's car is not a good idea.
8. Avoid placing items on top of the Chromebook. It is not built to handle a lot of weight.
9. Take measures to avoid dropping the Chromebook.

Acceptable Use of Technology

1. Using the network for any illegal activity, or non-permitted activities such as downloading personal programs or software.
2. Using the network for accessing any inappropriate sites or attempting to access sites that have been blocked by SCS administration
3. Accessing or vandalizing the data of another user, or using the login of another user – with or without that user's permission. This includes invading the privacy of individuals by reading mail that belongs to others without their permission.
4. Giving access to login and password to another student. You must protect your password or you may be liable for loss of privileges even if your account was violated by another student.
5. Wastefully using finite resources. Examples of wasting finite resources are printing, utilizing bandwidth and storage of data for non-educational reasons.
6. Posting personal communications without the author's consent or posting information containing information not meant to be made public.
7. Posting rude or inappropriate messages on ACS computers or the Internet. This includes comments that could be considered defamatory against ACS or its staff.

8. Disclosing personal information to websites or people through the Internet unless deemed necessary for educational purposes.
9. Inappropriate use of resources resulting in plagiarism.
10. The technology user is held responsible for his/her actions when using the Internet, the network, and any action done under his/her login name.

Violations of Technology Policy

1. Discussion about incident with student(s) involved.
2. Adjustment to computer privileges.
3. Changing filtering options to be more restrictive.
4. Detention, suspension, expulsion, and/or legal prosecution depending on the severity of the infraction(s).

We have read and agree to the policies and information above.

 Name (Please print) Parent/Guardian Signature Date _____ Parent/Guardian

 Student Signature (**Required for 7th-12th Grade**) Date _____ Student Name Grade

 Student Signature (**Required for 7th-12th Grade**) Date _____ Student Name Grade

 Student Signature (**Required for 7th-12th Grade**) Date _____ Student Name Grade

 Student Signature (**Required for 7th-12th Grade**) Date _____ Student Name Grade

 Student Signature (**Required for 7th-12th Grade**) Date _____ Student Name Grade

Permission for Technology Use

Sunnyside Christian School is committed to using technology in a responsible, ethical, and legal manner. Therefore, SCS strives to align its practices with the expectations of the Child Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA). Our technology tools allow us to create, communicate, collaborate, and gather information. They also provide learning and practice opportunities in a variety of content areas such as math, reading, spelling, phonics, language arts, communicating, science, and more. As we utilize these tools, it is possible for online resources to gather information from their users for marketing and other purposes. Because of this possibility, we are required to have parental/guardian permission for children under the age of 13 to use online apps and services. The resources used may include, but are not limited to, those listed below. In light of our work to grow as God's Kingdom builders, it continues to be our goal to teach students safe and responsible practices when using technology.

Application

SeeSaw
IXL
Spelling City
Mystery Science
GSuite for Education
Edpuzzle
Renaissance Learning (AR)
Epic!
Khan Academy
Typing Club
Zoom

Privacy Policy

<https://web.seesaw.me/privacy-policy>
<https://www.ixl.com/privacypolicy>
<https://www.spellingcity.com/privacy-policy.html>
<https://mysteryscience.com/privacy>
https://gsuite.google.com/terms/education_privacy.html
<https://edpuzzle.com/privacy>
<https://tinyurl.com/y4kvtdhu>
<https://www.getepic.com/privacy>
<https://www.khanacademy.org/about/privacy-policy>
<https://www.typingclub.com/privacy.html>
<https://zoom.us/docs/en-us/schools-privacy-statement.html>

Student's Name (Please Print) _____

Please check the appropriate statement below:

_____ I give permission to Sunnyside Christian School to create accounts for my child for the web-based tools and applications as described above.

_____ I do not give permission to Sunnyside Christian School to create accounts for my child for the web-based tools and applications as described above.

_____ I give permission to Sunnyside Christian School to create accounts for my child for the web-based tools and applications as described above, with the exception of the following websites:

Parent/Guardian Name (Please print) _____

Parent/Guardian Signature _____

Date _____

Social Media and Electronic Messaging Policy

(1) Generally. In today's culture, including within the daily operations of SCS, social media and electronic messaging have become commonplace methods of communicating and sharing information, and are convenient tools for contacting parents, guardians, students, athletes and coaches. However, SCS recognizes that social media and electronic messaging can be easily misused for the sharing of private or inappropriate content, cyberbullying, trolling, or presenting SCS in a manner which is not appropriate, respectful, or professional. Therefore, although SCS does not wish to overly restrict the use of social media and electronic messaging by SCS staff, SCS is adopting this policy providing both guidelines and restrictions aimed at protecting against the misuse of social media and electronic messaging.

(2) Definitions.

a. Social Media. Social media are forms of electronic communications through which users create online communities to share information, ideas, personal messages, and other content such as videos. Examples of social media include Facebook, Instagram, LinkedIn, Pinterest, Snapchat and Twitter.

b. Electronic Messaging. Electronic messaging is the creation, storage, exchange and management of text, images, voice and other data over a communications network. Examples of electronic messaging include e-mail, text messages, and instant messages.

(3) School-Related Social Media Accounts.

a. All school-related social media accounts must be approved by SCS administration. A social media account is "school-related" if it holds itself out as representing SCS by use of the names Sunnyside Christian, SC, SCS, or SCHS, or otherwise holds itself out as representing SCS. As part of the registration process of a school-related social media account, a school administrator must be given administrative access to the account.

b. Except as otherwise provided below for personal social media accounts, all communications from SCS staff and coaches to SCS parents, guardians or students through social media accounts should come from school-related social media accounts.

c. The sharing of any pictures, work-products or any information by SCS, its staff, or its coaches which relate to SCS staff and students participating in school-related activities, including extra-curricular activities such as athletics and drama, shall be on school-related social media accounts only. Extreme caution should be used when sharing information about SCS parents, guardians and students on social media accounts.

d. Any content on a school-related social media account which the SCS administration believes is inappropriate, in the sole and absolute discretion of the SCS administration, may be immediately removed by the SCS administration.

e. Any school-related social media account may be removed or otherwise deleted by the SCS administration if it is believed, in the sole and absolute discretion of the SCS administration, that this removal or deletion would be in the best interests of SCS.

f. Extreme caution should be used when friending or following any SCS parent, guardian or student, and when making any comments from a school-related social media account.

(4) Personal Social Media Accounts. Communications from SCS staff and coaches to SCS parents, guardians or students may come from personal social media accounts in the following circumstances:

a. For communications to SCS parents or guardians, when appropriate such communication should be directed to at least one other person.

b. For communications to SCS students, when either SCS, the SCS staff member, or the SCS coach has written consent from the student's parent or guardian authorizing such communication and such communication is directed to at least one other person.

c. SCS staff and coaches shall not communicate with SCS parents, guardians or students by Snapchat or any other social media account which disappears after viewed.

d. SCS staff may friend or follow SCS parents or guardians on personal social media accounts, but SCS staff is strongly encouraged to obtain the written consent of the student's parent or guardian before friending or following SCS students on personal social media accounts.

e. The sharing of any pictures, work-products or any information by SCS, its staff, or its coaches which relate to SCS staff and students participating in school-related activities, including extra-curricular activities such as athletics and drama, shall not be done on SCS staff's personal social media accounts.

(5) Electronic Messaging. Communications from SCS staff and coaches to SCS parents, guardians or students may come from electronic messages such as e-mail or text messages in the following circumstances:

a. For communications to SCS parents or guardians, when appropriate such communication should be directed to at least one other person. SCS recognizes that privacy or confidentiality concerns may result in communications to SCS parents or guardians which are not direct to at least one other person.

b. For communications to SCS students, when either SCS, the SCS staff member, or the SCS coach has written consent from the student's parent or guardian authorizing such communication and such communication is directed to at least one other person.

c. For communications to SCS students from the SCS school counselor, when such communications are made from the SCS school counselor in the staff member's capacity as a school counselor and there is a reasonable expectation of privacy from the student.

(6) Disciplinary Action. If there are egregious or repeated violations of this policy, then the SCS administration may take disciplinary action they deem appropriate and which is consistent with other SCS policies