



SAN LUIS OBISPO CHRISTIAN SCHOOL  
PARENT HANDBOOK  
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## MISSION STATEMENT

To provide:

**A**cademic Excellence

**B**elieving and Teaching Truth

**C**hanging Lives through Jesus Christ

**D**eveloping a Community of Partnerships

**E**nsuring a Christ-Centered Environment

## HISTORY

San Luis Obispo Christian School (SLOCS) was established in 1993 by a small group of families from Vineyard Church who gathered together to form a home school co-op. The school met at a location on Lizzie Street and moved to its present site at the Family Christian Center (FCC) in 1997.

Since then, SLOCS has become the only non-denominational Christian school in San Luis Obispo. SLOCS established their own non-profit status with the IRS in November 2007. God answered their prayers and they are now serving the SLO community with an outstanding Biblically-based education honoring Jesus Christ.

## STATEMENT OF FAITH

Each member of the School Board and staff, having accepted Jesus Christ as personal Savior, shall subscribe to the following Statement of Faith:

We believe in one triune God who exists in three persons...the Father, the Son, and the Holy Spirit. (Matthew 28:19)

We believe in the full humanity and deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His substitutional atonement, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 1:14-18; 2 Corinthians 5:21, 15:3-6)

We believe in the Holy Spirit, the Third Person of the Trinity, who among his various ministries regenerates, sanctifies, guides, and empowers through his gift all believers. (1 Corinthians 12:4-11; Galatians 5:16-23; Titus 3:5)

We believe that the Bible is the inspired, infallible word of God and that it is our guide for faith and practice. (2 Timothy 3:16, 17)

We believe that all men and women are sinners and can only be justified by faith in the Lord Jesus Christ. (Matthew 28:19, 20; 1 Corinthians 11:23-26; Ephesians 2:8)

We believe in water baptism and an open communion table for all believers in our Lord Jesus Christ. (1 Corinthians 11:23-26)

We believe in the resurrection of all men and women to a final judgment; eternal blessing for the righteous and eternal punishment for the wicked. (Matthew 25:31-46)

## EDUCATIONAL PHILOSOPHY

Christian education is the process whereby students learn to see things as God sees them by making known and learning God's truth. Through this educational process, students develop a Christian world and life view. Education is God's way of nurturing each individual in the fullness of the image of Christ. It is modeled after His own relationship to man: revealing truth, and instructing and equipping man for communion with him. Education is both the nature and process of communicating truth, and the result of having learned it. Without the clear direction of God's Word, the Bible, man is unable to comprehend or evaluate what is true and what is false.

The educational philosophy at SLOCS is based on the authority, authenticity, and reliability of the Bible as the complete and final revelation of God concerning all matters of faith, truth, and practice.

The primary goal of SLOCS is to make the student complete in Christ, academically, mentally, socially, spiritually, and physically.

*"We proclaim him, admonishing and teaching everyone with all wisdom, so that we may present everyone perfect in Christ. To this end I labor, struggling with all his energy, which so powerfully works in me." Colossians 1:28-29*

## EDUCATIONAL GOALS

1) To teach the Bible

*"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work." 2 Tim 3:16, 17*

*"The unfolding of your words gives light; it gives understanding to the simple."  
Psalms 119:130*

All subjects are taught as part of the total truth of God, thereby enabling students to see the unity of natural and special revelation. There is no separation between secular and sacred truth. Since truth cannot be divided, there can be no true education apart from God's written revelation. Everything has an ultimate relationship to God.

SLOCS will present Jesus Christ as Lord and Savior, and the Bible as the infallible word of God. The teaching of other, more specific doctrine and interpretation is left to the parents and the church. Bible training received at the school will provide a

foundation for parents and church to teach specific Bible doctrine. Bible content will be taught as a single subject and incorporated into other subjects.

2) The desire of SLOCS is that each student matures in the manner of Jesus as seen in Luke 2:52:

*“And Jesus grew in wisdom (mental) and stature (physical), and in favor with God (spiritual) and men (social).”*

3) The ultimate goal, as it says in 1 Corinthians 10:31, is to glorify God:

*“So whatever you eat or drink or whatever you do, do it all for the glory of God.”*

Students at SLOCS will meet state standards while learning in a Christian environment. Christian values will be emphasized through modeling student standards of conduct and discipline.

### **PARENTAL RESPONSIBILITIES IN EDUCATION**

God has entrusted the responsibility of training of children to the parents:

*“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”*

*Deuteronomy 6:6, 7*

*“Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.”*

*Ephesians 6:4*

*“Train up a child in the way he should go, and when he is old, he will not depart from it.”*

*Proverbs 22:6*

Church, school, and home, work together in raising children, with parents having primary responsibility. It is important to have a proper relationship between the church, school and family. SLOCS is an extension of the home, existing to supplement the parents, not replace them. SLOCS will assist the parents in the education of their children; however, the ultimate responsibility in raising the children still remains with the parents. SLOCS cannot take that responsibility away from the parents.

### **ACADEMIC RELATIONSHIPS**

#### **ACSI**

SLOCS has been a member of the Association of Christian Schools International (ACSI) since 1993.

### **ADMISSION**

#### **NON-DISCRIMINATION POLICY**

San Luis Obispo 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, scholarship and loan programs, and athletic and other school-administered programs. This policy is held in accordance with the moral conscience of the school board. (Romans 2:11: There is no preferential treatment with God.)

### **REGISTRATION**

Parents enrolling children at SLOCS must submit a completed registration form and parent pledge each year at the time of enrollment. Registration fees are also due with the registration form to ensure placement. Registration forms and fees are different for new and returning families.

The Student Registration form must be completed for all new students. The registration fee is not refundable. For continuing students, the registration form must be completed and the registration fee paid.

### **REGISTRATION REQUIREMENTS**

Kindergarten – Must be 5 years old by the first day of December. Immunization records, birth certificate, and proof of residency are also required for incoming Kindergarteners.

First Grade – Must be 6 years old by the first day of December

All new families will be required to have an interview before admission. Parents must complete the Parent Pledge form.

### **PRIORITIES FOR ENROLLMENT**

Limited facilities make it necessary to restrict the enrollment at SLOCS. Therefore, the following priority will be applied to determine admission:

1. Returning students
2. Applicants who are siblings of returning students
3. All other applicants

If SLOCS is unable to accept all students within any category, a ranking system will be applied to the students in that group. This system considers the student's grade, financial aid status, and date of application as criteria. SLOCS Administration will apply the ranking system to determine which students are eligible for admission and the order of the waiting list if applicable.

### **RE-ENROLLMENT**

The following must be completed in order to guarantee your place on the priority list:

1. All past accounts must be cleared with SLOCS.
2. Registration forms must be completed and returned by March 15th. Forms returned after this date will be considered as “new student” registrations for the purpose of admission.
3. August tuition must be paid by August 1st.

Currently enrolled students will be sent a registration packet for the next school year no later than February 15th.

**PLEASE NOTIFY THE SCHOOL AT ONCE WHEN THERE ARE CHANGES IN ADDRESS OR TELEPHONE.**

# ACADEMIC PROGRAM

## SCHOOL HOURS

Kindergarten	8:30 a.m. to 12:45 p.m.
1st - 6th grades	8:30 a.m. to 2:30 p.m.

## SCHOOL CALENDAR

The SLOCS calendar is aligned with a traditional school year based on local public school district schedules of 175-180 days for students. Recognized federal and some state holidays are observed. Please refer to the school calendar for important dates and events.

## ATTENDANCE

A student enrolled in SLOCS is expected to be present and on time to school every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every class. Attendance records for students are kept by the individual classroom teachers and reported on the student's report card each quarter.

Regular school attendance is required by law and is necessary for good scholarship. A student's success is directly related to his attendance in school.

Absence due to illness or personal emergency (death in the family) is unavoidable at times. If at all possible, we encourage parents to schedule professional appointments (medical, optical, dental, etc.) during after-school hours. A student shall be excused from school for justifiable personal reasons, i.e. attendance at a religious retreat when the parent has requested permission and it has been approved.

## ABSENCES FOR OTHER REASONS:

While we highly discourage parents from excusing their students from school for vacation and celebrations, we will cooperate with families.

Absences disrupt the cohesiveness and unity of the classroom. Students absent more than 15% in any trimester are subject to Board review and may lose credit for classes. Exceptions may be granted by administration for a serious illness or injury that results in a lengthy absence.

## EXCUSED ABSENCES

An excused absence is still considered an absence, but unlike unexcused absences, students are given the opportunity to make up class work. Excused absences are defined as:

1. Illness
2. Medical appointments
3. Bereavement
4. Family emergencies

All student absences must be verified by parents or they will be classified as unexcused. Parents must call the school office immediately when a child is absent from school. If the office is closed, parents may leave a message. Students with no call will be marked as unexcused unless the student is tardy and checks in

at the office. If there is no call from the parent, SLOCS will attempt to call to ensure the parent knows the student is absent.

Excessive unexcused absences (3 per trimester) will require a conference between parent, teacher, and principal. Five (5) or more unexcused absences per trimester will be subject to Board review.

Please send absence notes with students on the day of return. Students will give the note to the classroom teacher who will then send it to the school office for record-keeping purposes.

## VACATIONS / PERSONAL HOLIDAYS

Students may not make up work after absences for family vacations. Parents are encouraged to plan vacations based on the school calendar. If a situation occurs where a family holiday cannot be taken at any other time, a request must be submitted at least three weeks in advance for Board approval and to give the teacher time to provide assignments.

## TARDINESS

Students are expected to arrive in class on time regularly. Excessive tardiness generally results in lower achievement. Punctuality is a desired quality not only in schools, but also in the world of work, which awaits students. Students who arrive late to class not only lose the benefit of full instruction, but also disrupt the activities in progress in the class. It is a goal of the school to reduce tardiness to an absolute minimum.

## CLASSIFICATION OF TARDINESS

Students need to arrive to class on time. In an effort to curb tardiness we have designed a policy which includes consequences.

**5 to 9 tardies: \$5.00 per tardy**

**10 or more tardies: \$20.00 per tardy**

**Excused tardiness** – Automobile breakdowns, traffic accidents and extreme personal emergencies are considered excused.

**Unexcused tardiness** – Late carpools and oversleeping

## CHAPEL

Each Friday, all students gather together for a time of worship and teaching. Chapel is a special and reverent time during the busy school week. Chapel services include prayer, singing, a speaker, and occasional special programs. Classes sometimes take a leadership role in chapel by singing or sharing verses or truth that God has been teaching them. This provides an opportunity for students to practice public speaking, praying and sharing God's good news with others.

Chapel is a time for classes to come together in worship. In addition to the regular Bible curriculum, the students learn to know Jesus, study His character, discuss His attributes, and enjoy fun activities that help them learn Biblical principles that can be applied to their daily lives. Students (especially upper grades) are instructed in discerning the differences in world views, seeing why Christianity is the truth, and shown that God's world and God's Word agree with scientific observation.

Parents and guests are welcome and encouraged to attend. Students and guests are expected to conduct themselves in a respectful manner.

## HOMEWORK

Homework serves as a means to teach student self-discipline and self-control. Students are expected to do all assigned homework. Homework is a tool to motivate students to do responsible work as an obligation to others. It is an extension of class work and gives both teacher and student time to cover more curriculum for the student's educational growth.

Parents can assist by:

- being aware of the assignments and expectations of SLOCS and the individual teacher
- providing a suitable place and environment in the home for students to complete homework
- helping students plan and budget the amount of study time needed for completion of homework

## LEARNING DISABILITIES

**Severe Learning Disability:** Any condition in a potential student which would require a separate classroom, program, or staff in order to provide the educational services desired by the parents, e.g., Down's syndrome with moderate/severe mental retardation.

**Learning Disability:** Any condition in a potential student or current student which does not require a separate classroom, program, or staff in order to provide the educational services desired by the parents, e.g. hyperactivity, attention deficit disorder, dyslexia etc.

Due to the fact of inadequate staff, funding and facilities, children with a severe learning disability will not be admitted to San Luis Obispo Christian School. Children who have been diagnosed as having a learning disability will be required to meet the same standards as all other children in their grade level. Children who have been diagnosed as having a learning disability will be given at least as much individual instruction and encouragement as their classmates. Children with physical motor limitations do not necessarily have learning disabilities; but because of the possible need for special provisions, these children will be considered on a case-by-case basis.

## CURRICULUM

SLOCS materials include standard textbooks and curriculum used in California public schools along with textbooks from

Christian publishers. As much as SLOCS teachers prefer to use Christian texts, in some subject areas an academically superior text is available from a secular publisher. When a secular textbook is chosen, it is with the following considerations in mind:

- The teacher makes the curriculum "Christian."
- Teachers guide students in the development of critical thinking skills and discernment in evaluating printed material.

Students will also read books from a list of Core Literature, chosen for each grade to spark students' interest in reading. The list is available upon request.

Our curriculum at SLOCS is chosen to give each student the strongest possible background in the basic skills they will need to succeed in school. A variety of tests is used within our curriculum. We are not mandated to use any certain textbook, but are free to choose publications and texts which present the subject matter in the most interesting and effective ways, while corresponding with our school philosophy. Curriculum used are ABEKA, ACSI, Biblical Choices, Houghlin Mifflin. Our curriculum is always available for parents to review.

**BIBLE:** Our Bible material is designed to meet the spiritual needs of all students presenting the main truth of the gospel at whatever content level is best understood. Prayer is incorporated into class time daily to introduce the students to the personal nature of God and His concern with our individual daily lives.

**READING:** High-intensity phonics, decoding, vocabulary, comprehension, and study skills. Pupils are taught to integrate and apply the skills they learn to a variety of contexts that are geared to overall reading comprehension. Our overall goal is to give students confidence in their reading ability and a love for reading.

**SPELLING:** Spelling is used to apply phonics rules, learned sight words, practice sentence structure, and improve handwriting skills. Spelling workbooks may be a part of the spelling curriculum.

**MATHEMATICS:** Manipulative, math workbooks, and textbooks are used to develop skills in mathematics. Word problems and application skills are of equal importance.

**ENGLISH:** English and Language tests emphasize grammar, writing proficiency and listening skills.

**HISTORY:** Our primary geography and history courses give students an introduction to the greatness of America and some of the great Americans from the past.

**SCIENCE:** God is shown as the Master Designer through a study of plants, animals, insects, energy, health, and the five senses.

## TEXTBOOKS

All textbooks are the property of the school; however, they are the responsibility of the student during the course of study. At the end of the year when the books are returned, the teacher will again assess the condition of the books. Students will be charged a damage fee for excessive wear.

## GRADING & EVALUATION

Evaluating student performance is an important part of the educational process. Teachers must keep a grade book and record assignment grades regularly. While grading is at best subjective, the teacher must try to be fair and reasonable in the assignments given and in the grading of those assignments. In the grading system, tests, quizzes, and special projects should be given greater weight than daily work.

Each teacher must be able to support a grade for a student with an objective grading system. A point system might be best for this as it allows weighing of assignments and examinations and also provides more meaning than letter grades.

The marks a student earns are determined by the teacher's assessment of the student's work and progress. Teachers at San

Luis Obispo Christian School are committed to being honest and fair in the assessment of each child. We hope to work together as a team in the education of your child, presenting a complete picture of your child's achievement. Progress reports are given to the parents midway through the grading period so that there will not be any surprises at the time of report cards. Report cards are distributed directly to parents at the end of each grading period.

#### **KINDERGARTEN**

Progress report only s.

#### **FIRST – SIXTH GRADES**

Report cards are sent home in trimesters during the school year. In grading your child, we make every attempt to be as objective as possible. We also realize that there is a certain degree of subjectivity based on the individual personalities and teaching methods of our staff. Grades given to students are based on their test scores and class assignments, as well as their individual effort and reflect how well they reach their own potential in each subject area. Emphasis will be placed on the areas of godly character and wisdom, in the desire to see an increase in each child's progress.

All areas evaluated, will be graded as follows:

<u>Kindergarten – 3<sup>rd</sup> Grades</u>	<u>4<sup>th</sup>-6<sup>th</sup> Grades</u>
E-Excellent	A – Excellent
G – Good	B – Good
S – Satisfactory	C – Average
N – Needs improvement	D – Poor
	F - Failing

#### **Report Cards**

The academic year is divided into three grading periods. Report cards will be issued at the end of each period. Progress reports are issued at mid-period.

Parent teacher conferences will be held following the first grading period. Report cards may be picked up by the parent at this time.

***REPORT CARDS, GRADES AND CUMULATIVE FILES MAY NOT BE RELEASED UNTIL ALL FEES AND TUITION ARE CURRENT.***

#### **Parent/Teacher Conferences**

Fall: Mandatory parent/teacher conference

Winter & Spring: Conference by request of the parent or teacher

#### **STANDARDIZED TESTING**

Each spring the Stanford Achievement Test (SAT) is administered to students in grades two through six. This enables staff to see strengths and weaknesses of both students and the academic program. Parents or guardians will receive a copy of test scores for their child when the school gets them. An additional copy will be placed in the student's cumulative file.

#### **STUDENT HEALTH REQUIREMENTS**

All students attending San Luis Obispo Christian School must have on record with the school office a current immunization record before entering school in the fall. Standard immunization

record forms may be obtained from the family doctor and a copy given to the school office.

**Before the school will issue any medication to a student, we must receive written parental permission via a signed Medicine Slip (available in the school office).** In order to facilitate the general dispensing of non-prescription medicine (e.g. Tylenol), we have a form available for parents to grant a year's general permission to the school to issue non-prescription medicines to their student(s). This form will be kept in the student's file. No prescription medicines will be dispensed without written parental permission each time.

**ALL MEDICATIONS MUST BE ADMINISTERED BY A SCHOOL STAFF MEMBER AND RECORDED ON THE APPROPRIATE FORM.**

A Medical Release Card signed by the parents must be on file in the office for each student. (Permission for Emergency Medical Treatment, Physician information, whom to contact, etc.)

#### **MEDICAL GUIDELINES**

In instances where a student needs medical attention, the school will call the parents or the family (in that order) or will follow instructions given on the student application.

No staff member will be allowed to administer any medicine to the student without parental authorization. All medicines must be kept and administered at the school office.

In order to comply with California State school regulations, students who require medications while at school must have both a letter from the doctor instructing the school to administer the medication, and a letter from the parents granting permission to do so. The doctor's letter should state the student's name, the medication name, specific amount to be given, the time, frequency and duration of administration and possible side effects. The parent's letter should also give the student's name and medication name. The medication must be brought to the school office in the original pharmacy container, with the pharmacy label stating the students name, medication name, doctor's instructions and medication expiration date. The regulation covers both prescription and non-prescription medications. We apologize for any inconvenience this may cause, but trust that the added safety of this will provide your students appropriate compensation.

#### **COMMUNICABLE DISEASES**

The following procedure will generally be followed when there is good reason to believe that a student has a contagious and/or communicable disease:

Student will be sent to office.

Parent will be contacted and required to take the student home. For some communicable diseases (such as tuberculosis and hepatitis), a doctor's release may be required for the student to return to school.

In the case of head lice, the student will not be allowed to return to school until all nits have been removed from the hair. Students must check with the office on return to school.

#### **IF A STUDENT GOES HOME WITH A FEVER**

If a student goes home with a fever, the student must be fever free for at least 24 hours before returning to school.

Example: If a student goes home at 11:00 a.m. on Tuesday with a fever, he/she may not return to school until Thursday of that week assuming the fever returned to normal and remained at a normal temperature during that 24 hour period prior to returning to school.

## **STUDENT TRANSFER PROCEDURE**

If it becomes necessary for you to withdraw your child from school, please notify the office as soon as you know what the child's last day will be.

Upon receipt by SLOCS of a signed "Records Release Form" provided by the school, the pupil is transferring to, the student's records will be forwarded by SLOCS.

## **ACADEMIC HONESTY**

It is our desire for the students of San Luis Obispo Christian School to conduct their lives with integrity. Honesty is an expectation for all students at SLOCS. It is our intention to create an ethical academic atmosphere.

Specific types of academic dishonesty, which will result in disciplinary action, are defined below:

1. **Cheating on tests** – Any intentional giving of, or use of, external assistance relating to an examination, test, or quiz without explicit permission of the teacher. This includes looking on another student's paper, sharing answers, copying another student's paper, or using answers written on a cheat sheet, parts of the body, the desk, etc.
2. **Plagiarism** – Any intentional representation of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.
3. **Alteration of Materials** - Any intentional and unauthorized alteration of student, teacher, or library materials.
4. **Forgery** – Any unauthorized signing of another person's name to school related documents.
5. **Theft** – Any theft.

## **CONSEQUENCE OF ACADEMIC DISHONESTY**

- **First Offense** – Student receives zero on work with no make-up permitted; parent conference with Administrator and teacher.
- **Second Offense** – Student may fail the subject.
- **Third Offense** – Student may be suspended.

All incidences of academic dishonesty will be reported to the Administrator and recorded in the student's cumulative file.

## **PRINCIPLES AND PRACTICES**

Submission to Authority (Hebrews 13:17)

*"Obey those who rule over you and be submissive, for they watch out for your souls, as those who must give account. Let them do so with joy."*

1. Obey immediately.
2. Honor your teachers and leaders.

Respect One Another (1 Peter 2:17)

*"Show proper respect to everyone; love the brotherhood of believers, fear God, honor The King."*

1. Be polite and demonstrate good manners.
2. Use wholesome speech.
3. Consider others feelings.
4. Respect property.

Honesty (Proverbs 12:22)

*"The Lord detests lying lips, but delights in men who are truthful."*

1. Tell the truth at all costs.
2. Take responsibility for your own actions.
3. Don't exaggerate.

Forgiveness (Proverbs 28:13)

*"He who conceals his sins does not prosper, but whoever confesses and renounces them finds mercy."*

1. Confess your sins to one another.
2. Extend mercy and compassion.

Humility (Philippians 2:3, 4)

*"Do nothing out of selfish ambition or vain conceit but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others."*

1. Consider others more important than self.
2. Have a gentle spirit and contrite heart.
3. Boast in the Lord and not in yourself.

Purity (Psalms 119:9)

*"How can a young man keep his way pure? By living according to your Word." (1 Peter 3:3, 4)*

(1 Peter 3:3, 4)

*"Your beauty should not come from outward adornment, such as braided hair and wearing of gold jewelry and fine clothes. Instead it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight."*

1. Value yourself and others by guarding your thoughts and actions.
2. Follow the dress code.
3. Listen to appropriate music.
4. Read appropriate material.

Perseverance (Proverbs 13:19)

*"A desire accomplished is sweet to the soul."*

1. Finish tasks and assignments.
2. Overcome "obstacles".

SLOCS staff works closely with parents to internally motivate self-discipline in students. Staff values the use of positive reinforcement to encourage appropriate behavior and the enforcement of logical and reasonable consequences when necessary.

## DRESS CODE

San Luis Obispo Christian School (SLOCS) desires to create an educational atmosphere that honors God and maximizes learning. Modesty, moderation, neatness, and cleanliness, are the overriding principles of the SLOCS dress code and are values expected to be embraced by all SLOCS students whenever they are on campus or attending a school-related activity. Clothing should be clean, neat, and appropriately sized. Clothing that is excessively tight, baggy, dirty, or sloppy is not allowed.

A prescribed uniform serves to externally equalize all students. Uniforms can create a team spirit and foster a spirit of cooperation and participation. Uniforms provide neatness, remove “label competition”, provide an improved self-image, and have been proven to reduce behavioral problems.

Parental review and support before a student leaves for school are an important aspect of meeting dress code standards. All students are required to wear uniforms beginning the first day of school. Students who do not wear a uniform will not be admitted to class. Parents will be notified so that they can take the student home to change or bring the student a uniform. Time missed from class will be made up as a homework assignment. For students who come to school in a uniform and are not dressed according to the dress code policy, a “dress check” will be sent home. The first violation is a warning. Subsequent violations will result in a phone call home and/or a parent conference. A limited supply of clothing is on campus for students who need to change in case of an accident. If a student borrows a garment, it needs to be laundered and returned to the school within five (5) days.

Most uniform items may be purchased at the following stores: Gap, Land’s End, Old Navy, Target, Mervyn’s. Items may be purchased anywhere as long they adhere to the prescribed dress code. *Unsure? ASK!* Please call the school office before you purchase clothing if you have any questions at all.

The administration reserves the right of final interpretation regarding dress, hair styles, and jewelry.

### THE PRESCRIBED STUDENT UNIFORM FOR GIRLS:

- **Cotton Polo Shirt** (short sleeve or long sleeve): red, white, navy
- **Blouses or Oxford Shirts** (long ,  $\frac{3}{4}$ , or short sleeve, Peter Pan collar or other standard uniform style from the above mentioned stores): white
- **Cotton Turtleneck:** red, white, navy
- **Jumper** (must fall at or slightly above the knee): navy, khaki, red/navy uniform plaid
- **Skirt** (must fall at or slightly above the knee): navy, khaki, red/navy uniform plaid
- **Skort** (must fall at or slightly above the knee): navy, khaki, red/navy uniform plaid
- **Cotton Pants:** navy, khaki
- **Cotton Shorts** (must fall at or slightly above the knee): navy, khaki
- **Cotton Stretch (Bike) Shorts** (required under jumpers or skirts): navy, khaki, white, or black.

- **Cotton Tights:** white, navy
- **Socks:** white or navy
- **Knit Sweater:** red, white, navy
- **Sweatshirt** (solid colors only with no logos except school logo; crew pullover or zippered with hood is allowed): red, white, navy, or school-issued Walk-a-Thon design

### THE PRESCRIBED STUDENT UNIFORM FOR BOYS:

- **Cotton Polo Shirt** (short sleeve or long sleeve): red, white, navy
- **Oxford Shirt** (long or short sleeves): white
- **Cotton Turtleneck:** red, white, navy
- **Cotton Pants** (plain or cargo w/ no zipper pockets): navy, khaki
- **Cotton Shorts** (plain or cargo w/ no zipper pockets; must fall at or slightly above the knee): navy, khaki
- **Socks:** white or navy
- **Knit Sweater** (cardigan or pullover, no hood): white, navy
- **Sweatshirt** (solid colors only with no logos except school logo; pullover or zippered with hood is allowed): red, white, navy, or school-issued Walk-a-Thon design

### GENERAL COMMENTS FOR BOTH BOYS AND GIRLS:

- Hair must be neat and clean. Extreme hairstyles (tails, lines, or shaved) are not acceptable. Boys’ hair must fall above the bottom of the collar in the back, and above the eyebrow in the front and above the middle of the ears. All students’ hair must be kept out of the eyes. Hair dyed unnatural colors is not allowed.
- Jackets/outerwear must be “generic” without brand names and in plain or limited design patterns and colors. See list of uniform items for sweatshirts.
- Makeup and lip-gloss are not to be worn at school. Chap Stick is okay.
- Girls may wear stud earrings in earlobes only. This is a safety issue and will be strictly enforced. Boys may not wear pierced jewelry.
- Closed heel and toe shoes must be worn at all times. Footwear should be suitable for running, jumping, and climbing. No sandals, flip-flops, clogs, or high heels.
- Shoes must be tied, buckled, or Velcro latched at all times with no laces dragging on the ground.
- Hats are inappropriate in the school building or classrooms.
- All skirts and shorts must fall at or slightly above the knee.
- Shorts must be no longer than the kneecaps.
- Clothes should fit properly (not too short or too tight/baggy). Cargo pants and shorts must not be overly baggy.
- Undershirts (long sleeve or short sleeve cotton t-shirt) may be worn under polo shirts if they are solid red, white or navy, without design, and are not “long underwear” (and there is no print or designs on the sleeves).
- Clothes must be in good condition and not torn, ripped, faded, etc.

## DISCIPLINE PHILOSOPHY

The kind and amount of discipline (correction) will be determined by the teachers, and if necessary, the Principal. All discipline will be based on Biblical principles, e.g. restitution, apologies, (public and private), restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level.

1. Discipline is established and maintained at SLOCS with the intent to “train” each student (Proverbs 22:6). We desire to be fair yet firm, loving but not sentimental, and caring, not just “doing our job”.
2. Discipline can best be defined as training that corrects, shapes, strengthens and completes the student.
3. The first goal of our discipline policies and procedures is to help our students develop a Biblical world and life view. Our desire is that each student learns to think and live Biblically. The second is to create a climate that facilitates maximum learning for each student. The third is to help each student learn to move from external control to self-control and, ultimately, to Spirit-controlled.
4. The goal of all Christian training is to develop a love for Jesus Christ and our fellow man that overflows into a lifestyle of service, humility and obedience to the commands of God.
5. Parents have the ultimate authority and responsibility for the training of their children. SLOCS views itself as one specific tool chosen by parents to be used in this training process. Thus, SLOCS will always strive to inform and involve parents in the disciplinary process.
6. SLOCS has established basic guidelines of behavior that should be conformed to by every student both on and off campus. When thoughtfully and consistently attended to by each student, and properly communicated and enforced by the parents and school staff and administration, we believe these guidelines significantly contribute toward the student’s training. In choosing SLOCS as a training tool for their child, parents should know these behavior guidelines and agree to be both active and supportive elements in their enforcement.
7. The SLOCS teachers, Administrator and Board of Directors are responsible for maintaining an atmosphere and environment at the school that contributes toward the student’s training. Any student whose actions are not consistent with the direction of the school may have his or her privilege of attending SLOCS withdrawn by the administrator. Additionally, a student who consistently shares and resents a negative attitude toward our Lord or His word, faculty or fellow students may forfeit his/her privilege of attending SLOCS.
8. Detention will be assessed in 10 minute increments by the classroom teachers.

SLOCS staff works closely with parents to internally motivate self-discipline in students. Staff values the use of positive reinforcement to encourage appropriate behavior and the enforcement of logical and reasonable consequences when necessary.

## SLOCS CODE

1. We will listen carefully.
2. We will follow directions.
3. We will work quietly. We do not disturb others while they are working.
4. We will respect others. We will be kind with our words and actions.
5. We will work and play safely.

## SLOCS DISCIPLINE PLAN

The goal of our discipline program is correction of immediate problems, guidance toward acceptable behavior, personal growth, character development and consciousness. Parental cooperation and support of the school is absolutely essential if your child is to learn to accept responsibility for his/her own behavior and to respect authority figures.

We use a color chart system in the classrooms to encourage and measure student behavior. Discipline will be handled by the classroom teacher as much as possible, using a combination of rewards and consequences for behavior. If a student is unable to follow classroom or school rules, the following consequences may be used by the teacher:

- Missing recess/special events
- Sentences of affirmation/apology
- Parent conference/note/phone call
- Contracts/behavior charts
- Alternate plans of correction devised between teacher, Administrator, and parents
- Restitution for damages

If these methods are not successful and a student is sent to the office, the following will apply:

- 1<sup>st</sup> visit:: Warning
- 2<sup>nd</sup> visit: Note or phone call to parents requesting conference, at which time a course of action will be planned
- 3<sup>rd</sup> visit: Suspension or prior agreed-upon consequences

For the older children, each teacher will have a behavior log to keep records. Each class will have their own expectation of positive behavior. Inappropriate behavior will be handled with detention that will be held on campus during snack and lunch recesses, at which time the child will do school work. After three detentions a referral will be filed with the office and a call will be made to the parent by the teacher. After five referrals, a call home to the parents from the office with a day of suspension from school the following day.

Grounds for immediate suspension are:

- Passive or active defiance of authority
- Fighting
- Use of foul language
- Destroying personal/school property
- Cheating or stealing
- Possession of drug, alcohol or weapons

## **EXPULSION POLICY:**

We reserve the right to refuse service to any child if we determine that we cannot meet the needs of the child. We further reserve the right to refuse service to any child that threatens, strikes, or in any way harms staff or other children in our care. An expulsion for violent behavior may be made without prior written notice. Furthermore, if, at any time, any parent or guardian of a child enrolled at SLOCS behaves in an aggressive or violent way while on campus, it will be cause for immediate expulsion.

## **SPEECH**

The language we use on campus should be consistent with the Word of God. In Ephesians 4:29 we are instructed: "Do not let any unwholesome talk come out of your mouths only what is helpful for building others up according to their needs, that it may be to those who listen." As a student at San Luis Obispo Christian School, please give your attention to these instructions in all that you say.

## **CONFLICT RESOLUTION GUIDELINES**

It is inevitable that conflict sometimes arises between people, even between Christians. That is why God gave us principles in the Bible for conflict resolution. It is the intention of San Luis Obispo Christian School to help our students learn this process as we "train them up in the way they should go."

*When a student comes home with a problem:*

1. Review the biblical principles laid out in Matthew 5:21-26.
2. Ask your student if he or she has talked to or would like to talk with, the teacher or student peer with whom he or she has a conflict.
3. Ask your student if he or she would like you to go along to meet with the teacher or student peer.
4. Ask your student if he or she would like you to address the teacher or the student peer alone.

*If you as a parent have a conflict with a teacher (or one or more of your student's classmates):*

1. Go to the teacher to attempt to resolve the problem.
2. If this does not solve the problem, set an appointment with the school's Principal for a meeting between you and the teacher and the Principal.
3. If this does not solve the problem, a written appeal may be submitted to the President of the Board regarding any policies, procedures, or guidelines. The Board will respond to your request.

*If you, as a parent, have a conflict with the Principal:*

1. Ask for an appointment with the Principal to discuss your concerns.
2. Set an appointment with the Principal for a meeting that includes the members of the Board.
3. Write an appeal that addresses any related policy, procedure, or guideline. The school relations

committee chairman of the Board will respond to your request.

*If you have a conflict with the Board:*

1. Write an appeal that addresses policy, procedure, or guideline. The Board will respond to your request.

Suggestions to remember before you proceed with the above guidelines. Remember to:

1. Review the Biblical principal and to speak the truth in love.
2. Be courteous and respectful.
3. Don't gossip or involve other parents in these conflicts.
4. Treat others as you would like to be treated.

## **GENERAL INFORMATION**

### **BASIC SCHOOL RULES**

Attendance at San Luis Obispo Christian School is a privilege, not a right; and each student is expected to behave in an orderly and respectful manner, maintaining Christian standards in courtesy, language, morality and honesty. The following general rules must be observed at all times:

1. Prompt and respectful obedience to all school personnel, including office, custodial, and support staff.
2. Students should ONLY be in authorized areas unless accompanied by a teacher or with special permission.
3. No student is allowed in any classroom without the teacher being present.
4. Students are not to litter, damage or deface any school or private property.
5. Every student is required to behave in an orderly and Christ-like manner, showing respect and courtesy to fellow students, staff members, and guests.
6. Restrooms may not be used for loitering, running in and out, eating, or used as a group hang-out.
7. No rough play is allowed. The "hands-to-yourself" policy will be observed at all times.

### **PERSONAL PROPERTY**

The school does not assume any responsibility for lost or stolen property belonging to students or staff unless on loan to the school. For this reason, students are not allowed to bring such things as radios, pagers, cassette/CD players, toys, collectibles, sports equipment or other valuables to school.

### **SCHOOL CLOSURE**

San Luis Obispo Christian School will follow the San Luis Obispo School District closure announcements on local radio stations during inclement weather conditions.

### **LUNCH**

You are responsible for providing morning snack and lunch for your child or children. We do not have cafeteria facilities at San Luis Obispo Christian School. However, we do offer a variety of food services catered in during the week as an option for lunch. Order forms will be sent home weekly. Nutritious lunches and snacks are encouraged. Please, NO CANDY OR SODA!

## **FIELD TRIPS**

Field trips are scheduled throughout the school year. Although such off-campus learning experiences are of real enjoyment for the students, it is to be realized that these experiences are also designed to enrich learning. Parents may be asked to help supervise the students on field trips. There may be a minimal charge for some of these trips.

## **VISITORS**

Parents and prospective students are welcome to visit the school. It is necessary, however, to make arrangements prior to the visit. We want to be sure the experience is not disruptive to the class and is pleasant for the visitor.

School-age friends and relatives are not normally allowed to attend school with SLOCS students without advance permission from the administration.

All visitors and non-students must check in at the main office. For the protection of the school community, persons who cannot demonstrate a legitimate reason for their presence on school property will not be allowed to remain.

Visitors are expected to comply with SLOCS standards for conduct and dress.

## **PHOTO EXCLUSION**

Throughout the year, appropriate pictures and videos will be taken and possibly used in school presentations, advertisements and promotional materials, the school's website, etc. If you do not wish for your family members' pictures to be used, there is a form in the office that will exclude photographs of your family. It is your responsibility to come to the office to sign the exclusion form.

## **GUIDELINES FOR SOCIAL ACTIVITIES**

### **PHILOSOPHY**

The social philosophy of San Luis Obispo Christian School is based on the belief that each student is a special creation of God with unique abilities, talents and skills which must be recognized, developed and encouraged. Furthermore, each student has a specific need for a sense of belonging and fellowship and for meaningful relationships with God, family, friends, and the community at large (Psalm 139: 13-14). The social program at SLOCS is committed to providing wholesome activities that serve to glorify God.

### **GUIDELINES**

- Students attending San Luis Obispo Christian School activities will be expected to follow the standards of the school
- Students must dress modestly and appropriately. The school recognizes the right of every chaperone to determine if a student is dressed inappropriately and to require the student to immediately confirm to modest standards. In particular, clothes that are too tight, revealing, or baggy will not be acceptable.

- The students attending school activities should remain at the event until the event is over. Exceptions require *written permission from the parent or guardian*.
- Each guest will be the responsibility of the SLOCS host and will be subject to the same guidelines that apply to a SLOCS student.
- All activities must be chaperoned by adults who are administrators or teachers (and their spouse). Parents who agree to uphold the school guideline and are asked by a school official may also assist in this capacity.

**At the end of the scheduled event, the parent becomes responsible for the actions of the student.**

## **NON-HARASSMENT**

San Luis Obispo Christian School is committed to providing an academic environment that is free of all forms of intimidation, exploitation, and harassment; including sexual harassment; and, keeping with that commitment, the school maintains a strict policy prohibiting harassment based upon race, color, national origin, ancestry, physical handicap, medical condition, gender, disability, or age. This policy prohibits harassment, including verbal, physical, and visual harassment. Employee – Employee, Employee - Elementary student, or Student – Student harassment is prohibited.

Any student who believes that he/she has been the victim of unlawful harassment should immediately report the matter to a teacher or the Administrator. Complaints of harassment will be promptly investigated and appropriate corrective action will be taken. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

## **CONFIDENTIALITY**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate law-enforcement officials as the circumstances warrant.

## **TELEPHONE USE**

The school phone is reserved for official school business and emergencies only. Student cell phones cannot be used during instructional school hours without the permission of school personnel.

## **PARENTAL INVOLVEMENT**

Parent participation is crucial to the smooth running of every school. To help keep school costs down, each family is required to commit to a minimum of two hours per month assisting in an area of need as listed below. During the short months of December and June, only one hour of participation is required.

## **AREAS OF NEED**

Volunteer Substitute Teacher  
Teacher's Aide  
Classroom Representative (parties & special events)  
Chapel Speaker or Music Leader (Friday morning)  
Fundraising Committee & Event Helpers  
Computer Resource Person  
SCRIP Assistant  
Field Trip Coordinator / Driver / Chaperone

## **EMERGENCIES**

Families unable to volunteer two hours in any given month will be charged \$50.00 and asked to include the additional amount with the tuition payment.

State law requires volunteers to be fingerprinted, and those who have close contact with students for 10 or more hours in the school year, to show proof of a negative TB test, valid within the last four years.

### **FINANCIAL INFORMATION**

#### **FEES AND TUITION**

Please contact the school office for the latest Tuition and Fees Schedule.

#### **REGISTRATION FEE**

The registration fee is required along with the completed registration form and reserves a seat for your child for the upcoming school year. The registration fee is non-refundable. The fee is lower for returning families re-enrolling, and there is a March 15<sup>th</sup> deadline for returning families to submit registration in order to maintain priority in placement over new students.

#### **CURRICULUM AND SUPPLIES FEE**

A curriculum and supplies fee (per student) is due no later than August 1<sup>st</sup>. This fee covers the cost of textbooks (new and replacements), consumable instructional materials, copying, classroom supplies, art materials, SAT test administration, school awards, etc.

#### **TUITION PAYMENTS**

Tuition may be paid in full, or in equal monthly payments, prorated at time of registration. Tuition paid in full by August 1<sup>st</sup> will receive a 3% discount. Monthly tuition is due the 1<sup>st</sup> of each month beginning August 1<sup>st</sup>, with the last payment due June 1<sup>st</sup>. Statements for each month's tuition are sent home on or about the 15<sup>th</sup> of the preceding month. Tuition not received by the 5<sup>th</sup> of the month, will be assessed a 10% late charge. Please mail your payment to SLOCS at the address printed on your statement, or drop it by the school office. Tuition statements are for your assistance. If for some reason you do not receive a statement, please send payment anyway to avoid late fees.

If a child is withdrawn from SLOCS on or before the 15<sup>th</sup> of any month, 50% of that month's tuition is refundable, less, provided the account is up-to-date. There is no refund for children withdrawn after the 15<sup>th</sup>.

If payment for tuition becomes more than 30 days delinquent, your child may not be able to continue at SLOCS until the account is brought up-to-date. If you find yourself in a financial situation where this might occur, please contact the school Administrator to make arrangements, to ensure your child's continued education.

#### **FIRST AID**

All first aid kits will be stocked with the necessary supplies needed to treat a variety of injuries. One kit will be located in the main office.

#### **ACCIDENTS**

##### **TREATMENT**

First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection. School personnel are required to wear protective latex gloves (provided by the school) whenever in contact with others during first aid procedures.

If it is a "minor" accident, the student will be treated in the school office, evaluated and released back to class.

Parents will be notified of any accident involving the head, neck, or back areas and/or any "major" injury. A representative of the school will stay with the child until the parent/guardian assumes responsibility of the student.

##### **ACCIDENT REPORT**

An accident report must be completed by the observing staff member for any accident involving a fall, injury to head, neck or back areas, or injuries caused by another object or person. Minor scrapes and bumps do not require an accident report to be filed.

All accident reports must be completed and turned in to the principal by the end of the school day in which the accident occurred.

##### **MEDICAL EMERGENCY**

In case of emergency, a parent/guardian will be contacted by phone and requested to come to school to pick up the student. If a parent/guardian cannot be reached (and it is not a life-threatening situation) the student must remain in the school office until parental contact is made.

If the situation may be life threatening, staff members are to call 911 services and then contact the parents immediately.

## **COMMUNITY DISASTERS**

In the event of a disaster during school hours, please adhere to the following procedures:

1. Do not call the school.
2. SLOCS will contact parents at phone numbers listed on the emergency form. Please make sure they are current.
3. Community disasters are reported on the radio. Be sure your family has a battery-operated radio, and listen to it for directions.
4. Teachers and other school personnel are giving your child any emergency care that may be required. They are tuned in to the emergency broadcasting system and following procedures.
5. The safest place in a disaster is off the streets and out of the way of emergency equipment.

**We will care for students until it is safe to come to the school and pick them up.**

In the event of a General Disaster (Nuclear or Chemical), and upon receiving official instructions to evacuate, students and staff will be transported to the North County Christian School in Atascadero. The address and directions are as follows:

6225 Atascadero Mall  
Atascadero, CA  
Phone # is (805) 466-4457

Take Hwy 101 north towards Atascadero to the Traffic Way exit, EXIT 220 A.



## **FIRE**

### **EVACUATION PROCEDURE:**

1. In the event of a fire, students should walk quickly, quietly, and orderly. Running and talking are prohibited.
2. Teachers should turn off lights and close the classroom door. Class roll books must be taken in order to verify attendance.

3. There are two routes of escape from any area of the building. From each classroom there will be a primary route, which is assigned, and a secondary route if the primary one is blocked. The teacher will instruct the students as to which exit to use.
4. After exiting the building it is the teacher's responsibility to take a head count to make sure all students are present. The teacher should keep the students calm and wait for instructions

### **FIRE DRILL:**

1. Every fire exit drill is an exercise in group control and fire drill organization for staff, teachers and students. The purpose of fire drills is to thoroughly instill in the minds of the students the correct procedure for clearing buildings so that in case of emergency, it may be done with little or no confusion. Great emphasis should be placed upon the execution of each drill.
2. Fire drills will be held at least once a month. Teachers should follow the procedure given above.
3. When the all-clear signal is given, teachers and students may return to class.

## **EARTHQUAKE**

### **PROCEDURE:**

1. Teacher should tell the class it is an earthquake and what to do.
  - a. **Drop:** Everyone should drop to a crouched position with head down and take cover under a desk or table.
  - b. **Cover:** Everyone should cover his or her head with a book or notebook.
  - c. **Hold:** Everyone should hold on to a table or desk to ensure maximum protection from falling debris.
2. Teachers should evaluate the situation and cautiously follow evacuation procedures to a pre-assigned safe assembly area.
3. Teachers should verify, by taking role, that all students are assembled in the designated safe area.
4. Teachers should maintain control of assigned students until school administration determines subsequent action and provides further instruction.

### **EARTHQUAKE DRILL:**

Emergency drills will take place on a schedule basis.

