

south city community school
to cultivate the love of learning

2019-2020 Family Handbook

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I. FOUNDATIONS

Our Mission

To cooperate with families in providing a Christ-centered education that challenges the whole child to discover God's truth, to love learning, and to relate knowledge with action.

Our goal is to inspire children to embrace and flourish in their God-given calling as His image-bearers and to go forth as agents for truth and reconciliation in their community.

We have an intentional mission to draw in children and families of all ethnic heritages and income levels.

Our Statement of Faith

We believe that God is a triune God – Father, Son and Holy Spirit.

We believe that all mankind is created by God in His image.

We believe that we are more sinful than we ever dared to imagine.

We believe that because we are sinful, we need God the Father to save us, which He does because He loves us more than we ever dared to dream.

We believe that God is sovereign over all things and the Maker of heaven and earth.

We believe that God the Father sent His only Son, Jesus Christ.

- We believe that Jesus was conceived by the power of the Holy Spirit in the womb of the Virgin Mary and born unto her.
- We believe that He was both fully God and fully man – with two distinct natures in one person.
- We believe that He bore our sins upon the cross, saving us from an eternal life of misery and bringing us into an eternal life of glory and grace.
- We believe that He really died, thus paying the price that our sins deserve.
- We believe that He really rose from the dead, thus defeating death for all-time for those who believe.

We believe that salvation comes only by this gracious act and not in anything we do to merit it, and we believe that in this act we are credited with His righteousness.

We believe that this act of supreme love is applied to our lives and His righteousness developed, through the work of the Holy Spirit.

We believe that the Bible is the only source for faith and practice.

- We believe it is fully inspired by God in its original text.
- We believe it is inerrant, free from error.
- We believe it is completely trustworthy.

- We believe anyone can read it and understand what is needed for salvation, faith and practice without the need for a pastor/priest/bishop.

We believe that the Church is God's chosen instrument to continue His work until He returns.

We believe that Jesus Christ will return to judge the world, thus ushering in a new age where all things will be made new and the effects of sin will be abolished forever.

We affirm that subsections above do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of SCCS's faith, doctrine, practice, policy, and discipline, the Board is SCCS's final interpretive authority on the Bible's meaning and application.

Our Philosophy of Education

Our beliefs about the nature of children. . .

Children are created in the image of God, and as image-bearers, they are spiritual, moral beings.

Children have an inherent curiosity about the world around them. The process of acquiring knowledge is as natural to them as breathing.

Children are rational beings. They are able to deal with complex ideas, generate original ideas, and connect with newly encountered ideas.

Children have unique perspectives and learn in different ways. Their strengths and weaknesses, interests and experiences, culture and background serve as places from which to begin their education.

Children learn and live best when part of a community where they are valued, respected, encouraged, and held accountable.

Children need guidance, discipline, and the consistency of routine. Authority and obedience are fundamental principles having their source in the authority of our Creator. This authority must never be abused to manipulate children by guilt, influence, fear, or undue play upon any natural desire (such as to be well-liked by one's teacher).

Children have great potential as builders and shapers of their world. They are responsible beings, able to effect change in themselves, their families, and the larger community.

Our beliefs about the nature of education and learning, drawn from Charlotte Mason. . .

Education is an atmosphere:

... expressed through a class structure that provides succinct, focused lessons, promoted by a non-competitive learning environment (without extrinsic rewards) and a positive and peaceful feel focused on the delight of learning.

... expressed through classroom design and décor that takes into account the educational value of a home-like environment.

Education is a discipline:

... that cultivates habits of caring – for one another, for materials and resources, and for Creation.

... that requires perseverance – with the encouragement and expectation for students to finish well and do their best work.

... that focuses on the attitude of the heart – in conflict resolution, in relationship restoration, and in response to correction.

Education is a life:

... where no separation exists between the sacred and the secular. All truth is God's truth.

... best pursued through contact with real things – the best books by the best minds, real life experiences, actual objects, and opportunities for exploration and discovery.

... where a child's mind feasts on ideas from all of life!

Education is the science of relationships:

... that the child has with the realm of ideas, the created world, people, and their Creator.

... where learning becomes vibrant and relevant when connections are made across subjects, within relationship and with real life.

Curriculum Overview

“A child who possesses a sound and fairly wide knowledge of a number of subjects, all of which serve to interest him; such a child *studies with delight*.”

~ Charlotte Mason

Bible

At SCCS we believe that all truth is God's truth, and that the foundation for our quest for truth is the Bible. By reading and discussing the Scriptures, we are giving students a framework within which they can learn. We use the *Big Picture Story Bible* for PreK-3, the *Jesus Storybook Bible* for PreK-4 and Kindergarten, *The Child's Story Bible* for 1st through 3rd grade, and the *ESV Bible* for 4th grade and older.

Composer Study

By exposing our students to excellent music, we are giving them an ear for rhythm, melody and harmony, but we are also teaching them to understand and appreciate great music. The enjoyment of music is an ability that can be enjoyed throughout one's entire life.

Foreign Language

Students in every grade at SCCS participate in French lessons beginning with songs and conversation.

Handwriting

Being able to express oneself in writing is an important developmental milestone and life skill. At SCCS we use a multisensory program, Handwriting Without Tears, beginning in PK to train students to print clearly and neatly. We introduce cursive writing in 3rd grade, using the Handwriting Without Tears cursive curriculum.

Handwork

One of the joys of life is to be able to create something beautiful with our hands. As they are creating, students will learn about color, pattern, texture and design as well as experience the satisfaction of working diligently and carefully on a project and seeing it through to its completion.

Language Arts and Reading Instruction

Living books, books that "...are more than just interesting [... they are] books that make a topic come alive"(2) are the foundation for our curriculum. Students will also receive instruction in phonics, sight words, spelling and writing. In almost every subject, the students will be taught the skill of narration (telling back what they have heard) to strengthen their memory and help them become focused listeners and critical thinkers.

Mathematics

"Math needs to be taught so 95% is understood and only 5% memorized"(1). At SCCS we use RightStart Mathematics for PreK through 4th grade. RightStart is a multisensory curriculum that seeks not only to help students learn and understand math, but to enjoy it as well. By minimizing the use of flashcards and worksheets, and emphasizing the use of manipulatives and math games, the curriculum gives students the instruction and practice they need to achieve competency and become flexible problem solvers without becoming frustrated and bored by math in the process. For 5th-8th grade, we use Singapore Math. It is similar to RightStart in that it helps to foster flexibility when approaching math problems. Singapore Math places an emphasis on word problems and multi-step problems, which is important in the older grades.

Nature Study and Science

One of the distinctives of a Charlotte Mason education is the regular study of nature. Students are given many opportunities to explore and interact with the natural environment. Through nature walks, nature study and the keeping of nature journals, students develop their observation skills and their appreciation of the beauty and intricacy of the world around them. The skills and principles developed in Nature Study extend into Science, as students learn about the principles that govern the natural world.

Picture Study

An excellent piece of art can captivate our senses and emotions, so we expose our students to the lives of great artists and their work. By learning to carefully observe and attend to a great work of art, the students learn to understand and appreciate masterpieces of both the past and present.

Social Studies: History and Geography

As the students read, hear, narrate and interact with living books, the opportunities to ask and answer questions of whom, when and where will naturally arise. By integrating the study of

history and geography with literature, the students are able to see the connections between facts and ideas, and will develop a broader, deeper understanding of their world.

Typing / Technology

Students begin regularly utilizing laptop computers at SCCS starting in 4th grade. 4th - 8th grade students will also use the laptops for researching science and social studies units, word processing applications, spreadsheet applications, and presentation applications.

(1) Cotter, Jean. *What Makes this Elementary Math Program Different?*

www.alabacus.com

(2) www.AmblesideOnline.org

II. GOVERNANCE

The South City Community School Board

Governing authority for South City Community School rests with the SCCS Board. The school board consists of a minimum of five and a maximum of eleven members. The Head of School serves as *ex officio* members of the board and is the sole employee of the Board.

All members of the SCCS Board shall adhere to and abide by all of the SCCS bylaws, shall be professing Christians, ascribe without reservation to the Statement of Faith, and demonstrate a commitment to the mission, vision and philosophy of the school. New board members may be nominated by a standing board member or the administration. The SCCS Board meets monthly.

Leadership

Michael Treadwell serves as the Head of School. The SCCS Board hires a Head of School to oversee all day to day operations of the school and lead the faculty and staff in service of students and their families.

Affiliations

South City Community School is a member of...

Christian Schools Association of St. Louis	www.csasl.org
ChildLight Schools Association	www.childlightschools.org
Christian Schools International	www.csionline.org

Accreditation

SCCS is jointly accredited through Christian Schools International and AdvancEd.

III.FAMILY INVOLVEMENT

Family Involvement Importance

- South City Community School believes that the primary responsibility and privilege of the education rests with the parents. As such, the school's role is to come alongside parents, not relieving them of their responsibility, but joining and supporting them in the task.
- The quality of a child's education depends upon the willingness of their parents or guardians to contribute to the work of supporting and enriching the child's educational community.
- Research has repeatedly shown that a school's educational quality improves with increased parent/guardian involvement.

Family Involvement Commitment

- South City Community School asks that each family (parents / guardians) contribute to involvement with the school for a minimum of 24 hours per family, per year.
- Attendance at Parent/Teacher Conferences is required for at least one parent / guardian of each student or sibling group.

Family Involvement Opportunities

To fulfill your Family Involvement Hours, SCCS offers many opportunities for you to help and be involved in during school hours, after school, on the weekends, and even from home.

Sign-ups for Family Involvement Opportunities are through an online platform that will be opened up to new sign-ups in August of each school year. If you have technical difficulties interacting with the online process, please email emclaury@sccommunityschool.org for assistance.

Being an affiliate school that benefits monetarily from serving a required amount of hours each year at Ditto, we require each family, as a part of your 24 hours, to serve a minimum of 1 shift (2 hours) at the Ditto Resale store (see www.dittostl.com for more information). These hours may be served by family members, friends or community group members so be sure to invite someone to help you as we are required to serve a certain number of hours a year to receive 100% of our portion of the profits.

Family Involvement Hours are tracked by submitted an online form each time you or your family volunteers. The link to this form can be found in the school's Friday Email update or by contacting Mrs. McLaury (emclaury@sccommunityschool.org). An update of your family's hours will be sent home periodically throughout the school year. If you have technical difficulties with your family's log Google Doc, please send an email to emclaury@sccommunityschool.org for assistance. Paper copies may also be made available upon request and should be turned into the school at the end of each trimester.

IV. EXPECTATIONS OF STUDENTS

Student Handbook

We provide a Student Handbook for students in 3rd - 8th grade, so that they will have a written handbook of our expectations of them. The Student Handbook will also provide additional guidance and helpful suggestions to students to help them be successful in school and beyond. Parents are encouraged to read this over with their 3rd - 8th grade child/ren, and to refer back to it as needed.

Discipline Policy

At SCCS, we strive to foster a peaceful and safe learning environment where all members of our school are shown respect and courtesy. We also recognize that parents have the primary responsibility to discipline their children, and we desire to partner with parents as they seek to guide and nurture their children.

We realize that within any community there will be conflicts and that children will make mistakes and will need support and guidance. We see this as an opportunity to connect with the child and support their growth. The majority of these instances will be handled by the classroom or specials teacher, with an emphasis on helping the child make better choices and move towards relational restoration if needed. We affirm that all of our students have a need to feel safe among their classmates.

If an incident occurs involving the following behaviors, the student will be sent to the office and a consequence will occur, including but not limited to a call or note home to parents, being sent home for the rest of the day or a parent meeting.

- Hitting, punching, slapping, kicking or inappropriate touching
- Destruction of school property
- Repeated refusal to follow directions
- Repeated use of threatening, disrespectful, coarse or demeaning language
- Repeated dishonesty/cheating
- Inappropriate use of computers

For older students (3rd grade and up), being asked to leave a specials class (art, music, French, PE or an elective) because of poor behavior may result in missing that same class the next week and spending that time in the office working on class work.

Weapons, explosives or fireworks of any kind (real or pretend) are not to be brought to school. They will be confiscated and returned to the parent at the end of the day. Prior permission may be granted by the classroom teacher to bring items in this category for show and tell or classroom activities.

If a situation occurs where the student displays poor behavior over an extended period of time and is not willing to change, and/or SCCS is not able to provide the behavioral support the student requires, the Head of School will be consulted to determine a plan of action, which could include suspension, expulsion or a request to find a more appropriate school placement.

Prior permission from the classroom teacher is needed in order for a student to bring an electronic device to school.

We do not utilize a reward/demerit or point system at SCCS.

Corporal punishment is not practiced at SCCS.

Dress Guidelines

At SCCS, we do not wish to inhibit a child's individuality or creativity, nor cause undue financial strain upon the clothing budget. As the focus of our day is discovering and exploring our world, outside play, nature walks and other "messy" activities are a part of the daily schedule. This should be a consideration when choosing school clothes for your child.

Please keep these guidelines in mind:

- Clothing and outerwear should be appropriate for the season and weather.
- Shoes must be closed toe with a closed or strap heel.
- Clothing should be free from writing and pictures. Designs (plaid, stripes, floral, and repeated patterns) are permissible.
- Clothing should be comfortable and washable.
- Girls should wear leggings, "bike shorts", or tights under skirts or dresses.
- Pants, shorts, and skirts must be worn fitted at the waist or hips and of modest length.
- Clothing should be the appropriate size, neither too loose nor too snug.
- Clothing should be free from rips and tears or neatly patched / mended.
- For boys, hats are to be worn outside only. Girls may wear hats indoors if they are part of an outfit. Baseball caps and stocking caps (winter hats) are not allowed indoors.
- Accessories (jewelry, hair ribbons, etc.) are allowed but will be sent home if they become a distraction.
- Hair coloring (dye, hair chalk) is allowed.
- Students may have characters/writing on their shoes, backpack, lunchbox etc, just not their clothing.

School Supplies

Due to the specific supplies that our particular curriculum requires for the students, we ask that all school families submit a \$100 supply fee per student to the school which will cover the majority of their school supplies including pencils, folders, notebooks, art supplies. The supply fees should be added to any lump sum tuition payments or will be automatically deducted with the August tuition payment.

The only remaining items you will need to send with your child are:

- a backpack large enough for a 10 x 13 folder
- a water bottle
- their morning and afternoon snacks and lunch
- change of clothes to leave at school (including underwear and socks).

Please bring these clothes the first day of school in a ziplock or bag clearly marked with their name on it and give it to their classroom teacher.

Please clearly mark your child's name on or inside their backpack, clothing and shoes.

V. SCHEDULE AND ROUTINES

Arrival

Children may arrive at school as early as 7:30 am if they are in our before care program, and as early as 8:15am for morning drop off. Students are to be at school no later than 8:35 am in order to be on time for school.

From 8:15 to 8:25am, students are asked to wait downstairs in the entryway while teachers are preparing for the day. All students may go up to their classroom at 8:25am. Parents are also welcome to escort their child/ren up the stairs at that time.

Parents are welcome to escort their child/ren into the school building any day during the school-year. If you plan to leave your car to escort your child into the building, please park in front of the school along Reber Place.

For parking-lot drop-off, cars are to enter the school's gated parking lot from Reber Place. SCCS staff will supervise your child as they come to the front door. Parents are then to continue through the far gate, behind the school building, and left again in the alley back out to Reber Place.

If your child arrives after 8:35, it will be necessary to walk your child up or wait to make sure they have entered the building. Students who arrive after 8:40am will be required to stop at the front desk to get a late slip, to be turned in to their teacher.

Dismissal

We require written notification or a phone call if the person picking up your child/ren is not someone who routinely picks up. That person may be required to show ID at the school to confirm their identity before we release the student/s.

PreK-3, PreK-4, Kindergarten, and 1st grade students will be dismissed at 1:00pm Mon – Fri. 2nd grade students will be dismissed at 1:00pm on Mon / Wed / Fri and at 3:15pm on Tues / Thurs. 3rd - 8th grade students will be dismissed at 3:15pm Mon – Fri.

For parking-lot pick up, cars are to enter the school's gated parking lot and should drive the end of the parking lot, forming 2 lines. Please place your SCCS car sign with your child/family name in your front left window. SCCS staff will escort your children out, approximately 6 to 9 cars at a time. Please be patient with the carpool process. For the safety of all students and younger siblings, and to keep the flow of traffic moving, do not leave your car unattended in the pick-up line.

For everyone's safety due to pick-up traffic, no one (siblings or students) will be permitted to play on the playground until after pick-up is over, at 1:10pm or 3:30pm.

After 1:10pm or 3:30pm, any child not picked up will be escorted back to the Play Room and remain with an SCCS staff member until your arrival.

If a student needs to be picked up during the school day, the person picking them up must come into the building and sign the student out.

Attendance

Due to the experiential, integrated nature of our curriculum, consistent, on-time attendance plays a significant role in our students' learning.

At SCCS we highly value time spent as a family and support your time away from the school visiting family, taking memorable vacations, and learning and playing together! However, parents are strongly encouraged to make every effort to schedule trips or doctor's visits around, rather than in conflict with, the school calendar so that your child does not miss out on school.

Please leave a message at the school at 314.667.4311
OR send an email to info@sccommunityschool.org for all attendance notices.

For children enrolled in private school, regular school attendance is also mandated by law (*RSMo 167.031*). Absences of more than seven cumulative school days in a trimester will necessitate a meeting with your child's teacher and the school administration. In addition, since many of our families are on TTEF Scholarships which require at least 90% daily attendance, if any student is at risk of exceeding this daily attendance requirement for the year, it will necessitate a meeting with your child's teacher and the school administration.

In addition, to support your child’s learning and the smoothness of the classroom schedule, students arriving later than 8:40am will be considered tardy. More than 12 tardies in a trimester will necessitate a meeting with your child’s teacher and the school administration.

[SCCS Calendar 2019-2020 \(pdf online\)](#)

Illnesses and Immunizations

All accepted students of South City Community School must have the completed Medical Information and Release Form, a Physical Exam Form completed by their physician, and a copy of their Immunization Record (or appropriate Immunization Exemption Form) included in the admissions packet. Please contact mkearney@sccommunityschool.org for any questions related to medical information or immunization records.

In case of illness or injury, your child will be cared for and kept under observation by school personnel until a parent or designated adult arrives for him/her. Students who have a temperature of 100 degrees or higher will be sent home from school. The child may also be removed from the classroom if their temperature is lower than 100 degrees but they are not feeling well. Please do not return him/her to school until their temperature has been normal for at least 24 hours. If antibiotics were administered, 24 hours must lapse after the first dose has been given. Likewise, please wait at least 24 hours if any vomiting or diarrhea has occurred. Please do not send your child to school if there is evidence of fever, severe headache, productive cough, nausea, vomiting, rash, pink eye, lice, ringworm, or lethargy.

In addition, if your child contracts any of the following diseases, please keep your child at home **and immediately contact the school:**

<i>Diphtheria</i>	<i>Tetanus</i>	<i>Pertussis (whooping cough)</i>	<i>HiB</i>
<i>Polio</i>	<i>Measles</i>	<i>Rubella</i>	<i>Mumps</i>
<i>Hepatitis B</i>	<i>Varicella (chickenpox)</i>		

Children with a Medical Exemption or Religious Exemption who have not been immunized for the above communicable diseases will be asked to remain at home from school if such an outbreak occurs in our immediate community, until cleared from illness and/or incubation period by the child’s physician.

Chapel

On Wednesdays from 8:45 - 9:10am, Kindergarten – 8th grade students will gather for Chapel in the gym. Also, our PreK-3 and PreK-4 students will gather in one of the PreK-4 rooms for PreK

Chapel. Parents and visitors are warmly invited and encouraged to join us in this weekly time of worship.

Snack and Lunch

A snack time is scheduled for each class every morning. Please send a snack and lunch and water bottle with your child to school. Parents are encouraged to send nutritious food items for their child, including a protein source. Please do not send soda or other foods high in sugar to school. In order for parents to make food choices for their child, as well as to decrease instances of allergic reactions, the sharing of food is not permitted. (Please note that a fridge and microwave are not available to students).

Enrichment Trips

Taking learning beyond the walls of the classroom, classes at SCCS regularly take enrichment trips to various places in and around St. Louis. Costs of trips are included in your child's tuition & fees. Parents will be notified in advance of enrichment trips and a permission slip covering the whole year must be signed in order for a child to participate.

Parents are a welcome and necessary part of our enrichment trips, and we encourage every family to volunteer for *at least* one enrichment trip per student, per year. While serving as chaperones, we ask that parents help foster the educational experience, supervise the behavior and safety of the students, and assist the teacher in maintaining order. Chaperones are to drive directly to and from the destination, staying together with the other vehicles going on the trip.

In order to have "all hands on deck" to ensure the safety of our students, we ask that parents not bring younger siblings to enrichment trips.

Your child/ren's appropriate child safety seat must be dropped off with your child in order for your child to participate. Missouri State Law (*RSMo 307.182*) requires:

- Children less than 4 years old or less than 40 lbs, must be in an appropriate child safety seat. (CDC further clarifies / recommends keeping your child in a convertible child safety seat until the child has outgrown their seat in height and has reached the upper weight limits of the seat.)
- Children ages 4 through 8 who weigh at least 40 pounds must be in an appropriate child safety seat or booster seat unless they are 80 pounds or 4'9" tall.
- Children 8 and over or weighing at least 80 pounds or at least 4'9" tall are required to be secured by a safety belt or booster seat appropriate for that child.

Additional guidelines:

- Parent volunteers should not take individual children to the rest room or to locations away from the group.

- Male parent volunteers will usually have the teacher ride with them.
- In the 2019-2020 School year we will begin asking drivers to undergo a Nexis Lexis MVR check this year for field trip drivers.

VI. STUDENT ASSESSMENT AND EVALUATION

Assessment and Examinations

At South City Community School, we utilize a variety of methods to assess and evaluate each student's progress throughout the year. Samples of student work will be kept in Student Portfolios. The teachers will keep notes on their observations of each student's successes and struggles throughout the year. Parent / Teacher Conferences and Trimester Report Cards provide significant insight into each child's progress.

End of Year Assessments and Standardized Tests in 5th grade and above provide another "snapshot" of each student's knowledge and academic ability, the results of which shall be shared with parents with the child's following report card. Parents will be notified ahead of time regarding days that the End of Year Assessments and Standardized Tests are scheduled for your child's grade.

Parent / Teacher Conferences

Parent/Teacher Conferences are scheduled in October and March. These meetings are to have time set aside for the parent/guardian and the teacher to discuss the child's progress, talk about areas of concern, or ask questions. We require that at least one parent / guardian of each student / sibling group attend the Parent/Teacher Conferences and ask that the student/s not attend, unless requested by the teacher.

Report Cards

SCCS' school-year is divided by trimesters beginning in August, December, and March.

Report cards are sent digitally via email to parents at the beginning of December and beginning of March, and a final "hard" copy will be sent home on the last day of school in May.

Financial Aid

SCCS is committed to making tuition affordable by providing financial aid to students in Kindergarten and above who have demonstrated financial need. We enlist FACTS, an independent assessment company, to evaluate the financial assets and needs of applying families. FACTS processes applications based on a variety of factors, including household size, number of students enrolling, income, assets, and prioritized expenses, and submits

a recommendation to SCCS regarding the tuition a family is able to pay. The SCCS Admissions & Financial Aid Committee then reviews this information to determine tuition and financial aid amounts for those families. Families with children in Kindergarten and above will be required to submit a new financial aid application to FACTS each year during our re-enrollment period.

Tuition Payment Schedule

Annual Lump Sum Payment: due July 1st

10-month Payments: due 1st of every month, August through May

All families making tuition payments on the 10-month payment plan are required to sign up with FACTS for tuition management. Invoices and reports are available to you 24/7 at online.factsmgt.com. Families are able to set how their payments will be made - automatic deduction from a bank account, a credit card or by mailing a check to FACTS or by providing a cash to the school.

Extended Day Program: Before School, Afternoon Play Program and Late Play Program Enrollment / Payments

A Before School Program is available for any age student, from 7:30-8:15am.

An Afternoon Play Program is available for PreK-3 through 2nd grade students, from 1pm to 3:15pm.

A Late Play Program until 5:30pm is also available for students of any age.

Afternoon Play Program and Late Play Program payments must be made through your FACTS tuition management account. For children participating on a weekly basis, fees are charged on a monthly basis on the 1st of the month, along with the tuition due for that month.

All requests for changes (add days/programs, drop days/programs) must be made through signing up through the office.

Financial Policies

Tuition payments are considered late 5 days after the due date and will result in notification by FACTS and/or SCCS and a \$25 late fee. If an account is more than two months behind, a meeting with the school administration will be arranged, and may be grounds for dismissal. Grades and transcripts will be withheld until the account is current.

The administration of SCCS understands that a family may be burdened with unforeseen financial difficulties at times. If a family cannot meet its tuition obligation, it is their responsibility to contact the school and make alternative arrangements for payment.

Withdrawal Policy

Permanent withdrawal must be conducted through the Head of School, not through the classroom teacher. To withdraw a student from SCCS, the following steps must be followed:

1. The office must receive a written and signed statement of withdrawal from the parents.
2. Withdrawal of an *application* for an upcoming school year may be done without tuition obligation (except for the commitment fee and the application fee) until July 1st, prior to the start of the school year.
3. All outstanding tuition, fees and other charges must be paid in full before student records will be released.
4. All school property and textbooks must be returned. A charge will be assessed for any unreturned items.
5. If a student withdraws for any reason during the school year, parents are responsible for full payment of the current year's tuition amount.

The School Board will consider partial tuition release in extenuating circumstances and only if a request is submitted to the Board in writing. In that case, partial release may be allowed on the following schedule.

July 1 to Start of School:

If a student withdraws after July 1 but before school begins, and SCCS is unable to enroll another student to fill that place as of the first day of school, the parents will be responsible for paying the full tuition for the first trimester.

During the School Year:

If a student leaves for any reason after classes have begun, whether or not another student has been enrolled, parents will be held responsible for paying the full tuition for any trimester during which the student attended class. Trimesters begin July 1st, December 1st and March 1st.

Under no circumstances will a refund be given for any portion of a monthly payment.

XII. School Culture

Celebrations

At SCCS, celebrations are a vital part of our school community and serve as markers through the year. Such celebrations include...

- Celebration of the start of school with our Student Welcome Day
- Celebration of Thanksgiving during class and chapel
- Celebration of Advent and Christ's birth during class, chapel, and at our Christmas program
- Celebration of Christ's death and resurrection at Easter during class and chapel

- Celebration of our community at Spirit Days, Mosaic Day and Field Day
- Celebration of our year together and the students' work at our Spring Program and Art Show

Likewise, birthdays are a vital part of each child's life and serve as markers for him / her. At SCCS, your child's teacher will plan on celebrating each child's birthday in special ways to honor them on or before their birthday (summer birthdays will be celebrated on their half-birthday).

In deference to the school's celebrations, please do not send food, treats, or presents for Christmas, Valentine's Day, or birthdays.

Valentine's Day is a holiday celebrated in many ways by families. At SCCS, Valentine's Day celebrations will be planned by each respective classroom teacher, per their preference and needs of each class (celebrations will be focused on our love of God and family). Halloween is another event that families choose to recognize in a myriad of ways, so in deference to families' preferences Halloween is not formally recognized at SCCS.

Emergency School Closings

SCCS will post any school closings or delayed openings due to weather on the Fox 2 News. Notices may be found both on television and at the Fox 2 website:

<http://www.fox2now.com/weather/schoolclosing/>.

We will also notify all parents via email (or call or text parents without email) before 7am. Please use your discretion and do not attempt to come to school if conditions in your area are hazardous.

In the event that there is a school-wide early dismissal, parents will be contacted by email and phone.

In the occurrence of three or more cancelled days in one school-year, the SCCS administration will strongly consider making up lost days by cancelling a school holiday or extending the school-year. Teachers and parents will be notified well in advance of any such decision / changes.

Asbestos Notification

In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner has prepared a plan of action for SCCS to reduce exposure to asbestos fibers. This management plan is available to the public for inspection without cost or restrictions by request from the school office.

Room Parents

Each classroom will have a Room Parent who has signed up to volunteer for that class for the school-year. Room Parents act as liaisons between the teacher or school and the rest of the parents in class.

Activities that Room Parents are happy to assist with, could help find another volunteer for, or could help promote include:

- asking classroom teachers about their interests and communicating that information to families
- classroom setup or decor
- preparation in the classroom (ie, cutting, pasting, laminating, etc.)
- projects / activities that could use an extra hand
- promotion of a class celebration / activity
- promotion of class-wide Ditto sorting / volunteer parties
- promotion and assistance for SCCS Spirit Days activities and door decorating

Overseeing and providing support and encouragement to all of the Room Parents is our Room Parent Coordinator, Rachel Moskal.

Fire, Tornado, Earthquake and Intruder Drills

Fire drills will occur 8 times a year, tornado drills at least twice a year, security safety drills 3 times a year, and at least 1 earthquake drill each school year. Teachers will instruct the children in his or her class as to the procedures for drills.

Financial Support / Fundraising

South City Community School is a 501(c)3 non-profit school. We seek to partner with individuals, families, and businesses to financially support the school, in addition to tuition, in order to allow for scholarships for students who demonstrate financial need. All donations will be gratefully received and are tax-deductible; a receipt for tax purposes will be mailed to the donor/s. We ask that all families participate in supporting our Annual Walkathon, our largest annual community fundraising effort as a school.

Folders (Tuesday / Wednesday)

A green folder will be assigned to your student. The school will be communicating with families via this folder with teacher newsletters, certain school announcements, etc. Please remove the papers from the "Leave at Home" side and sign and return anything on the "Return to School" side, placing it in your student's backpack for the next school day. Your student is responsible for taking it out of their backpack at school and placing it in the clear hanging folder outside of

their classroom. If this folder is lost or damaged, you will be charged \$2 via FACTS for a replacement folder.

If your student has an orange folder in his or her backpack, this will most likely hold an illness, injury, or behavior report, or other timely communication from the office. Please give prompt attention to this folder and return it to the school the next day.

We rely on the weekly "Friday email" to communicate with our families and share important announcements and deadlines. *If we have a gmail account on file for you, it is quite possible that these might land in your "Promotions" tab.* If you have checked this and are not receiving our weekly emails, please email info@sccommunityschool.org.

Grandparents & Friends Days

We host Grandparents & Friends Days each year in the spring to encourage our children's grandparents (or another relative, godparent, or special friend) to visit us during school and join us for a light snack served by our students; see the school calendar for dates.

Grievances

Please begin with your child's classroom teacher with any concerns about your child's experience. If after speaking to your child's classroom teacher (or the faculty or staff directly involved with your concern) you may contact Michael Treadwell, Head of School with questions or concerns.

Medications

If your child requires medication - whether prescription or over-the-counter - to be taken at school, this must be sent directly to the school office (not given to your child's teacher).

All prescription medication must include the original prescription label or written prescription, with your child's name and date of birth and clear instructions as to dosage and times to be administered to the school office. All students with epi-pens and/or asthma inhalers should bring a prescription device on the first day of school, to remain with the school for the duration of the school-year. Students with a current asthma action plan must bring an inhaler/appropriate medication to be left at school at all times.

Over-the-counter medication should not require dosing more frequently than once in the morning and once in the afternoon - children should remain home if they are ill enough to require more frequent administration of medications and/or the administration of more than two medications for an illness.

Lice/Contagious Illness Policy

If a student or an adult gets lice or another contagious illness like ringworm or hand, foot & mouth disease, parents in that class and specials teachers who teach that child will be notified as soon as possible via email so they can be watching for symptoms in their own child. If the student goes to before or after care, those families will be notified as well. The individual student will not be named, and the office will request that the parent contact any other SCCS families that their child may have had contact with who are outside of the groups the office will contact.

Telephone & Email

To reach one of the SCCS teachers or staff members during the school day, please call the school office at ph# 314.667.4311 or email info@sccommunityschool.org.

Please do not call or text teachers directly during the school day.

To reach your child's teacher after school hours, please aim to call between 4 - 8pm Sun - Fri. Refer to the SCCS Directory and Class Lists for teachers' contact information.

Our expectation is that teachers will respond to parents' messages or emails within 24 hours.

If a child becomes ill at school and needs to be sent home, an SCCS teacher or staff member will call the parent.

Visitors

Parents are welcome at the school and are encouraged to visit and volunteer. Students and parents must obtain permission with the school administration to bring guests to the classroom. There is a sign in log at the front desk - parents and visitors must sign in and out at each visit.