
Schaumburg Christian School

Parent/Student Handbook

200 N. Roselle Road
Schaumburg, IL 60194
(847) 885-3230
www.schaumburgchristianschool.org

A Ministry of Bethel Baptist Church
August, 2010

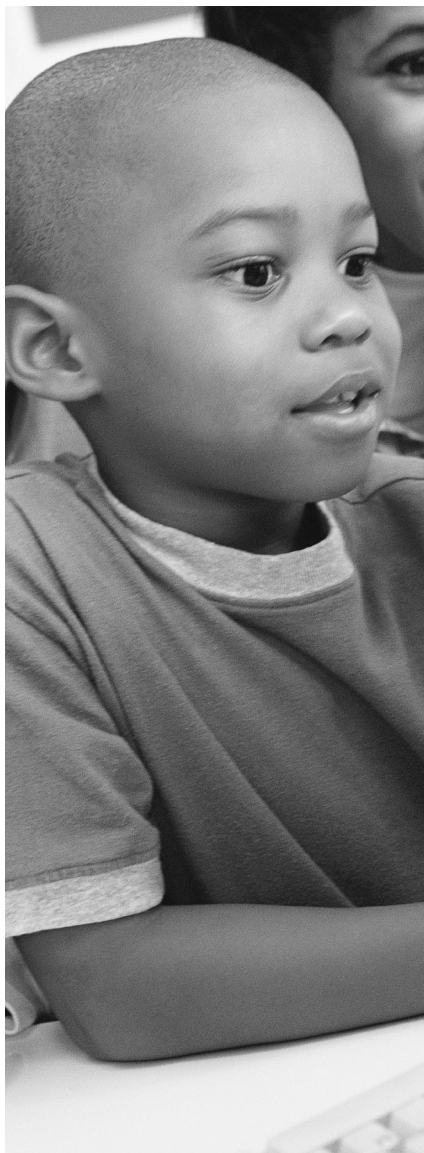
Parent/Student Handbook

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Introduction

“Nay, in all these things we are more than conquerors through him that loved us.” Romans 8:37



WELCOME

Welcome to the Schaumburg Christian School family. We are thankful for the opportunity to work with you concerning the education of your child. We have committed our lives to provide Christian families the best Christian education available in the Chicago suburbs.

To better acquaint you with our mission and focus, please take a few moments and read this handbook. It will help explain the policies and procedures by which we operate. Strong linkage between home and school has proven to be one of the most important factors in a child's success in our school.

WORTHWHILE PURPOSE

Schaumburg Christian School, a ministry of Bethel Baptist Church, is a private institution offering a challenging educational program in a conservative Christian environment for members of BBC and, as space permits, other selected families.

The purpose of SCS is to develop godliness of character and action in the lives of our students. We desire to be an extension of the Christian home. Our students are expected to demonstrate self-discipline, high morals, good habits, respect for others, responsibility, and a love of God and country. The Bible, while not being the only textbook, will be taught, and its principles will be guidelines for all other learning.

OUR HISTORY

SCS began in 1971 as a preschool ministry. Kindergarten and first grade were added in 1974. In 1975 grades two

through six were added, and by 1980 all twelve grades were offered. Enrollment has increased to over 1,200 students.

SCS is known throughout the community as an excellent school and is currently the largest private school in Schaumburg Township and the Illinois Association of Christian Schools. We are also an active member of the American Association of Christian Schools.

SCHOOL VERSE

“Nay, in all these things we are more than conquerors through him that loved us.”

Romans 8:37

SCHOOL SONG

We are more than conquerors,
thru Him that loved us so,
The Christ who dwells within us
is the greatest pow’r we know.
He will fight beside us
tho’ the enemy is great,
Who can stand against us,
He’s the Captain of our fate.
Then we will conquer, never fear;
So let the battle rage.
He has promised to be near,
until the end of the age.
We are more than conquerors,
thru Him that loved us so,
The Christ who dwells within us
is the greatest pow’r we know.

DOCTRINAL STATEMENT

The Statement of Faith of Bethel Baptist Church is the doctrinal statement of Schaumburg Christian School. A brief summary is as follows:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in the persons of Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the resurrection of both saved and lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

Policies and Procedures

“Let all things be done decently and in order.” 1 Corinthians 14:40

ADMISSION POLICY

Students are tentatively accepted at Schaumburg Christian School after a successful interview with the administration. A student must be the appropriate age on or before November 1st in order to enter pre-school, kindergarten, or first grade. Final acceptance is contingent upon a review of the permanent records of the student’s previous schooling and the results of any necessary testing. The school administration assumes the final responsibility for the grade placement of any student.

Schaumburg Christian School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Children with special needs such as physical, mental, emotional, behavioral, or learning disabilities that require significant accommodation cannot be accepted.

Parents are required to sign the Statement of Cooperation. No student will be admitted or allowed to remain in Schaumburg Christian School who does not agree to cooperate with the overall purpose and program.

All new students are admitted on a nine-week probationary standing. Once the student demonstrates Christian character, academic competence, and self-discipline, the probationary standing will be dropped.

Students who are expelled or asked to withdraw from Schaumburg Christian



School become eligible for enrollment consideration after two full semesters following their dismissal from school.

Junior and senior high students must have accepted Jesus Christ as their personal Savior. They also must agree not to listen to rock music of any kind both at and away from school and must agree to exclusively attend Sunday School and church services each week at a Bible-preaching church that practices water baptism by immersion. These policies apply to both new and returning junior and senior high students.

ENROLLMENT PROCEDURES

A student may register for school in the office during regular office hours. All transfer students are asked to bring a copy of their most recent school records to their interview with the administration. Enrollment is not finalized until the following steps have been completed:

1. Application to Schaumburg Christian School completed
2. Registration fee paid
3. Personal interview
4. Student record forms completed
5. Photocopy of student's birth certificate or passport on file
6. Required physical examination and immunizations current and dental and vision screenings if required
7. Any necessary testing completed

RE-ENROLLMENT

During the month of February, re-enrollments for the fall term for current students are accepted on a first-come, first-served basis. Re-enrollment forms should be completed and returned with the re-enrollment fee to the office. Enrollment is open to the public beginning March 1.

HEALTH CONCERNS

Illness or Injury—Students who become ill or injured during the school day will be assisted by one of our school office staff. If a determination is made that paramedic assistance is necessary, 9-1-1 will be called and the child will be taken to a nearby hospital. Each village sets its own fees for ambulance transportation. Any student with a temperature of 100 degrees or above, or who has experienced vomiting or diarrhea within the previous 24 hours, will not be allowed to remain in school. The parents will be contacted and asked that the child be taken home or to a doctor.

Medication—Whenever possible, medication should be administered in the home. At times when medication must be given during the school day, parents are responsible to ensure that all medication, along with written orders from a physician, be turned in to the school office as soon as the child arrives at school. Written permission from the parent or guardian is necessary for a child to receive medication during school hours. Whenever feasible, the child should self-administer medication under adult supervision.

Physical Examinations—Students entering preschool, kindergarten, fifth, and ninth grades are required by the State of Illinois to have a current physical examination within one year prior to starting that grade level. Transfer students must meet the same requirement. Before participating in the interscholastic sports program, a student must have a physical exam within one year of the start of the specific sport.

Immunizations—All immunizations must be current according to the requirements of the State of Illinois. Students who fail to comply with these requirements may not be allowed to attend. Transfer students are expected to meet the same requirements.

Records—All required health records are due by the beginning of school. If they are not submitted by November 1, a student may lose his privilege to attend Schaumburg Christian School.

Participation—As a general rule, if a student is well enough to attend school, he is well enough to attend physical education classes and recess. With written parental verification, a child may be excused from physical education or outdoor activities for up to three days following an illness or injury.

Insurance—Schaumburg Christian School does not provide insurance coverage for students. If a child is injured at school, the insurance claim must be handled through the child's or family's insurance policy.

FINANCIAL INFORMATION

A tuition and fee schedule has been established for the convenience of our school families. Our tuition rates are reduced for each additional child in a family. The registration and curriculum fees are non-refundable.

Schaumburg Christian School receives its income from tuition and fees and does not receive any income from state or federal funds. Parents are asked to pay their tuition and fees when due. Records will not be processed and report cards will be withheld until all bills are paid in full. Delinquent payment may be cause for suspension or dismissal. Students with delinquent accounts will not be allowed to participate in semester exams, final exams, graduation exercises, or any extra-curricular activities.

Families who choose to use our automatic payment plan have the option of paying on the 1st, 10th, or 20th of the month. All other accounts are due and payable by the 1st of each month. Visa, MasterCard, and Discover are also available as methods of payment. A late fee of \$25.00 will be

added if payment is not received by the 5th of each month. Returned checks are subject to a \$38 fee.

If a student attends one day or more of school during any month, he will owe the full month's tuition. Students who are suspended, expelled, or withdrawn from school will receive no refund for the portion of the month they did not attend. No refunds will be given for days off school that were not specified as days off on the school calendar.

SOLICITATION

Soliciting is forbidden at Schaumburg Christian School without the permission of the administration. This includes the selling of tickets, candy, etc. and the distribution of political materials or the circulation of petitions.

WITHDRAWAL

Withdrawals from school must be made in writing through the school office. It is understood that the tuition is due and payable until the official withdrawal form has been completed and delivered to the school office. Textbooks and other school-owned materials are to be returned at the time of withdrawal.

VISITORS

Visitors are welcome at Schaumburg Christian School. We do, however, ask that all visitors report to the school office immediately upon arrival. We also ask that visitors dress in a conservative manner. Some basic dress guidelines are as follows: no shorts, no low-cut blouses or shirts, and no tight-fitting clothing.

Students are allowed to visit in classrooms only if they are prospective Schaumburg Christian School students. Permission must be obtained from the school administration prior to the visit. Prospective students below third grade are asked to have a parent or guardian present during their classroom visit.

Parents are always welcome to visit classes. In order to provide uninterrupted instruction, we ask that such classroom visits and teacher conferences be scheduled in advance through the school office. Teachers are happy to arrange conferences with parents as needed, but please be considerate of the classroom learning environment.

DONATIONS

Schaumburg Christian School endeavors to keep tuition rates low for the benefit of our families. Many individuals have helped us maintain our low tuition profile by contributing in one or more of these suggested ways: (1) gifts to special building and remodeling projects; (2) gifts for special equipment purchases; or (3) gifts for the scholarship fund. For further information, contact the business office.

CLOSING OF SCHOOL

Severe weather or another emergency may require school to be closed. A decision to close school is generally made by 6:00 a.m. and is made for one day at a time. When the school has been closed, this information is given to greater Chicagoland radio and television stations. School closing information is also available by calling the school, extension 3220. If school is in session, the decision to send a child to school is ultimately made by parents and guardians.

CELL PHONES

Students bringing cell phones (or other electronic devices) to school must abide by the following guidelines. Cell phones must be powered off (not just in silent or vibrate mode) before a student arrives at school and must remain off until the student comes to the school lobby at dismissal. Cell phones may not be handled or used in any way during the school day except in an emergency. They should not be on the student's person, but must remain stored away, preferably in the student's locker (secondary) or book bag

(elementary). Students may not turn on or use cell phones during the school day unless they have first obtained permission from the school office. The office will grant permission for a student to use his cell phone only in an "emergency" situation. Once permission has been granted, a student may use his cell phone in the school office or lobby only and must power the phone off before leaving the school office or lobby. Cell phones may not contain anything of a prohibited nature such as ring tones that include rock music, inappropriate photos, etc. SCS will not be responsible for lost, stolen, or damaged cell phones.

SAFETY DRILLS

Safety drills are scheduled periodically at different times during the school year. It is important that students move quickly and in an orderly manner to the assigned area as soon as the alarm is sounded. Specific directions are posted in all classrooms.

In case of severe weather or other emergency, students will remain in the building in safe areas. In full cooperation with the local and state safety officials, precautions will be taken for the safety and protection of the students.

FIELD TRIPS

Field trips are taken at various times during the school year to places of educational interest. The Chicago area has many places of special interest and benefit for the students. Students are required to maintain the same level of discipline away from the school as is expected at the school.

PARENT CHAPERONES

There are times throughout the school year when parents may serve as chaperones or assist in the classroom. In such cases, parents are asked to follow the

same code of dress and conduct as is required of the students.

Parents serving as chaperones are asked to assist the teacher in maintaining the school's expected standards of safety and behavior. Generally, the parent chaperone should not bring non-school-age children to the activity.

PARENT-TEACHER CONFERENCES

The school is intended to be an extension of the home. Schaumburg Christian School recognizes the importance of the home and the school working together to obtain spiritual and academic growth for the student. Therefore, scheduled times in January have been set aside for parents and school personnel to meet in order to discuss the needs of the student.

Parent-teacher conferences may be necessary throughout the school year in order for parents to know first-hand their child's progress. The school asks that all students and parents participate as needed in these beneficial conferences.

HOME VISITS

Each preschool through sixth grade teacher and secondary homeroom teacher is asked to visit the homes of new students early in the school year. The purpose of the visit is to become acquainted with each child's family and to discuss his individual needs at school. Teachers will arrange their home visits in advance.

TEACHER QUALIFICATIONS

Every teacher in Schaumburg Christian School must be qualified spiritually and professionally. All teachers and

staff employees are born-again Christians who have dedicated themselves to Christian education. They are all active members of Bethel Baptist Church. Teachers are required to have adequate professional preparation in their subject areas and are supported in their pursuit of graduate studies.

SCHOOL STORE

The school store stocks Bibles, Schaumburg Christian School book covers, and physical education uniforms.

LUNCH PROGRAM

The senior class operates a snack shop throughout the school year which provides hot sandwiches, chips, milk, juice, fruits, salads, and soft drinks. Students can either purchase this school-provided lunch, or they may bring their lunch from home.

STUDENT DRIVERS

Any student who possesses a valid Illinois driver's license may drive to school. However, permission must be obtained from the administration before the student may drive on a regular basis.

Any student who demonstrates careless or reckless driving habits will forfeit the privilege of driving on campus. As soon as students arrive at school in a car driven by a student driver, they must leave the car and go into the building. Even if a student drives only himself to school, he must park, exit, and lock the car immediately upon arrival.

Students may not return to their car until they are dismissed at the end of the day. Under no circumstances are students to transport anyone other than those assigned by parents to ride with that student driver.

All automobiles are to be locked while parked on the school grounds. Students are to use the south parking lot (Bethel Lane) only.

STUDENT ACTIVITIES

Students who participate in bands, choirs, athletic teams, cheerleading squads, plays, or any special program groups at Schaumburg Christian School are required to attend all functions in which these groups participate. Students and parents should plan their individual schedules to minimize conflicts.

ELIGIBILITY

Only eligible students who meet certain requirements qualify to serve as class officers, officers in any official school organization, participate in the sports program, fine arts performances, or any other extra-curricular functions which have eligibility requirements as the basis for participation. Eligibility requirements are as follows:

1. Participants may not have 25 or more demerits in any one semester.
2. Participants must have at least a “C-” average for the marking period.
3. Participants must have no “F’s” for the marking period.
4. Participants must have received no unsatisfactory citizenship grades.
5. Family’s account must be current.

Academic eligibility is determined by progress reports and grading periods. Any students declared academically ineligible may not participate in practice, sporting events, or fine arts performances for at least three weeks.

Students who are absent from school (except for approved class cuts) will not be allowed to attend or participate in after-school activities of any kind on the day of their absence. Students must arrive at school by 11:00 a.m. and stay for the remainder of the school day in order to be eligible to participate.

SPORTS PROGRAM

Schaumburg Christian School maintains an active inter-scholastic sports program

competing in soccer, basketball, volleyball, and cheerleading. Athletes must meet eligibility requirements.

Student athletes are expected to maintain a good Christian testimony with staff and students. Any student failing to maintain the required grade point average will not be allowed to participate for three weeks or until the next satisfactory progress report.

All students participating in Schaumburg Christian School athletics are required to have a satisfactory physical examination before beginning practice. Athletes are encouraged to take the examination after June 1 so that they will be covered for all athletic seasons.

In all sports, the coaches recommend athletes for awards based on participation, training, sportsmanship, cooperation, behavior, and attitude. Athletes are expected to attend all practices and games.

Coaches may drop athletes from squads for irregular attendance at practice. They may also be dropped for lack of ability to perform at the standard set for squad membership or for displaying an improper attitude.

FINE ARTS

Band and choir may be taken for credit at Schaumburg Christian School. Private music lessons in voice, piano, and other instruments are available at the school for nominal fees.

Private lesson registration forms and rates are available in the school office. Lessons are scheduled during school hours. Students taking music lessons will have opportunities to perform at various recitals, school programs, contests, concerts, and in chapel. Participants in fine arts performances are expected to meet eligibility requirements.

At various times during the school year,

music competition is held. Elementary, junior, and senior high school winners may go on to represent Schaumburg Christian School in the Illinois Association of Christian Schools' Bible, Academic, and Fine Arts Tournaments.

EARLY ARRIVAL/ LATE STAY

Teachers will be on duty at 7:45 a.m. each school day. Students arriving at 7:30 a.m. must report to the early arrival room. Students arriving before 7:30 a.m. must sign up for child care and make the appropriate financial arrangements in the school office.

The early morning child care room opens at 6:30 a.m., and students should not arrive prior to that time. Students who remain at school after the regular dismissal time must be involved in an official extra-curricular activity or be enrolled in the after school child care program. No student is to be in the school building without adult supervision.

CHILD CARE

Schaumburg Christian School provides child care service for our students in pre-school through 8th grade. Child care hours are from 6:30 a.m. to 6:00 p.m. Rates are available in the school office. For each minute after 6:00 p.m. a rate of \$1.00 per minute per student will be charged to the parent or guardian picking up a child late from Afternoon Care. The Schaumburg Township Public Library should not to be used for child care.

CLOSED CAMPUS

Schaumburg Christian School operates on the "closed campus" principle. This simply means that attendance at school is required from the regular start of classes to the regular dismissal time, regardless of the number of free periods a student may have. Students may not leave campus for lunch.

TARDINESS

Students will be expected to be on time to school and all scheduled activities during the school day. Students who come to school late or who are delayed in going to first hour class, should go directly to the office for a pass. Please help your child learn responsibility by insisting that he arrive on time for school. Habitual tardiness may result in suspension from school.

APPOINTMENTS

Parents arriving during class time to pick up students for dental and doctor's appointments, or other excused absences, should report to the office. If a student must leave school early, a written note from the parent is to be brought to the school office and approved before 9:00 a.m.

ATTENDANCE/ABSENCE

In order to gain the most from school, each student must be regular in attendance. Absences will be excused for the following reasons:

1. Illness
2. Death in the immediate family
3. Medical appointments
4. Excused class cuts

Parents should notify the school office in advance of the absence whenever possible. In the case of illness, parents are asked to call the school office before 9:00 a.m. stating the specific reason for the absence. Unless notified, the school will attempt to call the home of the absentee. After an absence the returning student should bring a note explaining the reason for the absence. No refunds on tuition are made because of absences.

Unexcused absentees will not be able to make up any work unless satisfactory arrangements were made with the teacher

before the absence occurred. Unexcused absences during final examinations will receive a double demerit penalty.

Any student absent for thirty or more days during the school year may be retained at the same grade level. In junior and senior high school, this would result in a loss of credit for any course in which the student has accumulated thirty absences.

CLASS CUTS

A maximum of five days of class cuts are permitted each semester for unavoidable absences. These are for non-school-sponsored parent-attended activities including church-sponsored functions, college visits, and family vacations. If possible, family vacations should be restricted to days when school is not in session. Individual student vacations or other activities that do not include parents will not be approved.

Class cuts are to be arranged at least two school days prior to the absence. Parents of elementary students are asked to arrange class cuts through their child's teacher. Junior and senior high students arrange class cuts through the school office by completing a "Cuts Permission" form.

Class cuts may not be taken during the first two weeks of the school year or during the final two weeks of each semester. Transfer students may not take class cuts within two weeks of their admission date.

SCHOOL CAMP PROGRAM

Schaumburg Christian School students in grades nine through twelve begin each school year with a school camp. All high school students are required to attend. The program is designed to let faculty and students get acquainted in a Christian camp setting and set the spiritual tone for

the school year. Teachers help students develop and strengthen their personal standards using Bible principles.

GENERAL PRACTICES

No visitor may speak or perform in any program or class unless permission is secured in advance from the administration.

No student may use the name of the school on any radio or television program or in any publication without prior authorization from the school administration.



Academic Information

“And Jesus increased in wisdom and stature, and in favour with God and man.” Luke 2:52

SCHOOL DAY

First Grade	8:00 a.m.–2:45 p.m.
Junior/Senior High	8:00 a.m.–3:15 p.m.
Second–6th Grades ...	8:30 a.m.–3:00 p.m.
Kindergarten.....	8:15 a.m.–11:00 a.m.
.....	12:15 p.m.–3:00 p.m.
Preschool.....	8:30 a.m.–11:00 a.m.
Child Care	6:30 a.m.–6:00 p.m.
Building Open.....	7:30 a.m.

HIGH SCHOOL SCHEDULE

Band Rehearsal	7:30 a.m.–8:10 a.m.
Home Room	8:00 a.m.–8:10 a.m.
First Hour	8:15 a.m.–9:05 a.m.
Bible/Chapel	9:10 a.m.–9:45 a.m.
Third Hour	9:50 a.m.–10:35 a.m.
Fourth Hour	10:40 a.m.–11:30 a.m.
Activity Period	11:35 a.m.–12:05 p.m.
Lunch	12:10 p.m.–12:35 p.m.
Fifth Hour.....	12:40 p.m.–1:25 p.m.
Sixth Hour	1:30 p.m.–2:20 p.m.
Seventh Hour	2:25 p.m.–3:15 p.m.

PRESCHOOL

The preschool is an excellent early childhood learning program teaching children through creative projects in academics, music, art, and poetry. Our preschool classes are designed to provide a happy learning atmosphere where the teacher can lovingly meet each child’s personal needs.

KINDERGARTEN

Kindergarten is an integral part of the total school program. It is not a baby sitting service or play-school, but an enjoyable opportunity to learn phonics based reading, numbers, printing, music, and art. Students completing the program participate in a beautiful cap and gown graduation ceremony.

ELEMENTARY SCHOOL

The elementary program is designed to help students excel in all subject areas. The reading program focuses on mastering phonics. Mathematics, grammar, spelling, science, history, geography, and penmanship are important elements of the curriculum.

JUNIOR HIGH SCHOOL

The course of study for students entering junior high school provides challenge and motivation to help provide stability in a time of physical and emotional transition. Dedicated Christian teachers and active participation in Christian activities provide students leadership, stability, encouragement, inspiration, and direction.

SENIOR HIGH SCHOOL

Schaumburg Christian High School offers a college preparatory education in a conservative Christian atmosphere. Graduates

of our high school are attending colleges and universities all over the United States. Our teachers are known for their willingness to help students learn and for their genuine concern for students' individual needs. Students are given the opportunity to participate in a wide variety of music, sports, and social activities.

CREDIT REQUIREMENTS

Schaumburg Christian High School requires the successful completion of an academic program accumulating 19 units of credit (4-English; 3 1/2-Social Studies; 3-Mathematics; 2-Science; 1/2-Computer Science; 1-Physical Education - in two years; 5-Electives). A passing grade in Bible class is required every semester.

All students in grades seven through twelve must follow the course of study recommended to them by the administration. Listed here are the required courses of study for each high school grade level:

Ninth

Bible 9
English 9
Algebra I or Geometry
World History
Physical Science
P.E.
Elective

Tenth

Bible 10
English 10
Geometry or Algebra II
American History
Biology
P.E.
Elective

Eleventh

Bible 11
English 11
Algebra II or
Trig/Pre-Calculus
* Economics
* Computer Science
Elective #1
Elective #2
Elective #3

Twelfth

Bible 12
English 12
Government
Elective #1
Elective #2
Elective #3
Elective #4
* (1 semester)

In addition to these required classes, a wide range of electives are normally of-

fered each year including the following:

Accounting I & II
Advanced Computer
Advanced Human Anatomy
Band
Calculus
Chemistry
Choir
Family Science
Keyboarding I & II
Microbiology
Physics
Speech
Trigonometry and Pre Calculus
Yearbook

HONORS COURSES

Schaumburg Christian School offers to students in grades 9-12 a full slate of advanced core curriculum honors courses. These advanced courses provide exciting academic opportunities beyond the already challenging college preparatory classes that are currently available.

Honors courses offer many advantages and are worth the extra effort required. Students in honors classes will be more challenged academically, will be exposed to advanced subject matter, can dramatically increase their GPA, can help strengthen their chances for admission to college, and may also be better prepared to succeed in college.

LANGUAGE COURSE OFFERINGS THROUGH ROSETTA STONE

Language course through Rosetta Stone are offered to all students in grades 9 – 12. Courses may be taken during one of the student's elective periods or at home. Students are given a log-on ID and a password for 24/7 access to their program. Rosetta Stone uses rich visual imagery to help students learn and think in a new

language. The association of language and images is an integral part of the Dynamic Immersion® method, ensuring a direct connection between words and their meanings.

Rosetta Stone systemically builds nouns and verbs into complete sentences and dialogue. And in keeping with national and state standards, the program helps students build everyday proficiency in each of the four key language skills:

- Listening comprehension
- Speaking
- Reading
- Writing

SENIOR TRIP

The annual senior trip is regarded as a significant educational experience. Therefore, all seniors are asked to participate in this activity. The cost for the Senior Trip is the responsibility of the senior. Many seniors help pay for their trip through wages earned in the senior snack shop program.

SENIOR CREDITS

Seniors who lack more than one credit will not be permitted to march in commencement exercises. Arrangements must also have been made to earn this credit in an approved program before the student may march. Schaumburg Christian High School cannot be responsible for the inconvenience caused by a senior's failing courses during the last days of school.

REPORT CARDS AND GRADES

Our reporting system is designed to give parents and students an indication of the progress (or lack of progress) which is being made. Each student's ability, attitude, and application is taken into account in grading.

Students are evaluated in their academic subjects and on their conduct. Academic grades are based on the quality and accuracy of work done on homework, quizzes, tests, exams, projects, etc.

Grading is on the following scale:

93 - 100	A – Outstanding
84 - 92	B – Above Average
75 - 83	C – Average
65 - 74	D – Below Average
0 - 64	F – Failure

The **citizenship/conduct grade** represents the student's conduct and the degree of cooperation and effort displayed, and is an important part of the report card.

“**A**” indicates that a student is doing work consistent with his ability level, completes work on time, and is no particular discipline problem in the classroom.

“**B**” indicates that a student is working somewhat below his ability level, has some inconsistency in completing assignments, or is developing disciplinary problems in the classroom.

“**C**” indicates that a student is doing less than is expected of him, is often inconsistent in completing assignments, or is a discipline problem in the classroom.

“**D**” indicates that a student is doing far below his ability level, does not complete assignments on time, or is a regular discipline problem in the classroom. Any student who receives a “D” will be placed on probation.

“**F**” indicates that a student is making little or no effort in the classroom, has a pattern of not completing assignments, or is consistently a discipline problem and/or a disruption in the classroom. Any student who receives a “F” will come under a review process for potential dismissal from school.

Students may consult their teachers about their course progress at any time.

HONOR ROLL

An honor roll is compiled each nine-week grading period and is made up of the following:

“**A**” Honor Roll - Students who have made all “A’s” or “A-’s” with no unsatisfactory conduct grades.

“**B**” Honor Roll - Students who have made a “B” average with no unsatisfactory conduct grades.

Incomplete grades on a report card not made up by the time the Honor Roll list is due automatically disqualify that student from the Honor Roll for the grading period.

MAKE-UP WORK

Students who are absent must check with classroom teachers immediately upon returning to school to get all missed assignments. Students are allowed one day for each school day missed to make up work. Work not made up will go on record as a “zero.”

Students are expected to be in school unless ill. No test or examination will be given early so that a student may leave school before the normal dismissal time.

PROGRESS REPORTS

Student progress reports will go out eight times a year at three week intervals. Every student will receive a progress report after the first three weeks of school. During the remainder of the year a progress report will be sent home only in cases where the student is currently earning a “D” or “F,” the student earned a “D” or “F” on the previous report card, the child is a disciplinary problem in class, or the child’s grade went down more than one letter grade.

Progress reports are to be signed by the parents and returned to the teacher within one day.

COURSE CHANGE

Any courses that are dropped or added must be approved by the administration and processed during the first two weeks of the school year. Unless unusual circumstances prevail, a student will retain the same courses throughout the entire year.

No schedule changes may be made at the semester break. Any course with fewer than six students registered may not be offered due to financial considerations.

TEXTBOOKS

Required textbooks are furnished by Schaumburg Christian School. Learning to accept responsibility in regard to proper care of books and equipment is an important aspect of character development. In case of loss of textbooks or workbooks, students will be billed for the total price of replacement books. Damaged books will be assessed accordingly.

Students are required to have book covers for the protection of their books. Book covers may be purchased in the bookstore.

REFERENCE AND TEXT MATERIALS

Each student will provide himself with a King James Version of the Bible. These may be purchased from the school. It is suggested that each student have a good dictionary, though it is not required.

PHYSICAL EDUCATION UNIFORMS

Each junior and senior high physical education student is required to wear a gym uniform. These required uniforms will be distributed during the first gym class, and parents will be billed for the cost of the uniform.

HOMWORK

Homework is a necessary part of each child's education. All students will be assigned homework by their teachers. Parents should oversee these assignments nightly.

The purposes for homework are as follows:

For Drill—most students require solid drilling to master material essential to their educational progress.

For Practice—following classroom explanation, illustration and drill on new material, homework is given so that the material will be mastered.

For Remedial Activity—as instruction progresses, various weak points in a student's grasp of subject matter become evident. Homework is given to overcome such difficulties.

Students are expected to accept the responsibility for completing their homework as follows:

- Have the necessary materials to complete their homework.
- Ask questions as needed to clarify their assignments.
- Work as independently as possible.
- Complete their assignments with minimal help from parents.
- Complete their homework in a thorough and thoughtful manner.
- Complete their homework by the due date.

We request that parents assume the responsibility of ensuring that assignments are completed on time. However, this does not mean that parents do the work for the child. The maximum amount of learning, along with the development of personal responsibility, is attained when children are encouraged to recognize that completion of homework is primarily their own responsibility. Repeated delinquent or unfinished homework will result in disciplinary action.

Homework Policy: 1st–2nd Grade

There will be one grace day/warning per quarter for any homework not done. After that a tally will be given for each subsequent day the homework is not completed.

Homework Policy: 3rd–12th Grade

Students failing to complete their homework assignments will receive an academic penalty. Teachers will give two days of grace to each student in each subject during the school year. Once the two days are used, the student will receive the grade for the homework as the homework is that day. (Example: Work not turned in would receive a zero. Work partially completed would be graded as is.) Your child's teacher will communicate with you regarding any issues your child is having in this area.

PROMOTION/RETENTION

In kindergarten through sixth grade, a student's report card will contain a notation as to whether the student has been promoted or retained. Elementary students receiving three "D's" for the second semester in academic subjects will be promoted probationally only if they complete school-approved summer studies. Students who received "D's" in three or more academic subjects are required to successfully complete Language Arts in summer school before being promoted. If one of the "D's" is in math, the student must also successfully complete math in summer school before being promoted.

Students receiving an "F" in three academic subjects, including math and either reading or English, are automatically retained.

Seventh and eighth grade students who fail either semester of math or English or who earned "D's" both semesters are required to attend summer school. Students who fail both semesters of any two academic subjects will automatically be retained.

Discipline Code

“Even a child is known by his doings, whether his work be pure, and whether it be right.” Proverbs 20:11

BEHAVIOR

Schaumburg Christian School expects students to establish and maintain a Christian testimony with teachers and students. Students are asked to follow school rules to the best of their ability while displaying respect for God, country, family, faculty, and fellow students.

Students are expected to be responsible for their own actions in spite of the actions of others. Disorderly conduct such as horseplay, disruptive talking, and bullying and/or intimidation of others is not conducive to Christian character development and lends itself to classroom disturbances with unwanted breaches in the normal learning process. Therefore, this type of behavior will not be tolerated.

ATTITUDE

All students are to do their best to maintain a Christlike spirit of cooperation at all times. Constructive suggestions are always welcomed, but complaining, griping, or sullenness will not be tolerated.

Making light of Bible classes, Chapel programs, or guest speakers is always unacceptable. No student will be permitted to ridicule or mock school rules or personnel. If improper attitudes persist after parents have been contacted, probation, suspension, or expulsion may result. Suspensions lower a student's nine-week grade by three points in every subject for each day of suspension.



FUNDAMENTAL RULES

In Schaumburg Christian School, these four fundamental rules must be followed:

1. Students will ask for permission to leave their seat.
2. Students will ask for permission to speak out in class.
3. Students will always address and reply to teachers with utmost respect.
4. Students will always follow instructions carefully.

FOUL LANGUAGE

The use of foul or vulgar language, either in jest, anger, or absent-mindedness, will be dealt with firmly, even on the first offense. Repeated use will result in immediate suspension or expulsion. Suggestive remarks or actions will be dealt with similarly.

MUSIC

Today's rock music promotes humanistic philosophies, rebellion to authority, alcohol use, drug use, immoral behavior, violence, and foul language. This type of behavior is directly opposed to what we are attempting to incorporate into the lives of our students. With this in mind, we ask that 7th–12th grade students refrain from listening to such music at and away from school. We also ask that students not attend dances or participate in social dancing. Parents are asked to ensure the enforcement of these policies.

PROHIBITED ARTICLES

In an attempt to provide a safe environment for students, staff, and visitors, the possession of weapons of any kind, including guns, knives, explosives, and any other objects intended to look like or be used as weapons, is strictly

prohibited at school or at activities sponsored by the school. Other prohibited articles include: tobacco products, alcoholic beverages, illegal drugs, dice, playing cards, electronic games, radios, music/video players, and any rock music related items.

Magazines and books not related to class work are not permitted at school. Any literature that is brought to school must be approved for content by the student's English teacher.

LOITERING

Loitering in corridors, washrooms, and parking lots is prohibited. A student is expected to be in assigned areas during the student's scheduled school day.

GUM

Because of the problems gum chewing can cause, students are not to chew gum at any time they are on the school grounds. This restriction includes lunch hour, physical education class, and before and after school.

NON-SCHOOL FUNCTIONS

The school is not responsible for any party or social function that is not officially approved or sponsored by the school. For all school-sponsored functions, school rules and regulations, including dress standards, apply both for students and their guests.

COUPLES

The following are some regulations that may be of interest to both students and parents:

1. No couples or mixed groups may be on any part of the school grounds, inside or outside of buildings, unless they are under the general supervision of a school staff member.

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2. There is to be no physical contact between any male and female student before, during, or after school, or at any school or church function. Each student is to be above reproach in his behavior toward both students and guests at all times.

STUDENT DRESS AND APPEARANCE

Schaumburg Christian School, as a Christian school, has a testimony to maintain in the community. We ask that all of our students dress in a modest, conservative manner that will always exemplify the highest of Christ-like values. With the desire of being above reproach in the area of outward appearance and in a spirit of conformity to the general direction and intent of our dress standards, we remind all students that school is a center for learning and spiritual growth and as such should not be used as a place for fashion statements.

The administration reserves the right to determine what is acceptable or unacceptable in matters of appearance. Clothing and hairstyles that are outlandish or disruptive to the classroom in design or color coordination will not be permitted.

Please refer to the complete student dress standards on the SCS website at <http://schaumburgchristian.com/student-life/policies-and-procedures/student-dress-and-appearance//>

OFFICE REFERRALS

Minimum penalties for junior and senior high students who are sent to the office for disciplinary reasons in the same school year are as follows:

- 1st Referral – 5 demerits
- 2nd Referral – 10 demerits
- 3rd Referral – One-day suspension
- 4th Referral – Three-day suspension
- 5th Referral – Expulsion

PROBATION

Students may be placed on probation for academic, social, disciplinary, or spiritual reasons. Parents will be notified of this action by the school administration. Failure to consistently improve in the area of concern will result in dismissal from



school. Types and definitions of probation are listed below:

ACADEMIC—A student is placed on academic probation when he is failing in all or almost all of his academic classes or when he is showing little effort in assigned class work or tests.

SOCIAL—A student is placed on social probation when he exhibits an inability to comply with the overall social values of the school and/or his interaction contributes to an unreasonable negative behavior in himself or others. This disciplinary action may limit a student's social contact with one or more other students.

DISCIPLINARY—A student is placed on disciplinary probation when he repeatedly or flagrantly ignores, disobeys, or flaunts school regulations and/or teacher instructions. If a student fails to respond to this action, suspension or expulsion may follow.

SPIRITUAL—A student is placed on spiritual probation when he demonstrates little spiritual growth or a general apathy toward spiritual concerns.

SUSPENSIONS/ EXPULSIONS

Attendance at Schaumburg Christian School is a privilege, not a right. It is never our desire to suspend or expel a student from school. But, unfortunately, situations arise that leave us no alternative.

No student will be retained in Schaumburg Christian School who becomes involved with alcoholic beverages, illegal drugs, tobacco use, lewd or immoral behavior, or pornographic or lewd material. This applies to the students' conduct at and away from school.

A student will be dismissed from school at any time his lifestyle is found to be out

of harmony with the overall spirit, goals, policies, and direction of Schaumburg Christian School, or if he has displayed a consistent disregard for the rules and regulations of the school. Decisions in these matters are the responsibility of the administration.

Students who have been expelled or asked by the administration to withdraw from Schaumburg Christian School may not attend school or any school function until the completion of two full semesters following the expulsion or withdrawal. During this period, he/she is restricted from attending any SCS function (including athletic practices or games, fine arts rehearsals or performances, all programs, graduations, etc.) These restrictions apply to activities both on and off campus. Of course, the child is always welcome to attend the services and activities of Bethel Baptist Church.

Any student who has been suspended or expelled from another school will not be considered for enrollment until the student has completed the entire period of suspension or expulsion imposed by the other school.

DISCIPLINE: Preschool Through Third Grade

Expecting perfect behavior from children at all times is simply an unrealistic expectation. In order to help children learn to take responsibility for their own actions and reactions, there are various methods of discipline that can be used to reinforce good behavior: a stern look, warning or reminder, change of seating, or contacting the parents.

A. Walking

For minor rule infractions, students may be asked to walk for part of their recess time.

B. Tallys

If other means of discipline have not been effective, a Tally may be given. Tally offenses include:

1. Hullabaloo

General goofing around when he/she should be listening and obeying

2. Out of Order

Running in the halls, hitting, putting hands/feet on others, pushing, etc.

3. Work Not In

Not finishing homework, not bringing back test folder

4. Intentional Disobedience

Lying, stealing, cheating, disobedience, etc.

5. Attitude

Bad attitude, uncooperative, talking back, etc.

6. Courtesy

Disrespectful, inconsiderate, rudeness, etc.

7. Talking

Talking without permission at any time.

DISCIPLINE – Fourth Grade Through Sixth Grade

If other means of discipline have not been effective, a Conduct Report may be given. Conduct report offenses in general are for failure to follow instructions and improper attitude or behavior.

Conduct reports are the upper-elementary teachers' way of communicating with a parent a problem the child has in school. When the student is given a conduct report, his name is written on the board and then will usually walk for a part of the recess.

The conduct report is sent home with the student for the parent's review and signature. The actual disciplining of the

student for the offence is left up to the parent. By allowing the parent to decide the actual punishment, allows the teacher to maintain a more cheerful atmosphere in the classroom thus creating a more enjoyable learning environment.

DISCIPLINE: Junior and Senior High

The demerit system is a discipline guide for junior and senior high students at Schaumburg Christian School. The positive side of discipline is stressed in Proverbs 22:6. The administration expects students at Schaumburg Christian School to maintain the highest standards of behavior at all times.

Failure to comply with the standard of conduct will result in the issuing of demerits. Demerits for a student are recommended by the teacher or other staff personnel. The administration makes the final decision regarding demerits. Students must sign or initial each demerit slip to acknowledge that they have received it.

Students receive demerits according to a written guide that is posted. Students who accumulate fifty (50) demerits in a semester will lose the privilege of attending Schaumburg Christian School for a minimum of two full semesters.

A student who accumulates a total of fifty (50) demerits or more in successive semesters may not re-enroll without approval of the administration. Total demerits will be indicated on report cards each marking period.

Any student accumulating twenty-five (25) demerits in one semester will be placed on probation. This means the student cannot participate in any extra-curricular activities including athletics, fine arts performances, etc. or hold any class or student body office.

Students who receive 1–5 demerits in a semester will have no record of this on their permanent file. Students who receive more than five demerits in a semester will have these recorded but will start the next semester with no demerits.



DEMERIT PENALTIES

Our 7th – 12th grade demerit system addresses, but is not limited to, the following:

OFFENSE	1	2	3	4	5	6	7	
1. Tardiness	1	1	1	2	2	2	3	Thereafter
2. Littering	1	1	1	2	2	2	3	Thereafter
3. Disorderly conduct	1	1	1	3	3	3	5	Thereafter
4. Failing to follow instructions	1	1	1	3	3	3	5	Thereafter
5. Candy, food, gum, etc.	1	1	1	3	3	3	5	Thereafter
6. Hall violation	1	1	1	3	3	3	5	Thereafter
7. Dress code	1	1	3	5	5	5	5	Thereafter
8. Cellphone/electronics	1	1	3	5	5	5	5	Thereafter
9. Disobedience	5	5	5	10	Thereafter			
10. Unexcused absence	5	5	5	10	Thereafter			
11. Disrespect	5	5	10	10	Thereafter			
12. Prohibited article	5	5	10	10	Thereafter			
13. Horseplay	5	5	10	10	Thereafter			
14. Vulgarity or profanity	5	10	15	20				
15. Dating infraction	5	10	15	20				
16. Defacing property	5	10	15	20				
17. Music infraction ^{1,2}	5	15	25					
18. Skipping class	25	25						
20. Cheating or lying	25	25						
21. Tobacco infraction ¹	50							
22. Drugs/Alcohol ¹	50							
23. Pornography/Lewd Material ¹	50							
24. Stealing ¹	50							

¹At/away from school

²Entire school year (more than three offences is cause for dismissal)

A CLOSING WORD

God has ordained two institutions to educate the child: the home and the church. The education given by our school is based upon the foundation laid by parents at home. The Word of God is clear that education begins in the home (Gen. 18:19; Deut. 6:7; Prov. 22:6; Eph. 6:4; II Tim. 1:5; 3:15). It is our desire to work in cooperation with parents who understand their God-given responsibility to teach their children in the fear and admonition of the Lord.

The families of our students are always welcome to attend the services of Bethel Baptist Church which sponsors Schaumburg Christian School. Our administration invites parents to contact us at any time to discuss the educational or spiritual needs of your children.

