

# WELCOME TO SOMERSET CHRISTIAN SCHOOL

## 2022-2023 Theme Passage

### Psalm 78:4-7 ESV

*We will not hide them from their children,  
but tell to the coming generation  
the glorious deeds of the Lord, and his might,  
and the wonders that he has done. He established a testimony in Jacob  
and appointed a law in Israel,  
which he commanded our fathers  
to teach to their children,  
that the next generation might know them,  
the children yet unborn,  
and arise and tell them to their children,  
so that they should set their hope in God  
and not forget the works of God,  
but keep his commandments.*

You have enrolled your child in a school that is committed to providing a distinctively Christian educational environment where curriculum, instruction, and methodology proceed from the Holy Word of God. We are happy that you are a part of Somerset Christian School.

The policies and procedures contained in this handbook have been carefully prepared to be of great value in helping you and your child become an integral part of this school. All students are expected to know and follow the regulations in this handbook. These guidelines have been designed with their best interests in mind.

## **PURPOSE**

In response to the parental mandate laid out in Holy Scripture in general and in Deuteronomy 6 and Psalm 78, Somerset Christian School has been established to serve families by offering a distinctively Christian educational environment. The scripture clearly places the responsibility for training children in the “ways of the Lord” on the shoulders of the parents and family.

The ministry of Somerset Christian School exists to assist parents in carrying out their responsibilities by providing a caring, devoted, qualified staff committed to the purpose of training children in Godly character and discipline, employing such curriculum and instructional materials as are consistent with those goals.

Somerset Christian School exists to serve families through a distinctively Christian education where curriculum, instruction and methodology are based on the eternal truth of God’s Word. SCS is dedicated to helping each child discover and develop his or her full potential in Christ through Biblical training, academic mastery, spiritual growth, and physical development. Through training and developing a Christian World View in each of our students, we endeavor to train a generation to change their world.

For parents looking for a return to God-centered education, searching for an education that teaches children to love God’s Word, textbooks that teach honor and reverence to God, and educators who understand and teach the value of character and morality, Somerset Christian School exists to serve you and your family.

Head of School

Dr. Ron Gleaves

Principal

Melissas Phelps

## **STATEMENT OF FAITH**

Recognizing Jesus as the Author and Finisher of my faith, and the Word of God as the Supreme standard for all wisdom and knowledge, it is my aim to develop myself accordingly, realizing that as I seek first His kingdom and righteousness, all these things shall be added. (Hebrews 12:1, 2; James 1:5, 6; 1 Peter 1:24; 1 John 2:5, 6; 1 John 5:3-5.) I will endeavor to follow the will of God for my life and to exemplify Christ-like character through daily personal prayer and consistent study of the Word of God, and through faithful group worship both at school and at church. (Matthew 7:7-11; James 1:22; 1 Peter 1:13-16; 2 Peter 1:10-11; Galatians 4:7.)

We believe the Bible to be the inspired and only infallible authoritative Word of God. (II Timothy 3:16)

We believe that there is one God, eternally existent in three persons Father, Son, and Holy Spirit. (I John 5:4-6)

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, in His bodily resurrection, in His

ascension to the right hand of the Father, and in His personal return in power and glory. (I Corinthians 15:3, I Peter 2:21-24, John 3:16, I Thessalonians 4:18; Revelation 21:20)

We believe that for salvation of lost and sinful humanity, regeneration by the Holy Spirit is absolutely essential. (Romans 3:21-30; Galatians 4:4-7)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Acts 1:8, Ephesians 5:18)

We believe in the resurrection of both the saved and lost; that they are saved unto the resurrection of life; and that they are lost unto the resurrection of damnation. (John 5:24, 28, 29)

### **Pastor's Council**

The Pastor's Council maintains the specific operational and spiritual oversight of the school.

### **Board of Education**

The Board shall determine policies for the school and develop an operating budget based on tuition, fees, and gifts for that purpose.

### **STATEMENT OF NON-DISCRIMINATION**

Somerset Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and other school administered programs.

However, Somerset Christian School reserves the right to use appropriate selection and dismissal criteria in keeping with its stated goals and objectives.

### **ACADEMICS**

Grading Scale – Grades are given on report cards and approximate averages are given on progress reports. These are the letter grades with their numerical equivalents for grades 1-12:

A	90-100	Excellent achievement
B	80-89	Above average achievement
C	70-79	Satisfactory achievement
D	60-69	Passing, below satisfactory level
F	59 and below	Failing-insufficient achievement to pass
I		Incomplete grade assigned because of excessive absence or failure to complete major assignments or tests. In either case, it is the student's responsibility to give prompt attention to completing the work.

**SOMERSET CHRISTIAN SCHOOL POLICY**  
**WEIGHTED GRADING SCALE/A.P. CLASSES/DUAL-CREDIT CLASSES**

In calculating student grade point averages, Somerset Christian School will recognize the following weighted grading scale for all Advanced Placement and Dual-Credit classes.

A = 5.0      B = 4.0      C = 3.0      D = 2.0      F = 0.0

\*\*Late work will NOT be accepted after 4 days. A penalty of 10% the first day, 20% the second day, 30% the third day and 40% the fourth day will be deducted from the grade.

Wednesday Night Homework – Families are encouraged to attend church services and students are encouraged to be active in their youth groups. Consequently, homework is not given on Wednesday nights in any grade and tests are not given on Thursdays. Teachers have been asked to collaborate with each other to prevent an overload of homework on any given day.

Progress Reports – Progress reports will be provided to keep parents informed of their child’s classroom performance. Progress reports will be sent home in the middle of each quarter. This written communication will notify parents of how their child is doing in attitude, work habits, and academics. It is an indication of how the student is progressing based on homework, tests, and quiz grades.

Athletic Program – Participation in athletics at Somerset Christian School is a privilege not a right. Students who participate in athletic programs must maintain a C grade in each class. Grades will be checked on a weekly basis by the principal and athletic director each Friday. If an athlete fails to maintain these standards, he/she will be suspended from the team until the student improves his/her grades to meet the eligibility standards. At the beginning of a new nine-week period, students will not be evaluated until the second week of the new grade period. A student will be reinstated on the first Friday that he/she meets eligibility standards. An athlete who is suspended will not be allowed to practice, play, or travel with the team. Student athletes must present proof of insurance and a doctor’s statement that they are physically fit to participate with the team. Students must be present at least ½ day on game day to participate. Noon will be considered mid-day. The student-athlete must maintain an excellent disciplinary record to represent SCS. Student-athletes may be suspended or dismissed from the team for disciplinary problems that may result in suspension from school.

Game Day Dress Code – SCS athletes represent the best that our school has to offer and represent our school to our own students and to the community at large. As such, SCS athletes should be exemplary in the way they present themselves. The athletic director will work with team coaches to determine what may be worn on game days and when traveling to other schools. Game jerseys may be worn to school, but athletic/sweat pants are prohibited even if they are SCS apparel.

Annual Spring Testing – As a means of assessing individual student achievement and measuring the effectiveness of our academic program, students at SCS will complete the Terra Nova, 3<sup>rd</sup> Edition each spring.

Promotion/Retention

Grades 9-12: The following number of credits will be required to promote to the next grade:

Grade 10 - 7 credits

Grade 11 – 13 credits

Grade 12 – 19 credits

Graduation – 26 credits

Graduation Requirements – Based on Kentucky graduation requirements and the academic standards of SCS, students who attend all four years in high school are required to earn the following 26 credits to meet the minimum pre-college graduation requirements for SCS:

English – 4 credits

Math – 4 credits

Bible – 4 credits

Foreign Language – 2 credits

Physical Education/Health – 1 credit

Social Studies – 4 credits

Science – 4 credits

Electives – 2 credits

Arts & Humanities – 1 credit

Students will be required to participate in a 10<sup>th</sup> grade service project coordinated by the school. Students will not be permitted to participate in graduation ceremonies until all requirements have been completed and all bills are paid.

Students who transfer to SCS during high school are required to meet or exceed the minimum Kentucky graduation requirements.

from the pastor or mission trip leader will be used to monitor this requirement.

## ATTENDANCE

Morning Arrival – Morning arrival for all SCS students should be **no earlier than 7:30 am**. The school cannot be held responsible for students on campus prior to this time. Upon arrival, K3 and K4 students will proceed directly to their assigned classrooms. Primary students (grades K5-5) will proceed in a quiet, orderly fashion, to the cafeteria and secondary students (grades 6-12) will proceed to their homeroom.

We are asking students and parents to observe the following entrance and exit points:

**All students grade Preschool-5<sup>th</sup> are to arrive at either the front foyer or side entrance by parking lot and depart at the front foyer entrance under the covered drive. Parents should then exit through the parking lot. Grades 6-12 depart through gym entrance and parking lot.**

<u>Grade</u>	<u>School Begins</u>	<u>School Ends</u>
K3-K4 (preschool)	8:10 am	3:05pm
K3-K5 (half day)	8:10 am	12:20 pm
K5 (full day)	8:10 am	3:05 pm
Grades 1-12	8:10 am	2:55 pm

**Afternoon pick-up for K-12 is 3:00pm**

**Afternoon pick-up for PreK is 3:10pm**

**\*\* At no point after arriving on school grounds is a student to leave the school before end of day dismissal without signing out through the school office. This is any student, regardless of grade.**

**\*\*Parents are required to come into the office to sign-out PreK-5<sup>th</sup> grade. This is for the student's safety.**

Students skipping school or class face serious disciplinary action including suspension or expulsion.

After School Care – Students who must remain at school after 3:15 pm will be taken to our supervised after care program. This service is available for all SCS children until 5:00 p.m. each evening. Parents will be billed \$6.50 per hour in quarter-hour increments.

Absent/Tardy – When a student is absent from school, to be considered an excused absence a phone call or note from the parent or guardian to the office by 9:00 am that day (if possible) is required giving the following information:

1. Parent or guardian's name
2. Student's name
3. Grade
4. Reason for absence
5. Estimated date of return.

**Upon returning to school after an absence, all students will furnish a written note from their parent or guardian stating the reason for the absence, days of absence, and signature of the parent or guardian. If notification is not received within 2 days of return, the absence will remain unexcused. In the case of an absence requiring a physician's attention, students must furnish the office with a medical excuse from the attending physician.**

Early Dismissal – Student check-out before 12:30 pm is considered ½ day absence. Check-out after 12:30 pm is counted as an early dismissal (counts the same as a tardy). **Either must meet guidelines for excused absences.** There will be no early dismissals after 2:45 pm to keep traffic lanes open for school dismissal. Please keep early dismissals to a minimum so your child's education will not suffer.

Perfect Attendance – Perfect attendance is defined as no absences – excused or unexcused – and no unexcused tardies.

Make Up Work – Students with excused absences will have the same number of days to complete work as were missed. If a student missed work due to an unexcused absence, makeup work is permitted at the teacher's discretion. The student will be allowed to take missed tests or quizzes. **The grade will be lowered 10%.** Grades may be lowered for late assignments. Projects/tests announced in advance should be completed and submitted on the date due even if the student was absent the preceding day. This includes tests, essays, displays, etc. Quizzes and homework are to be submitted within one day of the student's return to school. Call to find out what work is being completed during your absence. Any student suspended from school for disciplinary reasons (in house or out) will make up work but receive no credit.

Release from classes – When it is necessary for a parent to take a child out of class for a doctor's appointment or other reason during the day, release of the student must be made through the office. Students who leave before 12:30 pm and fail to return will be marked absent for one half day. Students are accountable for all work missed. The absence will be counted as part of the State of Kentucky attendance law. If a student needs to ride home with or be checked out by someone other than the normal, designated driver, the office must receive dated and signed written notification from the parent/guardian. Students who drive may not check themselves out without authorization from a parent/guardian.

School Closing – School will be dismissed in the event of a severe weather warning. Students will be released to go home when parents arrive. Announcements regarding delays or school closing prior to the start of the school day will be announced beginning around 6:30 am on Lexington television stations 18, 27 and 36 and on radio stations 93.9, 91.7 and 102.3 FM as well as 1240 AM.

## ADMISSIONS

### Requirements

1. **Immunization** - Kentucky state law requires that parents, or guardians of all minor children in grades k-12 for all public, parochial, or private schools, present a certified copy of required immunizations upon school enrollment. To be in compliance, the student must have received or be in the process of receiving immunization for DPT/DT, oral polio, measles, mumps, rubella, and varicella (for students seven and under who have not had chickenpox). No child shall be considered officially admitted to Somerset Christian School until he has proven that he has received these immunizations or that the child has been exempted from the immunizations.
2. **Birth Certificate** - A copy of the student's birth certificate must be submitted with the admissions application. Those enrolling in kindergarten must be five years old on or before October 1.
2. **Report card** - Or school record of progress from previous school.
4. **GPA** - Must be 2.0 or above. Below a 2.0 GPA may require remediation.
5. **Completed application** – and all corresponding documents.
6. **Pastor's Recommendation letter** – for family.
7. **Registration fee paid** – non-refundable.
8. **Agreement with the Vision** – for the school. Applicants are selected from those whose attitude, lifestyle, academic history and moral and behavioral characteristics are compatible with Somerset Christian School.

Transfers – Transfer students are not accepted the last nine weeks of school unless moving from another state or city outside the Somerset area. Students who transfer from other Christian schools in the Somerset area must have all previous accounts paid. SCS a pastor's recommendation and discipline records from the school the student is transferring from. Parents will be required to sign a release of information form so we can receive records from the sending school.

Placement – Grade placement for all students will be determined by the administrative staff. Acceptance is based on academic standing at the student's previous school and/or an assessment by a member of the school staff to determine the appropriate academic level.

Address Changes – Whenever there is a change of address or telephone number, please call the office and notify us of the change. The same is true for changes in doctor, office, and/or emergency numbers, as well as numbers of persons authorized to pick up students.



Re-enrollment – Re-enrollment applications for the upcoming school year will be accepted for students in good standing. Registration fees are non-refundable.

## FINANCIAL

Tuition and Fees – Enrollment fees are payable when students are registered. Payment of this fee reserves a place on the class list. It is, therefore, non-refundable. Parents may pay tuition by full cash payment by the first day of school or by authorized automatic monthly withdrawals from a bank account for ten months beginning August 3 and ending May 3 each year. For parents choosing the full payment plan, full payment must be made to the school office before school begins. Other options are available, including a 12-month payment plan or a semester payment plan. There will be a 2% discount for tuition paid in full for the year.

Delinquent Accounts – Accounts are considered delinquent **after the 3rd of each month or semesters not paid by due date.** If an account remains outstanding after 30 days, the student will not be allowed to return to school until the account is made current. Additional fees may be assessed after 30 days. For additional detailed information on delinquent accounts. **For those paying by semester, there will be a \$125 late fee assessed if not paid the 1<sup>st</sup> day after Christmas break.** If the account is not paid by Jan. 31, the student will be withdrawn unless a delinquent payment plan is developed.

Returned Check Policy – There will be a \$25.00 service fee assessed on each returned check. The check amount plus the \$25.00 is to be paid in cash or money order at the school office. Uncollected checks will be turned over to the County Attorney's office.

Student Withdrawal – A student is not classified as withdrawn until the school business office receives an official school withdrawal form from the transferring school. This form can be obtained in the school office. All schoolbooks, material, equipment and other school-related business, including tuition, must be finalized and turned in before withdrawal can be completed. If a student withdraws after the first of the month, the parent remains responsible for the complete month's tuition. All obligations, including financial, must be cleared before final withdrawal to obtain release of records.

Insurance – Student accident insurance is included as part of the student fee. This coverage is limited and secondary in nature. It is recommended that all families have their own family accident insurance.

Gifts and Memorials – Presently, tuition is not tax deductible, but cash gifts are deductible. Also, from time-to-time parents may like to donate books, classroom equipment, and other items in memory of a deceased loved one or in honor of a special birthday or graduation. Anyone who desires to donate may check with the school office. We are a 501 (c)(3) organization.

Fundraising – Tuition payments do not cover all the costs. Somerset Christian School endeavors to keep tuition rates low to make Christian education affordable to as many Christian families as possible. We, therefore, depend on your support and God's blessing to keep our program operating. Fundraisers may be conducted on limited occasions throughout the school year.

## CONDUCT – “THE COUGAR WAY”

We want to create an environment where students, faculty, and families can learn and grow academically, spiritually, and socially. We believe that routines and procedures are necessary to develop this type of culture. The **Cougar Way** is the tool we will be using to accomplish this goal. The Cougar Way is a standard that we have set for Somerset Christian School and it is characterized by being respectful, taking ownership, being accountable, and taking responsibility. We will be using the acronym R.O.A.R to communicate this to students, faculty, and families. This will be a schoolwide approach, from PreK-12<sup>th</sup> grade. All students will be held to the same behavior expectations. Each teacher will be teaching students all about being respectful, taking ownership, being accountable, and taking responsibility. Routines and language will be used to keep “The Cougar Way” consistent throughout the school.

While the goal is to create positive conduct among our students, it is vital to understand why this is important. Very simply, this is the way of Jesus. The Bible teaches us to put the interests and well-being of others first.

*Philippians 2:3-4 (ESV) “Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. 4 Let each of you look not only to his own interests, but also to the interests of others.”*

The way we treat each other, the way we talk to each other really does matter. As such, there will be consequences for violating school rules; those will include office referrals, parent meetings, detention, suspension, and expulsion.

We believe that teaching correct behaviors and expectations will greatly decrease the need for punitive forms of punishment.

To be successful, our behavior program needs to be a partnership between home and school. Please support The Cougar Way by:

- \*Reviewing the behavior expectations with your child.
- \*Consider using R.O.A.R expectations at home.
- \*Provide positive reinforcement (rewarding good choices with praise) at home.

Together we achieve more!

Discipline – We believe that discipline is necessary for the welfare of the student as well as the entire school. Each teacher is required to make and enforce classroom regulations in accordance with Christian principles, administrative directives, and discipline as set forth in the Scriptures. Somerset Christian School expects full cooperation from both student and parents in its educational efforts. If, at any time, the school feels that this cooperation is lacking, the student may be required to withdraw. Also, if a student’s behavior indicates an uncooperative attitude, the student may be dismissed. Biblical principles used by Somerset Christian School for guiding children to

predetermined discipline goals include: (1) Instruction (2) correction (3) exhortation (4) rebuke and (5) chastisement (rod of correction). Items 1-3 will occur as rules are established in the classroom and handbook are reviewed. Items 4-5 occur when students ignore items 1, 2, or 3. Our goal is to assist you in developing a disciplined character in your child. Discipline and learning work hand-in-hand in a successful Christian school environment. It is expected that students at SCS will put forth a quality effort to listen and obey the voice of their "inner man" (spirit) and to exemplify Christ-like character.

Honor Code Pledge – Grade 5-12 students will be required to sign a pledge to follow the School Code of Conduct and Honor. In signing this pledge, students are committing to a 24 hour lifestyle on and off campus that honors God.

I will apply myself to my studies and endeavor to develop the full powers of my mind in Christ. (Luke 2:52; Philippians 2:5; 1 Corinthians 1:5).

I will practice good health habits and regularly participate in wholesome physical activities. (1 Corinthians 3:16, 17; Romans 12:1.)

I will abstain from the appearance of evil. (1 Thess. 5:22.)

I will yield my personality to the healing and molding power of the Holy Spirit. (James 5: 14-16; Acts 1:8; Acts 2:1-4).

I will endeavor to faithfully give heed to the call of God on my life and develop the gifts and abilities God has given me. (1 John 2:20; 1 Corinthians 12:18-31; Ephesians 4:11, 12)

I will seek to practically share the love of Christ through personal witness and specific ministry on a regular basis in an area of Christian service. (Matthew 23: 19, 20; Matthew 10:8; John 15:17; 1 Corinthians 15:58; 2 Corinthians 5:18; 1 Corinthians 9:22).

I will learn to accept all school policies with a positive attitude because discontentment can become nothing more than a bad habit, a costly attitude that can rob me of the pleasure of being a positive student.

I will refrain from being selfish, disrespectful, irreverent, irresponsible, demanding, discourteous, or destructive with my attitude toward fellow students or teachers.

I will always refrain from the use of profanity, offensive slang, vulgarity, envious rivalry, and foolish jesting.

I will not lie, cheat, or steal nor tolerate those among us who do. I am not only expected to adhere to this policy but also to promote and encourage my peers in following it.

I will submit myself to the leadership of Somerset Christian School and/or any rules or regulations that may be adopted or changed from time to time. I realize that my attendance at Somerset

Christian School is a privilege and not a right. I determine to give my best and prayerfully support SCS and its philosophy of providing a quality education without compromising the Word of God.

Failure to follow this Code of Conduct will result in one or more consequences, some of which may include theme writing, removal from the classroom, corporal punishment, suspension, or dismissal. We expect to follow Scriptural guidelines for giving correction in order that our children will become self-disciplined individuals. Following this Code will require courage, consistency, conviction, diligence, and a genuine enthusiastic effort.

## **CONDUCT POLICIES**

### General Conduct –

1. All students are expected to arrive at and leave assemblies, chapels, and classes on time and in an orderly fashion.
2. Pupils who use, write, distribute, or possess profane, indecent, or obscene language, literature, writing or pictures shall be subject to disciplinary action including corporal punishment, suspension, or expulsion.
3. Smoking or the possession of smoking paraphernalia (cigarettes, e-cigarettes, vaping or similar items, lighters, matches, etc.) as well as drugs and alcoholic beverages are not permitted. These are considered illegal drugs and the use of them may result in immediate expulsion.
4. Food, drinks (other than water) not permitted in the classrooms, unless there are special events taking place.
5. Running in the hallways is strictly prohibited. Horseplay and loud noise will not be permissible in the school building, on the school grounds or while riding in school vehicles.
6. **All electronic devices are prohibited** without expressed permission from a faculty member. (see Electronics Policy)
7. Students will wear only prescribed glasses inside (no sunglasses.)
8. Students on lunch break must remain in the cafeteria. They are allowed to use the drinking fountains and to use the bathrooms. Students are allowed on the playground only under the supervision of a teacher.
9. Any student who assaults another student, either physically (fighting) or verbally, will be disciplined by the administration, which can include suspension or expulsion.
10. Students at Somerset Christian School should reflect the high standards of Christian morals and principles. It is therefore expected of each student to refrain from the public display of affection (such as kissing, embracing, etc.) while on campus or at school sponsored activities

including sporting events away or at home. Any involvement in sexual immorality will result in disciplinary probation, suspension, or expulsion.

11. No gambling on school property.
12. Any sports equipment brought to school must be secured before the start of school.
13. No student will falsely use, in writing, the name of another person, or falsify times, dates, grades, addresses, homework, data on school forms, or correspondence directed to the school, change, or alter passes, or commit any other form of forgery or plagiarism.

Cheating, lying, or stealing will not be tolerated and will result in a "0" on given assignment and further discipline of suspension or expulsion.

14. No student will have in his possession (on person, in locker, or vehicle) any kind of fireworks, explosives, knives, firearms or other weapons. Possession of such items will result in disciplinary action including corporal punishment, suspension, or expulsion.
15. There will be no attempt to sell or distribute any object or substance which has not been authorized for sale or distribution by the principal.
16. Scoffing, scorning or disrespectful remarks or behavior are not acceptable and will result in disciplinary action including expulsion. This includes physical or verbal "bullying" and threats of violence.
17. Involvement in witchcraft, the occult, astrology, or other beliefs not consistent with Christianity and Biblical teachings are grounds for disciplinary action up to and including expulsion.

Other policies may be added throughout the school term if it is deemed in the best interests of the school and/or students.

Cars on Campus – Driving on campus is a privilege that can and will be revoked for disciplinary reasons including, but not limited to, excessive tardies, multiple unexcused absences, careless or reckless driving, or failing to maintain passing grades in all classes. No student is to leave with another student in an automobile without written permission on file in the office. Student drivers are to exit their cars and go to class immediately upon arrival at school. Take your keys, lock your car, and do not loiter in your car or the parking lot.

An SCS car tag is required to be displayed in the car of any student that driving to school and must be maintained in the school office. Any student not obtaining the SCS car tag may have their driving privileges revoked.

Progress of Discipline – Student's facing serious discipline issues may have the following steps taken to correct the discipline issue.

**In School Suspension (ISS):** Any student who is assigned to ISS, will be required to meet all class work assignments. Parents of students in ISS will be required to cover the cost of a substitute teacher to supervise the student during the ISS period.

**2 or 5 Day Suspension:** Any student who is suspended will be required to meet all class work assignments while suspended and will not be allowed to return to school until all requirements are met.

**Expulsion:** Expulsion is the final step that the school has in dealing with students who are unwilling to follow the rules and guidelines of the school. While expulsion is typically the final step in the disciplinary process, a student may be expelled for committing particularly egregious infractions.

Detention – Students who violate school or classroom rules may be assigned detention. Detention will be assigned at the discretion of the teacher or administrator. Students assigned detention must report on the day assigned and stay the entire allotted time. If a student fails to attend detention, he or she will be suspended. If detention is not effective in reforming behavior, suspensions or corporal punishment may result.

#### Detention Rules

1. If you are late for detention, an additional detention will be assigned.
2. There is no communication with other students while serving detention
3. There will be no sleeping during detention.
4. A problem in detention will result in another detention being assigned. A second problem in detention will result in suspension.

Suspensions – Under certain circumstances, it will be necessary for the administration to take severe disciplinary action. In such cases, a student may be suspended from one to ten days. Parents will be notified. It is the student's responsibility to collect homework assignments for the work that was missed and for making plans to take any quizzes or exams. Multiple suspensions in a school year may be cause for expelling the student from SCS.

During a suspension from school, students are not permitted on school grounds or at school functions, on or off campus. Non-compliance may lead to additional suspensions or expulsion. Suspension may result in loss of extra-curricular privileges for the semester or year.

Expulsion – For the most egregious of offenses, students will be expelled. A student who is expelled shall be immediately dismissed from the school. Expulsion shall be for the balance of the current semester plus one semester. A student who has been expelled shall be considered for re-enrollment only when the following conditions have been met:

- \* A pastor's interview and a letter of recommendation.
- \* A youth pastor's interview and letter of recommendation.
- \* Principal's interview and letter of recommendation.
- \* Approval of review by the SCS Pastor's Council.
- \* Formal probation period.

**Zero Tolerance** – Somerset Christian School has adopted a zero-tolerance policy for students involved in drug possession, usage, or trafficking (including marijuana, chemicals, huffing, etc.) possessing illegal firearms /weapons on campus or bullying. Students engaged in such activities may be expelled and their offenses reported to local law enforcement officials. Drug testing may be required by SCS.

**Character Training** – Every subject area, every teaching method, every attitude, every action of student or teacher is a means of training character. Character training is taking place throughout the day, no matter what else is being taught. Teachers maintain orderly, structured classrooms and expect the students to work hard to learn subjects being presented. In the process, teachers strive to teach students to:

- Respect authority.
- Pay attention.
- Obey willingly and immediately.
- Apply themselves to the task at hand.
- Learn rules and apply them.
- Understand how things work together.
- Finish the job.
- Do right because it is the right thing to do.
- Work hard to get the right answer.
- Love wisdom.
- Choose things that are excellent.
- Develop habits of orderliness, carefulness, alertness, obedience, persistence, honesty, accomplishment, and cooperation.

## **Dress Code**

### **Uniform Guidelines for Girls:**

#### **K3-Grade 5:**

“Peter Pan” blouse with lace trim in white (short or long sleeve).

White pointy collar blouse (long or short sleeve).

White poly knit blouse with  $\frac{3}{4}$  length sleeves.

Pique polo in white, white with blue trim collar, navy, hunter green, or burgundy with monogram (long or short sleeve).

Shorts, skirts, etc should be 3” above the knee or longer.

Green plaid v-neck pleated jumper.

Navy or khaki pleated hem jumper.

Navy or khaki kick pleat scooter.

Navy or khaki flare cut wrap skirt.

Navy ruffled pique polo dress.

Navy or khaki adjustable waist pant/tie belt pant, or capri pant.

Navy or khaki pleated short.

Navy or khaki Bermuda short.

#### **6<sup>th</sup> through 12 grades:**

White oxford blouse (short or long sleeve).

White polyknit blouse with  $\frac{3}{4}$  length sleeve.

Pique polo shirt in white, green, navy, burgundy with knit collar (long or short sleeve) with monogram.

Skirts, shorts, etc can be no shorter than 3" above the knee.

Plaid pleated skirt

Navy or khaki kick pleat skooter.

Navy or khaki three-tab pleated skort.

Navy or khaki flare cut wrap skort.

Navy or khaki shorts.

Navy or khaki flat front junior slacks.

**Additional Uniform Guidelines for girls:**

Tights may be worn under skirts, dresses, etc.

Leggings may be worn with a dress, skirt, or skort.

No open-toed shoes, sandals, or clogs.

High heels may only be worn with formal or semi-formal attire.

**Uniform guidelines for Boys:**

**K3 – Grade 5:**

Polo shirt in white, green, navy or burgundy with monogram (short or long sleeve).

Oxford shirt in white with monogram (long or short sleeve).

Pleated or flat front khaki pants. (Includes cargo)

Pleated or flat front khaki shorts. (Includes cargo). 3 "above knee

**6<sup>th</sup> through 12<sup>th</sup> grades:**

Polo shirt in green or navy with monogram (short or long sleeve).

Oxford shirt in light blue or white with monogram (short or long sleeve).

Pleated or flat front khaki pants (includes cargo).

Pleated or flat front khaki shorts (includes cargo). No more than 3" above knee or longer)

**Additional uniform Guidelines for Boys:**

Shirts must be tucked in if designed to do so. Belts should be worn with all tucked in shirts. Belts may be brown, black, or other neutral color.

Other Dress Code Items.

1. Boys' hair must be clean, neatly groomed and off the collar, covering no more than  $\frac{1}{2}$  of the ear. Any "out of the ordinary" hair fashions are not acceptable nor are "tails" of any type.
2. Boys must be clean shaven. Mustaches, goatees, etc., are not permitted. Sideburns are permitted if they do not extend below the bottom of the ear.
3. Hats or caps are allowed only in extreme weather conditions and are not to be worn inside the building.



4. Thermal shirts may be worn under long sleeve shirts only.
5. All students, while on campus, are expected to comply with the dress code. For extra-curricular activities, Free Dress Day Dress Code applies.
6. Shirts and blouses that are designed to be tucked in when worn with skirts, shorts or pants are expected to be tucked in at all times.
7. Pants and shorts are to be worn comfortably, but not in a sloppy manner (pant legs may not be rolled up or split at the seams).
8. Excessive jewelry is not permitted. Boys are not permitted to wear earrings. Body piercing (other than girls' ears) is not permitted.
9. Blankets are not allowed during the school day.
10. Distracting clothing, hair, or looks (Gothic for example) are prohibited.
11. ***Dress for formal functions must be pre-approved by administration prior to the function. Modesty is required.***

**Uniform additions:** Hoodies, Zip up's, quarter zips in school colors with current logo may be worn as part of the uniform. This will include school sponsored sweatshirts. This does not include school sponsored t-shirts.

**All uniform shirts/blouses must have the SCS monogram.**

#### **DRESS CODE FOR FREE DRESS DAYS AND ACTIVITIES**

**Dress code requirements apply to all students (male and female) and are to be followed during school-sponsored events, and during extra-curricular activities. Students participating in physical education classes, cheerleading, or athletic team practices must adhere to dress code policies before entering the hallways or classrooms. Athletic practice uniforms must have prior approval. Those are to be worn only for practice or games and are not to be worn to class or in the hallways during the school day.**

1. **Shoes and shirts must be worn at all times.**
2. Leggings and tights may only be worn under knee length outer garment.
3. Shirts and blouses must promote modesty and not expose undergarments.
5. Students are not permitted to wear sunglasses (unless required by a physician), hats, headbands, caps, bandanas, or other head covering unless authorized for a school activity.

6. College-name t-shirts and sweatshirts, SCS t-shirts and sweatshirts, and Christian t-shirts and sweatshirts are permitted. Plain shirts/blouses are permitted. Clothing with vile, vulgar, or offensive wording/pictures/artwork will not be permitted. Clothing supporting professional sports teams may also be worn if it does not conflict with the mission or philosophy of the school. No clothing shall be permitted which promote alcohol or drugs or which bears offensive language, pictures, signs, or insinuations (including some college and professional team logos and mascots). If it is illegal for you to do or immoral or promotes a message contrary to our school's vision, it is banned on clothing in our building or at our functions.
7. All clothing must be properly buttoned, snapped, or otherwise fastened.
8. See-through clothing, bare midriffs, and clothing containing holes which show bare skin above the knee (other than head or arms of course) are prohibited as is any clothing deemed by the principal to be indecent or distracting.
9. All pants and shorts must be worn at the waist. The waist is the area above the hipbones. Undergarments cannot show.
10. The administration is the final arbiter. All decisions of the Head of school are final.

### **HEALTH SERVICES**

Tobacco Products – SCS is a tobacco-free facility. Use of tobacco in all forms is prohibited.

Medicine – Ideally all medication should be given at home. Somerset Christian School recognizes that some students may have special needs which require a prescription or over the counter medication to be administered during school hours. SCS requires a form, (obtained through the school office) signed by the family medical doctor or parent giving clear directions on the name and amount of medication to be given, time to be administered, side effects, etc. No more than one week's supply should be sent to school. Non-prescription Tylenol or throat lozenges are available for students in the office, provided that written permission from the parent is on file in the school office. All medicines are to be left in the school office upon arrival of the student at school. No medications should be in the student's possession in the building.

P.E. Excuses – When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Parent requests for exemption (sore throat, nausea, etc.) can only be honored for three days without a doctor's notice. A significant portion of the student's grade is based on participation.

### **PARENT MINISTRY**

We strongly encourage involvement of our parents in the activities of the school. If you are interested in serving or volunteering, please forward a note to the school office identifying the areas in which you would like to minister. It is expected that parents will be in attendance at all Parent-Teacher Fellowship nights. These events may consist of special teaching and training on topics important to parents. Room parents, class sponsors, and daily intercession are important responsibilities of out parent ministry.

Parent-Teacher Organization – The purpose of PTO is to serve the school and its families. Its desire is to foster a greater understanding of Christian education, to help parents in the rearing of their children, and to encourage them to be more loyal and committed to the school. The PTF sponsors a number of events each year designed to promote closer relationships and a sense of community among parents, teachers, and students including bi-monthly meetings, a fall festival, field day and “giving tree”.

Parent Teacher Communication – We encourage our staff and parents to utilize the Matthew 18 Principle. Most of your questions and concerns can be resolved by going directly to your child’s teacher. If you have a question or challenge concerning your child’s grades, homework, class behavior or activities, please contact the teacher first, before bringing it to the attention of the administrative staff.

Parent – Teacher Conferences Any parent who wishes to have a conference with a teacher is encouraged to do so. The parent should contact the teacher to schedule a time. Should a conference with an administrator be desired, the same procedure should be followed. Please do not attempt to contact the teacher before or after school without an appointment.

Parental Visits – It is our desire to be of service to both parent and student. We welcome parents who wish to visit. We do require, however, that any visit to a classroom be scheduled in advance with both the teacher and school office. Parents are not allowed in the hallways, classrooms, etc., without first checking in with the office.

## **SAFETY**

School Lockers – Lockers are the property of the school and subject to be searched. The Principal or Head of School may search any items brought onto the school campus, including student-driven automobiles, if there is reason to suspect items may be present which are not permitted or may be dangerous.

Fire/Disaster Drills – Fire drills are held periodically throughout the school year. When the alarm sounds, students must go quickly and quietly outside the building to the designated area. An announcement will be made by the principal when students may return to the building. It is necessary that all students be present and/or accounted for. Teachers will familiarize students with the proper exit route.

**To do all that we can to ensure school safety, the following procedures will be followed:**

- The only entrances into the building in the morning will be drop-off at the front door for K-12 students and the side door for PreK students.
- These doors will be locked at **8:10am**. At that point, the only entrance into the building will be via the front door and a person can only enter when office personnel electronically opens that door.
- All students arriving after 8:10am will need to come through the school office.
- All doors in the building will remain locked during the day.

- ***In no instance should a door be propped open.***
  - While all faculty and staff should be responsible for making sure doors are closed and locked, certain personnel will be given that duty throughout the school day.

### **Visitors at SCS**

**During school hours, all visitors to SCS must be granted entrance into the building and must display a “Visitor’s Badge” which will be given to them by office staff.**

- *This excludes delivery drivers and contract workers or those only coming into the school offices.*
- In addition, visitors must sign in upon arrival and sign-out upon leaving.

**Injuries/Safety** – Report any injury immediately to your teacher. Report any equipment or apparatus that may be dangerous. Do not try to move a fellow student with an injury, notify your teacher.

**Crisis Response** – It is unfortunate that at some point we may face a crisis situation during the school day. Our faculty have been through crisis response situations and have been instructed what to do if a crisis situation were to arise. Faculty and staff have been trained in crisis issues and what their response should be. This includes communication methods with the administrative team, evacuation routes and evacuation zones. At all times, the priority is the safety of our students. The first priority of all faculty and staff at SCS is to ensure the safety of our students. A crisis is a reaction to, or perception of, a situation or event which causes physical and/or psychological trauma to students and/or staff and requires immediate action because of its disruption or potential disruption to the educational process. A crisis may impact a small group of students in one classroom or the entire school community. Crisis response is designed to restore a school and community to base line functioning and to help prevent or minimize damaging psychological results following a disaster or crisis situation. It is essential to handle a crisis in a rapid and sensitive manner. No single plan or intervention will fit all situations and meet all individual needs. Particular actions need to occur to respond comprehensively to a crisis; the order of responses will vary according to the crisis and the site needs.

**Upon notification of a crisis situation, the administrative team will assess the situation as quickly as possible to ensure the safety of students and faculty and will complete the following steps:**

- Contact the appropriate local authorities.
- Contact parent(s) or family member of involved persons.
- Decide what information can be shared.
  - *No one other than the Head of School or Principal should make any public statement concerning a crisis situation.*

- Make an announcement to SCS families to inform them of this crisis situation.
  - *This will happen as quickly as possible, but not before the situation is under control and the facts of the situation have been verified.*
- Possible types of crises: death of a student or staff member, threats of or actual acts of violence, suicide attempt or completion, natural disaster such as earthquake, fire, automobile or other accident.

Insurance – If your child is involved in a school activity and requires medical treatment, please notify the office as soon as possible so proper insurance forms can be submitted.

All staff members and regular volunteers must have state and FBI background checks.

#### **AHERA REQUIRED ANNUAL NOTIFICATION**

As required by the EPA and the Kentucky Division for Air Quality, Somerset Christian School maintains an Asbestos Management Plan. Our school is certified “Asbestos Free”. Our Asbestos Management Plan is available for review in the school office during regular business hours.

#### **MISCELLANEOUS**

Textbooks – Students are responsible for all material checked out to them. Since students only pay a book rental fee, **students are expected to cover all textbooks and to keep them in good repair.** Students who lose books or mistreat books resulting in more than normal wear and tear (water damage, ripped covers, broken bindings, etc.) will be fined an appropriate replacement or repair cost. Writing is permitted only in workbooks as assigned by teachers. Teachers will check periodically on textbooks, their ownership and condition. Report cards will be retained for unpaid book fines or textbooks that have not been turned in.

Housekeeping – Each student is expected to do his/her part in keeping the classrooms, hallways, playground, bathrooms, and campus clean. Please, help us keep our building and grounds clean as a Christian example to the community. This can be accomplished, if each of us will deposit our trash in the proper container and pick up paper, rather than walking over it. Trash containers are in each classroom, as well as each bathroom. Food or drink (other than water) will not be allowed in the classrooms.

#### **TECHNOLOGY RULES AND REGULATIONS**

Technology used to access the internet or other school-supplied electronic media (Wi-Fi, internet, etc.) is monitored and sites may be reviewed by school personnel as part of our plan to protect the integrity and mission of the school by limiting access of anyone who accesses electronic media through our Wi-Fi, internet, etc.

Generally, behavior including, but not limited to, the following is not permitted:

- Sending, displaying, or receiving obscene language and/or offensive messages or pictures.
- Sending chain mail.
- Harassing, insulting, or attacking others.

- Damaging computer systems or computer networks.
- Violating copyright laws.
- Using another's password.
- Trespassing in another user's files, folders or work.
- Intentionally wasting limited resources.
- Using the network for commercial purposes.
- Students are not permitted to use the internet at school without adult supervision.
- Students are not to enter "chat rooms" or post messages on other websites from SCS computers without specific permission of a staff member. The use must be monitored by staff and used as part of an on-going lesson or school activity.

### **CELL PHONE & ELECTRONICS POLICY**

Somerset Christian School has adopted a **Zero Tolerance Cell Phone Policy**. Cell phones are not to be used at any time without the expressed permission of a teacher. Students will keep Cell phones and other electronic devices always turned off and in backpacks or lockers. Cell phone usage is not permitted during breaks or lunches.

If a student is caught using a cell phone or electronic device without the expressed permission of a teacher, the phone or device will be subject to the following series of consequences.

- 1<sup>st</sup> offense: Student will need to meet with Administration to pick up the device.
- 2<sup>nd</sup> offense: Parent will need to meet with Administration to pick up the device.
- 3<sup>rd</sup> offense: Student will be suspended from school.

This will start over each semester.

Adopted 3/15/2021

Cell phone usage has been correlated with multiple social, emotional, and psychological problems. We believe it is our mission and responsibility to provide a healthy environment for our students. It is important that we are consistent in this policy.

Violation of these rules and regulations may result in loss of access/usage of technology as well as other disciplinary or legal action. Signing the Assurances Page of the Parent Student Handbook signifies parental permission for students to access networked computer services such as the internet. While usage is monitored by staff and monitored electronically by the school, no system is foolproof. Parents have a responsibility to set and convey standards for the student to follow when selecting, sharing, researching, or exploring electronic information and media.

## **DELINQUENT ACCOUNTS PROCEDURES**

Please keep accounts current or paid in full. Somerset Christian School depends on the revenue generated by tuition to cover the operating expenses of the school. Delinquent accounts cause a funding imbalance that jeopardizes the work of the school and our accreditation.

If you find yourself **delinquent** in your payment (no payment made by the 3<sup>rd</sup> of the month or semester payment not received by due date), please contact the school administrator to discuss the issue. It is not our desire to turn anyone away due to unforeseen emergencies, but we must remain financially solvent and cannot do that without the funds provided by tuition payments. **There will be a penalty for late payment (see financial section.)**

If your payment is **30 days delinquent**, you must make an appointment with the school administrator within **5 days** to develop a plan to make the payment and keep the student in school. If no appointment is made within the 5-day period, the student will be withdrawn from the school. At the meeting, a plan will be developed and signed by the parent/guardian and the school administrator. **Failure to comply** with the terms outlined in the plan will result in the student being withdrawn from the school.

In the event a student leaves the school with a delinquent account, no grades, credits, progress reports, records, or transcripts will be released until the balance on the account has been paid.

All accounts must be paid in full by the end of the school year.

## **SOMERSET CHRISTIAN SCHOOL**

### **Abuse and Neglect Policy:**

**KRS 600.020** "Abused or neglected child" is a child whose health or welfare is harmed or threatened with harm.

Somerset Christian School educates all faculty members during professional development to recognize and report child abuse or neglect. In Professional Development, staff members are made aware of the Faculty Handbook policies and procedures related to reporting abuse or neglect of a child. Abuse or neglect of a child by a staff member will be grounds for dismissal. A staff member suspected, or abuse or neglect of a child will be reassigned duties away from children until the matter is resolved.

The law requires anyone who suspects abuse or neglect of a child to report it immediately. Staff members who suspect that a child is being abused or neglected must report the abuse/neglect directly to the Department for Social Services at 606-677-4086 or to the Kentucky Abuse Hotline at 1-800-752-6200. Inform the school administrator that a report has been filed.

In dealing with any suspected abusive situations, staff members must uphold the highest level of confidentiality and respond in a Biblical manner. Pray for all parties involved.

There are no legal ramifications for a staff member reporting suspected abuse or neglect as state law requires the reporting of all suspected abuse/neglect.

*Adopted: 02/04/08*

*Revised: 03/26/09*

## **SOMERSET CHRISTIAN SCHOOL RECORDS REVIEW POLICY**

Somerset Christian School maintains current year and cumulative record files for each student. The current year files are stored on our computer data base in the Infinite Campus Information System (IC). Parents can access IC records through IC Parent Portal. There is a link from the Somerset Christian School Webpage at: [www.somersetchristiancom](http://www.somersetchristiancom).

Cumulative records are stored in the Somerset Christian School Records Room located in the school office. There is a Cumulative Record Folder for each student enrolled at the school. Student folders for those students currently enrolled are stored in the Active Student File. Folders for graduates of the school are in the Alumni File and student folders for students who have withdrawn prior to graduation are stored in the Withdrawn Student Files. Access to Cumulative Record Folders is restricted to the parent, student, and staff. To review your Cumulative Record Folder or your child's Cumulative Record Folder, please, call the office at 606-451-1600 and make an appointment for the review. The folder will be pulled, and a conference room made available for you to review the contents. The inclusion of items in the folder can be discussed with the principal to determine whether or not the item may be removed from the permanent record of the student.

For more information, and to see the school policy as it relates to parents, students, and staff contact the school office.

### **Policies for Somerset Christian School Regarding Sexual Morality**

#### **General School Policies**

##### **Affirmation of Core Beliefs Regarding Sexual Morality**

God created male and females, each with separate and unique gifts. Sexuality is a gift from God which must be used in keeping with His plan. God's plan grants that sexuality be expressed between 1 man and 1 woman within the holy state of matrimony. The scriptures affirm that any sexual expression apart from the marital union is immoral and sinful before God. Such practices include but are not limited to engaging in, viewing, or condoning pornography or acts homosexuality, transgender identity, or any sexual expression apart from the marriage union.

Members of the body of Christ are given the power of the Holy Spirit to help them conduct themselves as God intended. We are all required to call upon this power so as to refrain from engaging in or condoning immoral and/or indecent conduct.



Because of the school's belief that any sexual practices and lifestyles apart from that expressed in the marital union of 1 man and 1 woman are contrary to God's plan, and, in fact, inimical and antithetical to the mandates and teachings of the Christian scriptures regarding personal living and conduct (See for example: Gen. 2:24; 19:5, 13; 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1, 6-9; 1 Thess. 4:1-8; Heb. 13:4), the school will not admit students who themselves or their immediate families nor retain employees or volunteers who engage or condone any form of homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, polygamy, pornography, or any sexual expression apart from the marital union. In addition, the school will not make the facilities, property, or staff members available to any persons or organizations that engage in, espouse, or encourage others in such practices.

### **Employee and /or Volunteer Policies**

Any employee and/or volunteer who engages in conduct or who condones or supports sexual expression apart from God's plan will be given an opportunity to counsel and pray with school and/or church leadership about the situation. If the employee does not repent and correct the error(s), the employee will be terminated for misconduct. If the volunteer does not repent and correct their error, the volunteer will be removed from their role and/or participation.

### **Student/Family Policies**

The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, polygamy, pornography, or any sexual expression apart from the marriage union, or being otherwise unable to support the moral principles of the school.

Adopted May 5, 2014

### **Standing Committees:**

Somerset Christian School has established the following Standing Committees composed of members of the Board of Education, the Parent-Teacher Fellowship, the Faculty and Staff, and when appropriate the Student Government Association and Pastor's Council. Each committee will be comprised of 3-7 members representing a cross section of the school community. Committee Membership will be assigned by the Board with recommendations from each interest group. The principal shall be an ex-officio member of all committees.

### **School Improvement Committee**

The School Improvement Committee will conduct an annual review of the SCS School Improvement Plan, end of year assessment data, and other pertinent school information during the month of August each year. A report will be presented to the Board of Education and Administration including recommendations for continuation, revision, addition, or deletion of goals based on evidence of progress in meeting the objectives of the school improvement plan. This report and copies of minutes of the meetings will be presented to the Board during the month of September each year.

#### **Safe and Healthy School Committee**

The Safe and Healthy School Committee will be responsible for oversight of the safe and sanitary condition of school facilities. The committee will establish a plan for conducting regular inspections of the buses, equipment on the playground, in the classrooms, and in the gym and other areas of the facility. The committee will also establish a plan for inspection of the building, grounds, and buses to insure the cleanliness and proper upkeep of all property. The plans shall include physical inspections as well as surveys of stakeholders involved with the school (staff, students, parents). The committee shall prepare reports for the principal to share with the Board addressing areas of commendation and/or areas of concern with recommendations for improvement. Minutes of the committee meetings and checklists used for inspections will be submitted to the principal with each report.

#### **Spiritual Formation Committee**

The Spiritual Formation Committee will be responsible for the development and proposal of spiritual formation goals for students, faculty, and staff. The committee shall develop an action plan for emphasizing the distinct Christian culture of Somerset Christian School. Examples might include regular prayer meetings at the school, coordination with Administration to identify beneficial professional development activities and ongoing activities designed to enhance spiritual growth of stakeholders, and a regular newsletter. Goals will be submitted for Board and Pastor's Council consideration and review annually in the month of March. Minutes of committee meetings will be submitted to the principal with the proposals.

Adopted 12/02/2013