

STUDENT HANDBOOK
WELCOME TO SOMERSET CHRISTIAN SCHOOL
2025-2026 Theme Passage

¹⁸ And I told them of the hand of my God that had been upon me for good, and also of the words that the king had spoken to me. And they said, “Let us rise up and build.” So they strengthened their hands for the good work. Nehemiah 2:18

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.

Vision

Training a generation to change the world

Mission

Helping student discover and develop their full potential in Christ

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	Tiera Pennix, M. Ed., Ed. S.
Guidance	Darran Vickery
Campus Pastor	Scott Tipton
Preschool Director	Becky Proctor
Admissions	Jessica Brainard
Business Manager	Nancy Meggs
Office Manager	Sharon Kendall

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 essential. (Romans 3:21-30; Galatians 4:4-7)

We believe in the present ministry of the Holy Spirit by who's 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)

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-12th 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. ⁴Let 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!

Pastor's Council

The Pastor's Council maintains the specific operational and spiritual oversight of the school. Current Members of the Pastor's Council are Mark Harrell, Gary Phelps, Alan Fisher, and G.J. Farmer.

School Board

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 based on race, color, national and ethnic origin in the 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 for 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.**

Parents are asked to observe the following process to resolve questions or problems:

- The parent/guardian must discuss the issue with the classroom teacher
- If the question remains, the parents may appeal to the lead teacher.

Elementary Lead Teacher: Mrs. Meadows

Middle/Highschool Lead Teacher: Mrs. Ping

- Failing to come to a mutually agreeable solution, parents may seek an appointment with the head of school or the principal

Educational Services

We provide educational services for students with mild learning difficulties. We have faculty trained in a variety of techniques to provide a quality education for your child, at their pace, and at their level. While we can offer a service for mild difficulties we are not equipped for all students' needs. It will be determined during the interview process whether we can meet your child's needs.

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 to prevent overload of homework on any given day.

Report Cards– Report cards will go out the end of each 9-week grading period. Midterm reports will be given only to students who have a C or less in any subject. Parents will have an opportunity to discuss academic concerns with the child's teacher during the scheduled parent teacher conferences.

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 weekly 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. **A student will be reinstated on the first Friday that he/she meets eligibility standards. An athlete 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 midday. 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.

Assessment: We have chosen I-Ready diagnostic as part of our school wide yearly assessments. Students will be tested using I Ready diagnostic in the Fall (beginning of school), Winter and Spring. Classroom teachers will share the data with parents.

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	Social Studies – 3 credits
Math – 4 credits	Science – 4 credits
Bible – 4 credits	Electives – 2 credits
Foreign Language – 2 credits	Physical Education/Health – 1 credit
Financial Literacy – 1 credit	Community Service – 24 total hours (9th-12th)
Humanities- 1 credit	

Total Credits required for graduation – 26 + Community Service (24 Total Hours)

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

Community Service: Students in Middle School and High School are required to complete the following number of service hours:

Middle School – 10 total hours between 6th and 8th grade

High School – 24 total hours between 9th and 12th grade

This will begin with the 2025-26 incoming 6th grade and incoming 9th grade students.

VALEDICTORIAN & SALUTATORIAN POLICY

1. The student must graduate with his/her class as a senior class member in good standing with all accounts paid.
2. The member of the graduating class with the highest weighted GPA who has been enrolled full-time for the 4 full semesters prior to graduation will be recognized as the valedictorian.
3. The member of the graduating class with the second-highest weighted GPA who has been enrolled full-time for the 4 full semesters prior to graduation will be recognized as the salutatorian.
4. Up to **12** AP and Dual Credit courses will be weighted and receive one extra GPA point (A-5, B-4, C-3, D-2).
 - a. A list of AP and weighted Dual Credit courses will be maintained on the school website. Other Dual Credit courses will not count toward a student's GPA.
 - b. Dual Credit courses on the list at the time coursework begins will be weighted.
 - c. Students must take and pass the AP Exam for each AP course for it to be weighted.
5. Students who have not attended SCS for all 8 semesters (grades 9-12) will be required to submit an official transcript from each accredited high school he or she has attended, and those grades will be used to calculate the student's GPA.
 - a. Weighting of grades from other schools will only be recognized if the weighted system is comparable with courses and weighting offered by SCS.
 - b. Grades from non-accredited schools (i.e. home school) will not be used to calculate the student's GPA.
6. In the event there is a tie for either Valedictorian or Salutatorian, the following tie-breaker will apply:
 - a. The student with the highest composite score on the ACT will receive the award.
 - b. If the ACT scores are the same, the students will be co-recipients of the award.

7. This policy will take effect for the 2024 Graduation Program.

Adopted: 06-12-23

SOMERSET CHRISTIAN SCHOOL

DUAL-CREDIT POLICY

Somerset Christian School students can earn college and high school credits for the same class by complying with the following requirements:

1. The classes must be approved by Administration in advance in order to replace any required course at Somerset Christian School.
2. Dual-credit classes may be used as elective credits in the place of elective classes at Somerset Christian School.
3. Dual-credit **3-hour or 4-hour** classes completed in one semester shall be given 1 credit on the high school transcript. **Grades that are recorded will be weighted on a 5-point scale to align with KEES Scholarship eligibility.** SCS does not control the grading scale or grading system of the college.
5. Dual-credit classes taken at the college must not interfere with required courses scheduled at SCS.
6. On-line courses may be taken as dual-credit classes if the course meets the other requirements for credit.

Approved 09/2006

Amended 11/14/2016

Amended 08/2025

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 quietly to the auditorium and secondary students (grades 6-12) to their 1st period class.

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

Preschool students will be dropped off at the side entrance by parking lot and must be signed in and out by a parent. Students in grades K-5 should be dropped off at the main entrance under the awning and/or at the gym entrance. Parents will follow the circle drive by the covered walkway. Parents remain in your vehicles during drop off for grades K-5. Parents of preschool students will enter through the gym entrance to pick up their preschool students. Parents of K-5 students should form a double line in the circle drive and remain in car. Your child will be brought to you. Grades 6-12 depart through gym entrance and parking lot.

<u>Grade</u>	<u>School Begins</u>	<u>School Ends</u>
K3-K4 (preschool)	8:00 am	3:00pm
K5 (full day)	8:00 am	3:00 pm
Grades 1-12	8:00 am	3:00 pm

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

Afternoon pick-up for PreK is 3:00pm

**** 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-5th grade. This is for the students' 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.
3. **Social Security Card** – A copy of your child's social security card or social security number
4. **Report card** - Or school record of progress from previous school.
5. **GPA** - Must be 2.0 or above. Below a 2.0 GPA may require remediation.
6. **Completed application** – and all corresponding documents.
7. **Pastor's Recommendation letter** – for family.
8. **Registration fee paid** – non-refundable.
9. **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 payment through FACTS 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. 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 1st 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.

Delinquent Lunch Accounts: Students with a \$200 or more lunch balance will NOT be allowed to charge their lunches.

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.

FACTS: All families must create and use their FACTS account for student grades, schedule information, and financial payments. This includes lunch payments, aftercare payments and athletic fees.

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.

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. (Psalm 30:5, 1 Corinthians 15:33)

I will refrain from being selfish, disrespectful, irreverent, irresponsible, demanding, discourteous, or destructive with my attitude toward fellow students or teachers. (Galatians 5:22-23)

I will always refrain from the use of profanity, offensive slang, vulgarity, envious rivalry, and foolish jesting. (Ephesians 4:29, Colossians 3:8)

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. (Leviticus 19:11-12)

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. (Titus 3:1-2)

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. Students who use, write, distribute, or possess profane, indecent, or obscene language, literature, writing or pictures shall be subject to disciplinary action including detention, 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.** (see Electronics Policy)
7. Students will wear only prescribed glasses inside (no sunglasses).
8. Backpacks on wheels are not allowed due to the damage they do to the floors.
9. Students on lunch break must remain in the cafeteria.

10. Any student who assaults another student, either physically (fighting) or verbally, will be disciplined by the administration, which can include suspension or expulsion.
11. 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.
12. No gambling on school property.
13. Any sports equipment brought to school must be secured before the start of school.
14. 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.

15. 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.
16. 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.
17. 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.

18. 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.
19. All students are required to attend chapel services.

SCHOOL MEDICAL CANNABIS POLICY

- No student may possess or use medical cannabis as defined in KRS 218B.010 on school grounds or at school-sponsored off-campus events.
 - o School nurses, school staff members, and parents/guardians are prohibited from possessing and administering medical cannabis on school property, at school-sponsored off-campus events, or in the duties of their employment with the school.
- A student may not be under the influence of medical cannabis while on school property or while participating in school-sponsored off-campus events.
- A student's status as a medical cannabis cardholder or qualified patient as defined in KRS 218B.010 is not an excuse for violations of this policy.
 - o If a student is subject to a school-administered drug test, the student's status as a cardholder or qualified patient may be considered in analyzing the results of the drug test.
- Nothing in this policy changes school policy regarding non-medical cannabis or any other prohibited substances.

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

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 handbooks 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 together 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.

Potential Disciplinary Actions – The following disciplinary actions may be used to correct student misbehavior.

- 1. Detention (3 Detentions results in a suspension)**
- 2. 2- or 5-Day Suspension**
- 3. Expulsion**

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 expulsion may result. Detention will be held from 7:30-7:55. Students will be given a task to complete during this time. Students are not allowed to work on schoolwork during detention.

Detention Expectations

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 suspension 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.

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 drives to school and must be maintained in the school office. Any student not obtaining the SCS car tag may have their driving privileges revoked.

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.

The Mission of SCS Athletic Department

Somerset Christian School has been established to serve families by offering a distinctively Christian educational environment.

The mission of Somerset Christian School is to help each child discover and develop his or her full potential in Christ through Biblical training, academic mastery, spiritual growth, and physical development.

SCS Athletics exists to support this mission by using the experiences and opportunities provided by interscholastic competition.

The Vision for SCS Athletics is to:

- Promote sportsmanship and good character through interaction with coaches, teammates, officials, opponents, and fans.
- Expect commitment, maximal effort, and self-sacrifice as our student-athletes are molded first into good teammates, and then good leaders.
- Develop our young student-athletes intentionally for all our teams, and to welcome participation in multiple sports.
- Teach our student-athletes to master the skills and fundamentals of their chosen sports, and to pursue excellence for the glory of God.
- Attract students and families with the quality of our athletic programs and facilities.
- Enlist godly and encouraging coaches who shepherd physical, mental, and spiritual health.
- Foster a sense of involvement and belonging for both student-athletes and their families in our school community.

- Serve as a light for our greater community, demonstrating biblical manhood and womanhood, and honoring the Sabbath and keeping it holy.

Dress Code

The purpose of a dress code is to promote modesty, respect for others, and identifying as God's people.

1. Modesty

1st Timothy 2:9-10 The Bible encourages believers to dress modestly, reflecting humility and respect for themselves and others.

2. Respect for others

Romans 14:13 Dressing in a way that is respectful and considerate of others is a way to ensure that we do not cause others to stumble or be distracted.

3. Identifying as God's people.

1 Peter 2:9 As God's people, our dress reflects our identity in Christ. A dress code can serve as a reminder of our calling to live as a holy people, set apart for God's purposes, and to represent Him in all we do, including how we present ourselves outwardly.

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 must have a minimum of a 5" inseam.

Skirts can be no more than 3" above the knee.
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.
Leggings may be worn UNDER a skirt or dress ONLY

6th through 12 grades:

White oxford blouse (short or long sleeve).
White poly knit blouse with $\frac{3}{4}$ length sleeve.
Pique polo shirt in white, green, navy, burgundy with knit collar (long or short sleeve) with monogram.
Shorts must have a minimum of a 5" inseam.
Skirts should be no more than 3" above the knee.
Plaid, pleated skirt
Navy or khaki three-tab pleated skirt.
Navy or khaki flare cut wrap skirt.
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 are not permitted unless worn under a skirt or dress.
Immodestly tight pants are not permitted
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). 5" minimum inseam

6th through 12th grades:

Polo shirt in green, burgundy, white or navy with monogram.
Oxford shirt in light blue or white with monogram (short or long sleeve).
Pleated or flat front khaki pants (including cargo).
Pleated or flat front khaki shorts (includes cargo). Minimum of 5" inseam

Additional uniform Guidelines for Boys:

Shirts should not be oversized or sloppy in appearance.
Boys shorts should have a minimum of a 5" inseam.

Other Dress Code Items.

1. Boys' hair must be clean, neatly groomed and off the collar, covering no more than ½ 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, modesty is always the expectation.
6. 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).

7. Excessive jewelry is not permitted. Boys are not permitted to wear earrings. Body piercing (other than girls' ears) is not permitted.
8. Blankets are not allowed during the school day.
9. Distracting clothing, hair, or looks (Gothic for example) are not permitted.
10. ***Dress for formal functions must be pre-approved by administration prior to the function. Modesty is required.***
11. Students may wear sweatpants or athletic pants on dress down days.
12. Each Friday students will be allowed to wear jeans and a school spirit shirt.

Uniform additions: Hoodies, Zip ups, quarter zips 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 Dress Down Days

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 always worn.
2. **Leggings are not permitted.**
3. Cropped shirts or blouses are not allowed.

5. Students are not permitted to wear sunglasses (unless required by a physician), hats/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 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.

Game Day Dress Code– Days for game day dress will be decided by the Athletic Director.

HEALTH SERVICES

Tobacco/Vaping Products– SCS is a tobacco-free facility. Use of tobacco/vaping 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 for which the limitation is valid. Parent request alone 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 attend 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 our 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 several 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 out 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 student's classroom teacher.

Parent – Teacher Conferences: There will be scheduled Parent Teacher Conferences twice yearly. If you should need to talk with your child's teacher other than those scheduled times, please contact that teacher directly.

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 **8:00 am**. 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 8:00 am 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.
- Visitor’s Badge must be turned into the front office prior to leaving the building.

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 during the school day. Our faculty have been through crisis response situations and have been instructed what to do if a crisis 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 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. 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. 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, 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.*
 - *Make an announcement to SCS families to inform them of this crisis. 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. 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 deposits 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. 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 you need to reach your student as a parent, please do so through the office. Your child is not to have their phones out from 8:00 a.m. -3:00 p.m.

If a student is caught using a cell phone or electronic device they will be subject to the following series of consequences.

- 1st offense: Parent will need to meet with Administration to pick up the device.
- 2nd offense: Student will be suspended from school.
- 3rd offense: If the student is unwilling to comply, stronger measures will be considered at this point, including expulsion.

This will start over each semester.

Adopted 4/15/23

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 3rd 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.

Athletic Fees MUST be paid prior to the first game for a student to participate.

Scholarships:

Students receiving tuition scholarships are expected to adhere to the following expectations:

1. Maintain a 90% attendance rate or higher.
2. Grades must be above failing.
3. Repetitive/Severe Behavior issues can result in revocation scholarships.

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's files are stored on our computer database in FACTS. Parents can access records via the Parent Portal. There is a link from the Somerset Christian School Webpage at: www.somersetchristian.com

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 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 administration and reviewed with the Board. 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 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 the 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 and 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 ensure 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