

PARENT & STUDENT
HANDBOOK
(August 2023)



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INTRODUCTION

Founders Letter

We are Jack and Terri Smart, founders of both Little Hearts and Hands Early Learning Center as well as SMART Christian Academy (SCA); it is a pleasure to introduce ourselves to you.

SCA's first years in operation came during the height of the COVID-19 pandemic when essential workers turned to us to care for their children's education in-person. We were one of very few schools in our area who were able to offer this option, and God made it possible for us to serve a full school of students and remain fully staffed from August 2020.

Long before SCA's opening in 2020, God started a great work from our small in-home daycare in 1994. In 2004, we were thrilled to open our doors to a larger community in Urbana with the opening of our Little Hearts & Hands Early Learning Center. Jack was able to join and add to our team with his skill set in management and administration so that I could focus on training staff and creating a Christian model of care that we believe in. We still aim to stay focused on the important connections and relationships that surround a child's life - God, family, friends, and community.

It is our philosophy that all children should be loved, challenged, and included in our school settings. We believe that when children feel safe at school, they will experience the freedom to falter and thrive, finding their maximum growth. It is with great pride that we teach each generation of children both academically and spiritually with God's love.

It is important to us that our teachers have the freedom to express their talents and passion in their classrooms and throughout the school. Our teachers create opportunities in education that are memorable, engaging, and uplifting. The teachers at SCA have a space to be heard, valued, and represented in the decisions made for our school and for the future we work for, together.

As God continues to open doors for us, we will continue to expand. We look forward to meeting more families and witnessing the impact our students have on our community, country, and world with the firm foundation of faith that comes from their time with us at SCA. Thank you for being a part of our SMART Christian Academy; welcome to the family.

Statement of Faith

We believe in a great big God, His son, Jesus Christ, and His gift of the Holy Spirit. We believe that the Bible is God's Word to us. We believe that salvation is by grace, through faith in Jesus's death, burial, and resurrection.

Mission Statement

Here at SMART Christian Academy, our mission is to facilitate a joy for learning while fostering excellence in education. We teach a comprehensive curriculum through a Biblical lens to instill a high sense of morals, strong character, and a supportive framework for our future leaders. We pride ourselves in maintaining close communication with parents, allowing us to build a sense of team and trust in shaping God's greatest gifts - our children.

Core Values

Our core values represent our commitment to both God and learning.

- Serve students and families
(1 Peter 4: 10-11) Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. If anyone speaks, they should do so as one who speaks the very words of God. If anyone serves, they should do so with the strength God provides, so that in all things God may be praised through Jesus Christ.
- Minister Christ to our community
(Matthew 25: 35-40) For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.' "Then the righteous will answer him, 'Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? When did we see you a stranger and invite you in, or needing clothes and clothe you? When did we see you sick or in prison and go to visit you?' "The King will reply, 'Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.'
- Achieve excellence in education
(Psalm 32:8) I will instruct you and teach you in the way you should go; I will counsel you with my loving eye on you.

- Remain relationship oriented
(Ephesians 4: 2-3) *Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. (Hebrews 10: 24-25) And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another — and all the more as you see the Day approaching.*
- Teach & Transform present and future generations
(Proverbs 22:6) *Train up a child in the way he should go: and when he is old, he will not depart from it.*

Philosophy of Education

- We believe parents are responsible for the education of their children. When parents choose us to partner with them in the education of their children, we seek close cooperation with the home, expecting to be in agreement with the school's mission, objectives, policies, procedures, and philosophy.
- We believe in equality of all persons before God.
- We believe in the development of the whole child.
- We believe that understanding and knowledge can be achieved through many different paths.
- We believe that children who learn with fun develop into young adults who have a joy for lifelong learning.
- We believe in the importance of building genuine Christian maturity.

Objectives

We will seek to lead all of our students to engage in their faith and see the importance and implications of a Christ-centered world-view over their life.

In all we teach and do, we will keep an awareness of our students' deepening Christian faith, developing biblical values, and achievement of academic expectations so that they will be prepared for success in their next educational endeavor.

To meet these objectives, we will work to create a school culture that is rooted in grace and cultivates enthusiasm for learning in our beautiful world.

School-wide Expected Student Behavior

SMART Christian Academy's mascot is the hawk and is based on an acronym of our behavioral values.

H: Helpful. Students behave in a way that follows directions and solves problems.

A: Attentive. Students show that they are focused on learning.

W: Wise. Students act safely and do what is right.

K: Kind. Students display self-control over their bodies and voices around others.

Educators

God has blessed SCA with outstanding teachers. Each feels particularly called by Him to be here and is qualified both spiritually and professionally to teach those entrusted to their care. All instructional faculty must have at least a Bachelor's degree and a teaching license, though many have advanced degrees. Once at SCA, teachers are required to continue learning through a variety of methods each school year. We pray that God will continue to bring us the right staff.

Core Curriculum

SCA is committed to providing a solid liberal arts, high school preparatory education presented in the context of a biblical worldview. In order to accomplish this, all students have instructional time in six core subjects: Bible, Reading, Language, Math, Science, and Social Studies. Additional instruction time in art, music, physical education, and technology are provided for students at all levels. Curricular materials are primarily from Abeka, and are supplemented with materials from Literacy Footprints, Generation Genius, Zondervan, and teacher-created activities.

Notification

SMART Christian Academy is linked to Little Hearts & Hands Early Learning Center, but is not licensed or regulated by DCFS.

ADMISSION/ENROLLMENT GUIDELINES

Application

[link to student application for admission](#)

All students, new and returning, are expected to fill out an application for enrollment each school year (usually January-February). The application will include demographic, medical, and educational information sections, as well as opportunities to sign several of the required forms and directions to pay the application & book fees.

Information on each child will be maintained in a file in a locked filing cabinet in the office of SCA while the student is actively enrolled in our school or school programs. These records will be kept for 5 years from the end date of active enrollment and then will be securely shredded.

Enrollment Contract

To secure enrollment for the upcoming school year, a signed [enrollment contract](#) with parent signature and social security number is required. This contract will hold you responsible for paying the upcoming year's tuition. Should a student withdraw from our program after a contract has been signed, the parent will be responsible for partial payment of the tuition costs to cover the anticipated student(s) enrollment. If withdrawal is made on or before May 15th, 10% of the full tuition will be expected to be paid. If withdrawal is made on or before June 15th, 20% of the full tuition will be expected to be paid. If withdrawal is made on or before July 15th, 40% of the full tuition will be expected to be paid. Any withdrawal after July 15th, the full tuition amount will need to be paid.

Financial Obligation/Collections Policy

SCA reserves the right to deny continued enrollment when tuition payments are delinquent or the account becomes 2 or more weeks behind. It should be understood that if a child(ren) becomes disenrolled due to delinquency all collection fees, lawyer fees, and court costs associated with our collection efforts will be assigned to the enrolling parent(s).

Non-Discrimination Policy

SMART Christian Academy admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. In addition, the school does not discriminate on the basis of gender, race, color, or ethnic origin in the administration of its

educational policies and extracurricular activities. The Academy does, however, reserve the right to deny the admission or discontinue the enrollment of any individual whose pattern of conduct is not in harmony with the statement of faith, mission, philosophy, purpose, and/or policies of SMART Christian Academy. Although many students at SCA have various ability levels, we cannot offer specialized education or related services through individualized education plans (IEPs).

Payment Plans

We offer two different payment plans for school tuition. Neither plan includes additional summer camp fees.

12 month plan: splits school tuition across 12 months (June 1st to May 1st)

10 month plan: splits school tuition across 10 months (August 1st to May 1st)

Payment fees and breakdown of monthly payments can be found in the enrollment packet along with sibling discount information.

Required Health Records

- Birth Certificate: State certified birth certificates with the state seal are required by all students. Please note that students will not be considered for enrollment without this on file; this is a state requirement.
- Physical Examinations & Immunization Requirements: Proof of a physical exam is required for all new students entering SCA as well as sixth grade. This exam may be obtained up to twelve months prior to the first day of attendance. Physicals must be completed by a licensed medical doctor on the proper state certified form. All students must meet Illinois immunization requirements.
- Eye Exam: Public Act 095-0671 (Comprehensive Eye Exams)
As of January 1, 2008, all parents must provide proof of an eye exam. This law requires a comprehensive eye exam for children entering kindergarten or enrolling for the first time. Children will be required to have the eye exam performed only by qualified eye doctors- such as an optometrist and ophthalmologists.
- Dental Exam: Public Act 093-0946 (Health Examinations and Immunizations)
Each student entering kindergarten, second grade, and sixth grade must complete a dental health examination on the required form by a certified dentist.
- Paper copies of all required forms can be found in the SCA office.
- If you have a student who is transferring from another school, a records request form must be completed so that we can obtain proper records.

Returning Students

We love having a strong sense of family in our school and are so glad to have familiar faces return each school year! Returning students do not need to pay an application fee, but do need to fill out an application and all other required forms each year.

Tuition Assistance

Child Care Resource Service (CCRS) can provide assistance in paying for child care for income eligible families. Schedule a meeting with Terri Smart and/or Krissie Flessner at Little Hearts & Hands Early Learning Center to explore this option. More information can be found at <http://www.ccrs.illinois.edu/>

SMART Christian Academy is honored to award a 10% tuition discount for all enrolling parents who have served our country and community in any military branch or law enforcement.

Tuition

Tuition is a monthly fee that will be charged the 1st of the month and due no later than the 15th of each month. Tuition is paid by an auto-withdrawal from a checking or savings account and can be withdrawn on the day of your choice.

Additional fees for field trips, clubs, and lunches throughout the year can be paid separately or charged to your account. Contributions to fundraisers typically cannot be billed to your account.

For current tuition rates, please refer to our website at smartchristianacademy.com

ACADEMIC PROGRAMS

After-School Clubs

A series of various after-school clubs will be offered starting in September of the school year. The clubs will be led by various staff and community members for 1-2 month sessions and may charge an additional fee for supplies. Some of these interest-based clubs may have limited capacity depending on the nature of the activity.

A quiet and supervised homework area will continue to be provided for all after school students. After school tutoring may be provided as needed for students to get supplemental instruction or specialized intervention for specific academic skills.

Bible Classes

Biblical studies are taught with an emphasis on character development primarily through story-telling. SCA classes follow an Abeka curriculum and supplement with activities and regular scripture memorization challenges.

Grade Reporting

Upper elementary and middle school teachers update their online gradebooks weekly. Early elementary teachers will not use an online gradebook, but can be reached via email as needed.

All teachers report student skills and average assessment scores in a standards-referenced paper report card quarterly. Parent-teacher conferences can be scheduled twice a year (fall and spring) to look at student work as evidence of their learning and progress.

Grading Scale

SMART Christian Academy emphasizes learning and the acquisition of skills above the attainment of a particular grade or score. However, assessments which use traditional grading practices can aid in determining student progress toward curricular objectives. The following grading scale is utilized when reporting some academic performances:

Percentage	Letter Grade
100-90%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

In addition, students receive conduct and concept expectation grades of Exceeds Expectations (E), Meets Expectations (M), Approaching Expectations (A), Needs Improvement (N), and Not Assessed (N/A)

Homework

Homework is a valuable part of the educational process. Developing strong homework habits provides reinforcement of skills and concepts as well as a sense of responsibility for one's own learning. Homework is assigned on a regular basis, and students are expected to complete it and return it to class at the assigned time.

At the beginning of each day or class period, the teacher will collect or check homework. Parents will receive notification of missing assignments daily from an SCA staff member, and students will be given an additional day to complete the assignment as appropriate. Any assignments that remain incomplete beyond that timeframe will be considered incomplete. Students who demonstrate chronic patterns of incomplete homework may be required to meet with the teacher and an administrator to discuss the problem and determine the best course of action.

Teachers may excuse students from certain assignments and/or extend due dates at their discretion for exceptional situations (illness, emergencies, etc.).

Honor Roll

Each semester, students in 6th - 8th grades who demonstrate academic excellence will receive recognition through the Hawk Honor Roll. In order to qualify for Honor Roll status, a student must attain all report card grades of A's and B's and/or E's and M's. SCA will not calculate grade-point averages nor class rank.

Integrity Expectation

Our Academy upholds many character values, and one of the most important is honesty. The honesty and integrity of each of our students is imperative. The following are considered cheating:

- Giving or receiving help on individual assessments
- Copying independent work and/or allowing someone to copy
- Sharing information from tests or quizzes with others
- Plagiarizing or copying work and claiming as student's own work
- Using an electronic device or other aid during independent work/assessment

Cheating is a major violation and is disciplined accordingly:

- Teacher(s) will confront a student if cheating is suspected.
- The student may be required to meet with an administrator and the teacher.
- If there is reasonable cause to believe that the student has indeed cheated, administration and parents will be notified.
- The student will receive a note in their cumulative file.
- If necessary, a conference may be held with the parent(s), student, teacher, and administration

Retention

Students may be required to repeat a grade level if they earn 3 or more final grades of F or N in core subjects (Reading, Language, Math, Science, and Social Studies). A student who fails one or two core subjects at the end of the school year will be encouraged to seek tutoring over the summer to strengthen their skills prior to the next school year.

Classroom teachers may also express suggestions for retention and/or support based on a student's functional skills (focus, self-control, perseverance, social skills, attendance, etc.).

Textbooks

Students are expected to be good stewards of all SCA property, including text and workbooks. Students in every grade will be responsible for maintaining the good condition of all classroom materials, including books. Families will be billed for lost or damaged books.

APPEARANCE GUIDELINES

Guidelines

- Head - it is unacceptable for students to wear hats, caps, hoods, or other removable head coverings indoors at any time. Sunglasses may not be worn in the building.
- Body - shorts, skirts, and dresses must be an appropriate length. Modesty and good character must be upheld.
- Feet - Shoes must be worn and stay on the feet unless given permission by a teacher for a special event.

Prohibited apparel

- No tank tops, halter tops, cut out muscle shirts, or crop-tops that show your belly
- No writing on the rear
- No images of weapons, drugs, alcohol, violence, or blood
- No undergarments showing at any time
- No distracting/disrespectful/degrading/divisive images or messaging on articles of clothing or accessories

P.E. uniforms

All students will be required to bring in a pair of shoes that will remain at school for students to change in to during P.E.

Approved P.E. uniforms will be required in the future for all students in grades 6-8. Students will be required to change their clothes in gendered, private areas before and after P.E.

ATTENDANCE GUIDELINES

Philosophy

Regular attendance is critical to success in school. Students and parents share the responsibility of making every effort for the student to attend class every day that school is in session. Parents bear the added responsibility of reporting student absences by contacting the school office and/or classroom teacher promptly.

School Attendance

Parent Communication with SCA. A parent must call or message the school at 312-961-7736 or email office@smartchristianacademy.com before 8:15 AM when their student will be absent for all or part of the school day, stating the reason for the absence and describing symptoms if related to illness. If office personnel are unavailable at the time of your call, please leave a detailed message on the school's voicemail. The school reserves the right to determine each absence as excused or unexcused.

If a student is coming to school late (after 8:20am) or is returning after an appointment, parents (or others dropping off children) must come into the office to sign their student in. Additionally, students who have been home due to illness should check in with the school nurse (via phone 217-328-2532 or email office@smartchristianacademy.com) prior to returning to the classroom.

Early Departure. If a student needs to leave school early (before 3:15pm) for any reason, the parent must contact the office indicating the time of departure and who will be picking the student up. Parents or others picking up children during school hours must come to the office to sign their student out.

Illness. Students with a sore throat, fever (100.4°F or higher), cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and/or body aches, headache, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea, or other noticeable symptoms of an illness, must remain home for their sake and for the sake of other students. Students who have recovered from an illness may return to school when they have been without a fever for 24 hours without the aid of medication. Those returning to school following a period of isolation or quarantine must check in with the school nurse before returning to class.

Unexcused Absences. The school reserves the right to determine if an absence is excused. Students who are absent without parental permission will be considered unexcused. If a student is absent and excused by a parent more than 10 days in a school year, all absences after the 10th will be considered unexcused until a doctor's note is provided to account for the illness.

Tardy. Excessive tardiness may require a conference with the student's parents and administration. Students who are tardy to class (enter the school after 8:15am) will be asked to report to the office to obtain a tardy slip. Students who are late to school (enter the school after 8:20am) will need to be escorted by their parent to the office to be signed in.

Vacations and Planned Absences. Parents should attempt to minimize planned absences as much as possible. Planned absences may be excused with advance notice to school office personnel. Parents and teachers can work together ahead of time to determine which work can be given in advance and which work will need to be completed upon return.

CHARACTER EXPECTATIONS

General Expectations

Students are expected to demonstrate our HAWK values in all school settings.

H: Helpful. Students behave in a way that follows directions and solves problems.

A: Attentive. Students show that they are focused on learning.

W: Wise. Students act safely and do what is right.

K: Kind. Students display self-control over their bodies and voices around others.

These values address and guide our behavior expectations in areas that include (but are not limited to):

-promiscuity & sexual behavior

-criminal activity

-use of drugs & alcohol

-disrespect for authority

-cheating, lying, stealing

-bullying or targeted acts of aggression

-anger management

-use of profanity

-unkindness

-communication (spoken, written, or electronic) that is not edifying to the body of Christ or the SCA community

Prohibitions

SMART Christian Academy has a firm NO FIREARMS/NO TOBACCO/NO DRUGS/NO ALCOHOL POLICY. This means firearms, tobacco, e-cigarettes and vaping products, drugs (recreational or medicinal without prescriber's authorization), and alcohol are not permitted in any Academy buildings, on school property, or during school-sponsored activities (regardless of location). Any violation of this policy in school, on school property, or at a school-sponsored event will face immediate disciplinary action.

DISCIPLINE PROCEDURES

Philosophy

Students are going to misbehave; it is a natural part of their development. It is important that families and Academy staff discipline students through each of these moments at school, and that parents lovingly teach them at home. The distinction between discipling and disciplining is important, because having only a set of disciplinary consequences that make students feel a sense of shame or that they are “in trouble” does not effectively teach students how to behave.

Common Misbehaviors

- Being disrespectful or unkind to others
- Fighting or roughhousing
- Exhibiting inappropriate or boisterous behavior
- Speaking out in class without permission
- Being out of an assigned seat or area unnecessarily
- Misuse of materials
- Violating the dress code
- Cheating, lying, or committing plagiarism
- Destruction or vandalism of property
- Breaking rules
- Use of electronics without permission

Staff Response to Misbehavior

- 1) Observe the whole situation
- 2) Repeat - Redirect - Relocate in the classroom.
 - a) Refer to the behavior matrix as appropriate to re-establish the expected behavior AND to teach the student how their behavior shows their values
- 3) Investigate conflicts and crises
 - a) Allow all parties a chance to explain their side (at whatever time seems best)
 - b) Question all parties thoroughly
 - c) Investigate cameras and environments as needed
 - d) Note the intensity of the conflict and/or crisis
- 4) Exclude the student from the environment when the learning environment is stalled (send in the hall or to the office)
 - a) Contact with parents will be made by the teacher (with support from others as appropriate) the same day as the student is sent out
- 5) Refer the student to Breanna Morton as needed

General Policy

Disorderly conduct will not be tolerated. Teachers have a classroom management plan to create an environment in which learning can take place. Consistency and parent partnership are the underlying factors in creating this environment. SCA staff will attempt to help students regain self-control, take responsibility, and return to learning as much as possible when exclusion is needed.

If, after being addressed, a student refuses to correct misbehavior, a detention may be assigned. Detentions must be served the following morning or lunch time, and parents will be notified as soon as possible by the teacher assigning the detention. Students serving detention in the morning should report to the "Before School Care" area (usually the gym) at 7:15am on the next school day.

Failure to correct inappropriate behavior may result in suspension (being sent home or needing to stay at home on a school day) and/or expulsion (being disenrolled from SCA). When a serious offense occurs (including, but not limited to physical violence), the administration reserves the right to override normal discipline steps and move immediately to suspension and/or expulsion.

HEALTH & SAFETY INFORMATION AND PROCEDURES

School Nurse

SMART Christian Academy and Little Hearts & Hands Early Learning Center employ a school nurse with the primary function of promoting student health and safety and maintaining student health records. The School Nurse may evaluate students for illness or injury, perform basic first aid, and coordinate management of students' chronic health conditions in the school. Students may be sent home from school for any health condition that in the professional, clinical judgment of the School Nurse places that student or others at a health and safety risk.

Health Information

Parents are responsible to inform the school of any changes in their student's health history. Health information gathered via verbal/written communication from a healthcare provider or from a parent/guardian may be shared by the School Nurse with school personnel for the purpose of caring for and enhancing the health and safety of the student. This information may be shared orally or via written/electronic communication. Parents who do not wish this information to be shared must send a written request to the school office.

Communicable Diseases and Chronic Health Conditions

Students with noticeable signs of illness should remain home for their sake and for the sake of other students. Students with the following conditions should not be in school:

- Fever (100.4°F or higher) in the past 24 hours
- Vomiting or diarrhea in the past 24 hours
- Frequent, disruptive cough or other signs of an acute respiratory infection
- Any undiagnosed skin rash
- Any contagious illness such as strep throat that requires antibiotic treatment - students who are fever free and have completed 24 hours of antibiotic therapy may return to school
- Fatigue or lethargy that interferes with participation in learning activities

It is the responsibility of the parent/guardian to inform the school if their child has a health concern or chronic health condition including, but not limited to, food allergies, asthma, diabetes, heart conditions, or seizures. The parent/guardian is responsible for ensuring that all medication forms and action plans (if needed) are completed, signed by the physician and parent, and submitted to the school nurse for implementation.

Head Lice

The school will follow recommendations from the Illinois Department of Public Health regarding head lice:

1. Any adult must notify the school nurse if they suspect a child has head lice.
2. Students who are found to have head lice will be sent home following parent/guardian notification.
3. The school will provide written instructions to parents/guardians regarding the appropriate treatment for head lice.
4. A student excluded because of head lice will be permitted to return to school only when the student has been checked by the school nurse (or designee).

Illnesses and Accidents at School

All illnesses and accidents occurring during the school day should be reported to the School Nurse and/or the Office. An incident report will be completed by school personnel if appropriate. If the illness or accident is serious, parents will be notified and may be asked to pick up their child from school.

Parents/guardians should notify the school if a student sustains a physician-diagnosed concussion, either during school hours or outside of school hours. If academic accommodations due to concussion symptoms are requested, please contact the School Nurse.

Spiritual and Mental Health

SMART Christian Academy's primary purpose is academic instruction presented from a biblical worldview. As such, the Academy seeks to develop and meet the needs of the whole child - body, mind, and spirit. This approach recognizes that student spiritual and mental health directly impacts the learning experience.

Therefore, SCA provides training for staff members in recognizing signs of illness that may go beyond physical symptoms and implements a "recognize and refer" strategy when addressing mental health issues. We believe that partnering with and engaging parents in the process of addressing spiritual and mental health concerns is critical to providing the support that students need.

The Academy employs several staff members who are available to meet with students for prayer and mentoring and can connect families to resources and services available in the broader community. Believing that formal counseling services are best provided by licensed professionals in a church and/or clinical setting, school personnel will not provide formal therapy or services.

Student Medications

Students should not take medication during school hours or during school-related activities unless a physician has determined it is necessary. Students who need to take medication at school must submit an *Authorization and Permission for Administration of Medication* form, signed by the parent/guardian and the student's healthcare provider as appropriate.

Parents are responsible for submitting a new form at the start of each school year and any time there is a change in the dosage or the time a medication is to be given. The school may not be equipped to dispense every type of medication prescribed by a licensed physician.

All medication except for epinephrine auto-injectors, rescue inhalers, and glucagon kits, must be kept locked in the school office. Medication must be brought to the school in the original container and labeled appropriately. Students may self-administer medication under the supervision of the school nurse or designated school personnel. No over-the-counter medication will be provided by the school with the exception of undesignated emergency medications (i.e. epinephrine). Any unused medication not picked up by parents by the last day of school will be disposed of by school personnel.

SMART Christian Academy shall incur no liability, except for willful and wanton misconduct, as a result of any injury arising from a student's self-administration of medication, including epinephrine auto-injector, asthma medication, or other medication required under a qualifying health plan. Parents/guardians release SMART Christian Academy and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of medication.

SMART Christian Academy does not assume responsibility for any authorized or unauthorized medication taken independently by the student.

Undesignated Epinephrine Auto-Injectors

SMART Christian Academy, in accordance with ILCS 5/22-30(f) of the School Code, maintains a supply of undesignated epinephrine auto-injectors on school grounds. “Undesignated” means the epinephrine auto-injectors are prescribed in the name of the school and are not assigned to any specific student. A school nurse, or trained personnel, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe the person is having an anaphylactic reaction. Upon any administration of undesignated medication permitted by state law, protections from liability and hold harmless provisions apply. No one, including parents/guardians of students, should rely on the school for the availability of undesignated medication. SMART Christian Academy does not guarantee the availability of undesignated medication and such supply is subject to the school’s ability to (1) obtain a prescription from a physician or advanced practice nurse licensed to practice medicine in all its branches and (2) fill the prescription for undesignated medication.

GENERAL SCHOOL INFORMATION AND PROCEDURES

Arrival/Dismissal

Students may arrive at SCA as early as 6:30am to join our before school programming in the gym. Those students who are being dropped off will need to enter the building through the main doors. If adults need to enter the building with their student(s) before school, they will need to park their vehicle in a designated parking spot. No vehicles should be left by the curb as this disrupts the flow of traffic and creates safety problems.

All “car rider” students being picked up at 3:15pm will be escorted to the gym door by school personnel. Parents/caregivers arriving for pick up must remain in their vehicle in the pick-up line next to the curb, and students will be walked individually to their parents/caregivers’ cars in the order in which they are lined up.

If a driver indicates that he/she is planning to pick up students other than their own children and these arrangements have not been previously communicated to SCA personnel, the driver may be asked to park and report to the school office with their id.

Before & After School Care

SCA offers extended care for parents who must drop off or pick up their student outside of regular school hours. There is no pre-registration required for this service.

All students who arrive before school must put their belongings in their cubby/locker then report to the gym. Students may not congregate in the hallways or report to classrooms. Breakfast is served in the gym each morning from 7:40-8:00am. Teachers collect their students from the gym at 8:00 to go to their classrooms.

After school care is available until 5:30pm. All students who are in our care after 3:15pm will be supervised by SCA staff and grouped according to age.

Parents/caregivers arriving to pick up students from After School Care must meet their children in their assigned room. Whenever circumstances require someone other than the child’s custodial parents to pick him/her up, parents must inform school staff of such arrangements in advance, and photo identification of the approved caretaker may be requested.

Should a parent be consistently late, the Academy reserves the right to suspend all extended care privileges. If a parent is over one month behind in payment of fees, all extended care privileges will be suspended.

Cancellation/Early Dismissal

In the event of an unplanned cancellation or school-wide early dismissal due to inclement weather or other reasons, parents will be notified using a variety of communication tools:

- Remind app
- Website
- Facebook groups

In most cases, if Urbana or Champaign schools cancel due to weather, SCA will also cancel. We will make every effort to make any such decisions by 6:30am.

Care of Property

Students at SMART Christian Academy are responsible for taking good care of the equipment and materials they use at school. This is true of large, expensive items such as computers, as well as smaller items like workbooks and PE equipment. We expect our students to be good stewards of all that God has given us. Should students behave irresponsibly with any of the school's materials or equipment, and as a result, break, lose, or destroy it, the responsible party(ies) will be expected to replace the lost or damaged item(s).

Chapel

The group worship experience is a critical element of Christian growth and community. Chapels are designed with students' developmental, spiritual, and social-emotional needs in mind. SCA's weekly chapel services are celebrated in the gym on Tuesday & Wednesday mornings. All students and staff are expected to attend chapel.

Technology Usage

The Academy provides access to a variety of electronic devices, networking systems, and software in order to promote academic excellence. Acceptable use of these systems, devices, and software is only for educational purposes with the approval of school personnel.

Use of school devices and internet access is a privilege, not a right, and is limited to those students who have read and agree to comply with the *Technology Resources Agreement*. Inappropriate or unauthorized use will result in the loss of those privileges and appropriate disciplinary action.

Electronic Devices & Cell Phones

SMART Christian Academy's network is to be used to support the curriculum and the mission of the school. The network is not a public forum for general use. Student users may access technology for educational purposes only, unless they have obtained permission for other use from a faculty or staff member. The use of personal electronic devices or school-issued devices in any manner that disrupts the educational environment, violates the rights or privacy of others or causes harm to others, including but not limited to using the device to text, access social media, take photographs, stream videos, harass peers or other members of the school community, or cheat in any capacity is prohibited and will be subject to school discipline. School discipline could include loss of network access, loss of technology use, or other appropriate disciplinary action. The use of electronic devices and/or digital platforms to intimidate, threaten, or harass another party is considered criminal activity that must be reported to authorities.

The use of personal electronic devices (including, but not limited to cell phones, airpods, bluetooth earbuds, headphones, smart watches, tablets, laptops, gaming systems, and video or mp3 players) during instructional time is not permitted unless directed by an instructor. Students may not use their devices as hotspots. Students must keep personal electronic devices in the location that their teacher decides (cubby, locker, cabinet, etc.) during the school day.

The use of personal electronic devices during non-instructional time is only permitted when under direct supervision of an SCA staff member.

Students who need to communicate with their parents during the school day may do so only from the school office, using either their personal device or the office phone. Parents who need to adjust pick-up arrangements or get other non-emergency messages to their student should contact the teacher or the office, and we will pass along the message. Parents should not attempt to contact their student on a personal device during the school day.

Students who do not uphold the electronic devices and cell phones policy must turn the device over to the care of school personnel. A parent or guardian may be asked to come to the Academy office to retrieve the device in some cases.

Field Trips

Field trips play an important role in enriching the educational experience and establishing a world-view rooted in reality. Prior to each field trip, permission slips will be sent home requiring a parent/guardian signature as acknowledgement of transportation, food, and admission information and permission. Any student without a signed permission form will not be allowed to attend the field trip.

While away from school, students must remember they are representatives of Christ and of SCA and conduct themselves accordingly. Exemplary behavior and dress are expected.

Parents who are attending or driving to a field trip may be responsible for any costs/fees involved (gas, parking, admission, etc.). Siblings are not permitted to attend with a parent unless the field trip is designed as a family event.

All drivers who will be transporting more than their own child must have proof of current insurance on file in the school office. Vehicles transporting students must have a working seat belt for each passenger. The law requires that all children under 8 years of age be in a booster or car seat.

Food

Food, candy, and beverages may only be consumed in designated areas during approved periods and may not be carried into classrooms or common areas. To maintain order, cleanliness, and safety, only water bottles will be allowed in classrooms. In addition, no open food or beverage items may be left out in or on top of cubbies/lockers - lunches may be stored in cubbies/lockers when they are in sealed containers/bags/boxes. Food or beverages brought to school as part of a class project or for a special event must be stored in the designated area of the classroom. All students must read and comply with our *Food Allergy Guidelines*.

Locker Use & Inspection

Students who are assigned a locker will be held responsible for its contents and its cleanliness. Students are not permitted to share lockers, switch lockers, or use more than one locker. Students are also not allowed to enter anyone else's locker at any time. Lockers may be decorated on the inside using magnets only (no stickers).

Items of great value should be left at home, not stored in student lockers. SCA does not accept responsibility for loss of or damage to student property.

The school reserves the right to inspect the lockers at any time to maintain standards of cleanliness and for other appropriate reasons. At the end of the school year, teachers will inspect all lockers and damages may be assessed if a locker has been unduly damaged.

Lost & Found

Items that are found can be turned in to the school office. Those that have not been reclaimed become the property of SCA and may be disposed of every two weeks as necessary. Please mark belongings to enable quick identification.

Lunch

All students must maintain the cleanliness and sanitation of the eating areas during lunch in accordance with our *Food Allergy Guidelines*.

Hot lunch is available daily for students and may be ordered each month. Families may fill out a lunch calendar form and submit payment or request to be billed each month. Nutritional and allergen information is available upon request.

Students can bring a packed cold lunch daily. If a cold lunch contains any allergens, the student may be asked to sit in a specific spot to keep all students safe while eating. There is one microwave available in the gym closet during lunch.

While in the gym for lunch, students are expected to pray before their meal, follow our behavior guidelines, and wait to be excused from the table for lunch recess.

Parent Communication

Facebook - Each classroom teacher will establish a private group on Facebook for parents/guardians of their students and related school staff. Posts will be made regularly to share information, pictures, and links to sign-ups for various events.

Please do not invite nor add relatives or friends to the private class groups on Facebook. Other family members and friends can follow the SMART Christian Academy page on Facebook to keep up with all the exciting things happening at our school.

Remind - Each classroom teacher will establish a group on the Remind app for parents/guardians of their students and related school staff. Messages will be sent regularly to share information and links to sign-ups for various events.

A “SMART Christian Academy” school-wide account will be used to send out messages to all parents regarding school closures, emergencies, and other important school-wide information. Please be sure to add both your student’s classroom and SCA to your Remind app.

Academy Chronicles - Our Chronicle is a monthly school newsletter that provides parents and other school members with updates on SCA’s growth and direction.

Website - smartchristianacademy.com will be regularly updated with announcements, lunch menus, school calendar links, and other important information.

Parking

Parking is available in the front parking lot only. Handicapped spaces are reserved for our guests who have legal authorization to park in them. Unattended vehicles are not allowed along the curb. The parking lot is under video surveillance.

Personally Identifiable Information

Personally identifiable information (students’ names, addresses, phone numbers, and dates of birth) from education records is protected by the Family Educational Rights and Privacy Act (FERPA) from unauthorized disclosure to third party vendors for the purpose of advertisements and solicitation. Parents acknowledge that sharing of directory information is sometimes needed to establish student and parent accounts with the school’s approved digital platform providers (ProCare, Google, Remind, etc.). The school commits to the protection of this information and agrees not to sell or share personally identifiable information with any company or organization beyond the sharing of data necessary for the establishment of accounts utilized in the instructional process.

Photography Policy

Academy staff or their representatives will take digital photos during the school year for use in slideshows, posters, and other marketing options. Such photographs remain the property of the school.

Recess

All classes will go outside for recess, unless the wind chill is below 20 degrees or it is raining. Students should dress accordingly. There is not an alternative option for students who do not want to go outside or who do not have appropriate outdoor clothing. Families should refrain from bringing toys and equipment for their student only, but may donate items for all students to share during recess.

Restrooms

All students should be fully potty trained before attending SCA. It is advisable for younger students to have a spare outfit to keep in their cubby in the event of an accident. Staff will not help students in bathroom stalls with private tasks such as pulling down clothing and wiping. If a student cannot clean themselves sufficiently, then a parent will be called to come assist the student and change their clothes if necessary.

High behavioral expectations are held for all students, especially in the restrooms, due to the sensitive nature of using the restroom. Issues that come up regarding safety and privacy in the restrooms will be addressed firmly and promptly by SCA staff. If a student reports issues with other students in the restroom to family members, the parent/guardian should contact the teacher or office as soon as possible so we can address it.

School & Office Hours

Before school care: 6:30am-8:15am

School hours: 8:15am-3:15pm

After school care: 3:15pm-5:30pm

Office hours: 7:00am-4:00pm

Search & Seizure

All school-owned equipment is subject to random or individualized searches at any time. If the administration of SMART Christian Academy has reasonable suspicion that any student is in possession of a weapon, drugs or drug paraphernalia, alcohol, tobacco, e-cigarettes or vaping devices, or any device or substance that may present a clear and present danger or is in direct violation of the school's handbook guidelines, search and seizure may be necessary as part of the required investigation process. The school reserves the right to request that a student empty his/her pockets, socks, etc., and may

search personal belongings. Recovery of any of the aforementioned items will be reported to parents/guardians and authorities in accordance with local and state laws.

Security

During school hours, the doors are locked and visitors must be admitted into the building by a staff member. The main door has a keypad and the code to enter will be given to families at the beginning of each school year. In the event of a new code being set, families should look for information from their classroom teacher. The door code is not to be shared on social media.

SCA has several surveillance cameras throughout the Academy and in each classroom. These cameras capture both video and audio.

Social Networking Policy

SCA employees are not to friend/follow/like/message any current student on social media, and vice versa, current students should not attempt to friend/follow/like/message any current staff. Connections between staff and client families on social media need to be handled with integrity and should not portray our school in an unprofessional way.

Pictures and videos may be taken by staff of students with the sole purpose of sharing on classroom specific social media pages or for portfolios. Employees, students, family and community members should not post pictures or videos of other students on their personal social media accounts, including but not limited to personal stories, snapchat, instagram, and facebook.

Student Records

The school shall keep records which will provide for the registration and attendance of pupils, and shall maintain an up-to-date permanent cumulative record of individual pupils showing personal data and progress through school, including academic achievement, health information and test results. Disciplinary actions such as detentions, suspensions, and expulsions will also be included in student records.

Parents or guardians of students who wish to review any of their student's records should make an appointment through the school office. Parents wanting a copy of items in their child's records may request such through the school office.

Use of Visual Media

On occasion, visual media such as videos and movies may be used to enhance the curriculum. Any such media rated PG or above requires advanced administrative approval and parental permission. In keeping with this policy, movies should not be

viewed while transporting students to school related events nor during before/after school care.

Visitors & Guests

Classroom visits are limited to prospective students and their families, parents of currently enrolled students, and other special guest presenters arranged by the classroom teacher. Other guests are not permitted on campus during the school day unless pre-approved by staff. Visit requests should be made to the school office at least one full day in advance of the visit. Visitors must report to the school office to obtain a visitor's badge and must be escorted to the classroom by school personnel.

Volunteer Expectations

We expect parents/guardians to be involved in the life of their student and our school with a minimum of 20 "hours" of volunteer time. There are several ways to meet this expectation:

- Field trip chaperone
- Special event help
- Bring specific classroom materials for special projects
- Bring special snacks as requested by your teacher
- Read to your child's class
- Snack Rack coordinator

RELATIONSHIPS

Philosophy

Relationships are an important part of life and are highly valued at SMART Christian Academy. It is important to understand that the biblical concepts of friendship will be addressed with the student body. Students should not be exclusive or “cliquey” in their friendships. Acts of intimidation will not be tolerated. Students must read and agree to adhere to the Academy’s *Anti-Harassment Policy*.

Behaviors that surround dating relationships are not appropriate for school. SCA will not allow any displays of affection.

Conflict

Any time two or more people are together, the possibility of conflict exists. Disagreements are inevitable and a natural part of each student’s life. Matthew 18 teaches that when problems arise between people, they must meet together in the spirit of reconciliation. Most problems will be resolved in this way.

The staff at SMART Christian Academy believe that God has set up the principles described in Matthew 18 in order to handle the problems that will arise between people. The Academy also believes that when these verses are followed appropriately, most problems will come to resolution.

When someone says or does something that is hurtful, we are responsible to:

1. Go and talk with the other person involved, sharing how we feel about what they said or did. This should be done in a way that does not accuse them of being wrong. The goal of this talk is reconciliation. In most cases this will take care of the problem.
2. Talk with an adult at SCA about the problem and ask them to help resolve it.
3. Talk with another adult at SCA in the office and ask them to help resolve it.

These “5 A’s” will help each student and staff member to work through conflict:

ADMIT what you did wrong
APOLOGIZE for how your choice affected someone
ASK for forgiveness
ACCEPT the consequences
ADJUST your choice next time

Forgiveness

Forgiveness is a choice. God gives us the ability to make our own choices just as the Bible tells us in the stories of the prodigal son and Jesus on the cross. We know that we cannot be forgiven unless we forgive. When we choose to forgive someone, we are really making three promises:

1. I won't remind you about what you did wrong.
2. I won't remind others about what you did wrong.
3. I won't remind myself about what you did wrong.

BEHAVIOR MATRIX

	H	A	W	K
	Helpful	Attentive	Wise	Kind
	"Let all that you do be done in love." 1 Corinthians 16:14	"Whatever you do, work heartily, as for the Lord and not for men." Colossians 3:23	"If any of you lacks wisdom, let him ask God who gives generously." James 1:5	"This is my commandment, that you love one another as I have loved you." John 15:12
School	Follow directions	Focused on learning	Be safe	Use a kind voice
	Try to solve problems		Do what is right	Show self-control with your body
Classroom	Follow classroom directions	Listen to teachers and others	Walk	Keep my hands to myself
	Wait patiently when taking turns	Follow learning directions	Gentle movements	Use kind words
	Keep our school clean and neat	Use materials appropriately	Make healthy & safe choices	Speak with a soft voice
	Help your peers & ask for help	Do your best work	Be aware of your body and emotions	Make things right after a mistake
Lunchtime	Throw away garbage	Eat healthy food	Sit safely at the table	Use school appropriate words
	Clean up messes	Drink water	Do not share food or drinks	Speak with a soft voice
	Follow directions	Focus on eating	Be honest (not sneaky)	Have good manners
Outside	Follow directions	Use equipment appropriately	Move your body as much as you	Be school appropriate

			can	
	Wait patiently when taking turns	Ask permission to leave the area	Make healthy & safe choices	Make things right after a mistake
	Tell an adult right away when someone gets hurt	Keep wood chips and rocks on the ground	Be aware of yourself & others	Include peers who are left out
Hallways & Lobby	Follow directions	Move with a purpose	Walk	Quiet listening
	Keep cubbies clean & neat		Tell an adult if someone is trying to come in our school	Show self control
			Do not open the door	Greet people with a smile and a wave
Restrooms	Keep the restrooms clean	Flush the toilet when you are done	Be aware of yourself and others	Respect privacy
		Wash your hands with soap		

FOOD ALLERGY GUIDELINES

We will develop and uphold food safety and allergy guidelines in order to both meet state law requirements and to ensure the safety of all of our students and staff. Allergic reactions, including anaphylaxis (a life-threatening response to allergens), can appear any time after ingestion to the allergen. The guidelines below are intended for all SCA settings:

- All food is to be eaten in designated spaces at supervised times
- Nut, egg, and other allergies exist in our school and some areas need to remain allergen free at all times for these students
- Refrain from sending lunches and snacks that contain peanuts, tree nuts, or eggs.
- Treats brought to school intended to be shared with classmates MUST be packaged and nut-free.
- Treats to be shared with classmates must include ingredient labels that clearly identify nut, tree-nut, nut by-product, and/or egg ingredients.

Please refer to the list of suggested lunch and snack items presented at www.snacksafely.com.

TECHNOLOGY RESOURCES AGREEMENT

The purpose of all our technology resources is to support the school's educational mission. Therefore, student use of these resources must be for matters directly related to one's academic studies at SMART Christian Academy.

Please note that while the school will take responsible steps to prevent access to inappropriate material and does not condone access to objectionable material, it is not possible to absolutely prevent such access. It is the responsibility of the student to follow the rules for appropriate use and to immediately report misuse.

This policy is applicable to all devices owned by SCA as well as personally owned devices.

1. Students desiring to bring their own device must first meet with school personnel to establish clear expectations for using a personal device in our school.
 - a. Students will be asked to share the device's MAC address.
 - b. Students will be given access to SCA's wifi.
2. Students and parents must sign the *Technology Resources Agreement* annually before using any devices in a classroom environment. The agreement will be active from the time of signing through the student's enrollment in the current academic school year.
3. Classroom teachers have the right to deny the use of devices at any time unless there has been an accommodation arranged beforehand.
4. SCA reserves the right to monitor and review the use of all our technology resources.
5. Using devices to take unassigned pictures, videos, or audio recordings is prohibited, as well as saving unassigned documents or other files.

Internet use:

1. Wireless internet access is available throughout SCA's campus for educational, research, communication, and administrative purposes only.
2. Students may only access the internet while under the supervision of SCA staff.
3. Downloading of any kind (music, videos, games, software) will not be permitted while using the school's wifi unless specifically instructed to do so by the classroom teacher.
4. Social networking and/or gaming of any kind (Facebook, Twitter, Instagram, etc.) will not be permitted at any time.
5. Visiting sites that are not school-related and/or are inappropriate in nature is not permitted.
6. Video conferencing, chatting, or messaging of any kind will not be permitted.
7. Attempting to bypass the school's firewall is not permitted.

School-owned devices:

1. Altering a school-owned device in any way (desktop, screensaver, taskbar, etc.) is not permitted.
2. Accessing school-owned computers from your own device (remote access) is not permitted.
3. Should any of the above policies be violated, disciplinary measures will be taken by the administration.
4. Any damage, modification, or vandalism to school-owned devices will result in loss of device privileges and the student will be charged for any material and labor costs necessary for repairs.

ANTI-HARASSMENT POLICY

SMART Christian Academy aims to provide an environment that is free from harassment, intimidation, bullying and exploitation, where all individuals treat each other with dignity and respect. We are prepared to take action to prevent and correct any violations of this aim. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline up to and including termination or expulsion.

SCA does not tolerate harassment, nor does it tolerate reprisals against any person who makes a harassment complaint. Any personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including termination.

Definitions and Prohibited Acts

1. **Sexual harassment.** “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone under any of the following conditions:
 - Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
 - Submission to, or rejection of, the conduct by the individual is used as the basis for academic decisions affecting the individual
 - The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
 - Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.
2. **Unwelcome and Offensive.** Under the law, harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others, whether they object or not.
3. **Verbal Harassment.** Prohibited statements include, but are not limited to, the use of derogatory descriptions of a person or group of people based on sex, gender, race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning sex, gender, race, color, disability, ethnic or national origin, or age. Although some people may enjoy

discriminatory identifications and jokes, the school does not tolerate such on its premises.

Examples of prohibited statements include, but are not limited to, derogatory or vulgar comments, sexually vulgar language, remarks about a person's physical anatomy or other personal characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials.

4. **Physical Harassment.** Prohibited actions include, but are not limited to, touching someone in an inappropriately sexual or violent way, or touching another so as to invade their personal privacy. This includes intentional touching or intentional movements made in order to physically involve another person who does not want to be touched. Also prohibited are physical acts such as hitting, pushing, spitting, and running into others with the intent to hurt or intimidate.
5. **Electronic Harassment.** Harassment that occurs by or through any type of electronic communication. This includes, but is not limited to, the internet, social media, email, cell phones (text or voice), shared online gaming, and smart watches.
6. **Bullying.** Any written, verbal, physical act, or gesture that, under the circumstances, a reasonable person should know will have the effect of harming a student, damaging their property, or placing a person in fear of harm to themselves or their property, or that has the effect of insulting or demeaning any person or group of people in such a way as to disrupt or interfere with the education of any student.

What to do if you experience or observe harassment, bullying, or intimidation

People who feel they have been subjected to harassment, bullying, or intimidation, as well as those who have been witness to such, are encouraged to promptly report the matter to a school staff member. All complaints will be promptly investigated.

Confidentiality

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

Protection Against Reprisal

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint involving harassment, bullying or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, making false complaints or complaints not made in good faith can jeopardize someone's reputation. If in the course of an investigation or subsequently the school learns that a person has made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action.

Procedure for investigation of a complaint and taking corrective action

When one of the school staff members receives a complaint, they shall immediately inform an administrator. An administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction. Observed, documented patterns of such behavior will inform decisions related to disciplinary action.

HARASSMENT REPORT FORM

Name: _____

Phone number: _____

Date of alleged incident(s) _____



Did the incident(s) involve:

____ sexual harassment ____ racial harassment ____ national/ethnic harassment

____ ability harassment ____ age harassment

Give the name of the person who you believe harassed or was violent toward you or another person:

If the alleged harassment or violence was toward another person, identify that person:

Describe the incident(s) as clearly as possible, including as many details as possible (verbal statements, physical contact, repetitions, etc.).

Where and when (about what time) did the incident(s) occur?

List any witnesses who were present:

This complaint is filed on the basis of my honest belief that _____
has harassed or been violent to me or to another person. I hereby certify that the
information I have provided in this complaint is true, correct, and complete to the best of
my knowledge and belief. I agree to keep this complaint confidential during the
investigation. I have read the school's anti-harassment policy and understand the
procedures the school will follow.

Complainant signature _____ Date _____

Report form received by (name) _____ Date _____

INJURY INCIDENT REPORT

Child's Name _____

Date _____ Time _____

Parent's Name _____



What Happened _____

What we did _____

Staff Signature _____

(orig)Home (copy)File (copy)Teacher