



Spencer Christian School

Parent Handbook

2026-2027

Revised November 2025

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Purpose and Philosophy

Purpose of Spencer Christian School

Spencer Christian School (SCS) exists as a ministry of Spencer Christian Church to love God, love people, and serve both in Christ. SCS's purpose is to provide an atmosphere that encourages the spiritual, social, emotional, physical, and intellectual growth and development of the child as a whole. SCS began in 2008 as a preschool program with 26 students, and has since expanded to include Junior Kindergarten, Kindergarten, and First through Eighth grades.

Statement of Faith

At Spencer Christian Church we believe that...

- There is One God, eternally existing in three persons; God the Father, Jesus the Son, and the Holy Spirit. (Romans 8; Ephesians 1:13-14)
- God out of love for His children, sent His Son Jesus to die for our sins, and rise from the dead. (1 Corinthians 15:1-8)
- The Bible is the inspired word of God and is the final authority in life and doctrine. (2 Timothy 3:16)
- Salvation is a free gift of God. The death of Jesus on the cross is the only sufficient payment for our sins. All have sinned, but all can be saved. This salvation is available for any who put their faith in Jesus as Savior and Lord. (Romans 3:23, Romans 6:23, John 3:16)
- Those trusting in Jesus must repent of their sin, publicly confess their faith and be baptized. (Luke 13:3, Romans 10:9, Acts 2:38)
- The Church is the Kingdom of God on earth, empowered by the Holy Spirit to continue the task of reaching the lost and discipling the saved, helping them become fully devoted followers of Jesus. (Ephesians 4:1-16)
- That Jesus will one day return and reign forever. (1 Thessalonians 4:13-18)

Statement on Sanctity of Life

At Spencer Christian Church we believe that...

- All human life is sacred, beginning at the moment of conception and ending at a person's natural death.
- Every unborn child is a living human being, created in the image of God, and must be respected and protected both before and after birth.
- Direct or indirect willful taking any innocent human life by any means and by any individual or entity through abortion or euthanasia constitutes a violation of the sanctity of human life, and is a sin against God and a crime against man.

Statement on Marriage

At Spencer Christian Church we believe that...

- The term "marriage" has only one meaning, which is marriage as created and sanctioned by God in which God joins one man and one woman in a single, life-long, and exclusive union, as delineated in Scripture.

Statement on Gender

At Spencer Christian Church we believe that...

- God acts to give each person a gender by wonderfully and immutably creating each person as distinctly male or female.
- Male and female are two distinct, complementary genders that together reflect the image and nature of God.
- Rejection, whether by personal volition or compulsion, of one's biological gender is a rejection of the image of God within that person and a sin against God.

Statement on Sexuality

At Spencer Christian Church we believe that...

- God intends sexual intimacy to occur only between a man and a woman who are married to each other.
- God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that condoning, engaging in, or facilitation of any form of sexual intimacy outside of marriage is sexually immoral, sinful, and offensive to God.

Function and Integrity of Spencer Christian School

We believe that in order to preserve the function and integrity of Spencer Christian School, commitment to traditional education in a Christ-centered environment, to act as a faithful and local component of the Body of Christ, and to provide Biblical instruction and modeling to the school's students, faculty, staff, families, and the community, it is imperative that all persons employed by Spencer Christian School in any capacity should abide by and agree to our Statement of Faith, Sanctity of Life, Marriage, Gender, and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and repent from their sin, who seek His mercy and grace, and humbly ask for His forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity; behavior or attitudes not displaying compassion, love, kindness, respect, and dignity which are directed toward any individual are unacceptable, must be repudiated, and are not in accord with Scripture, the doctrines of the Church, or the policies of Spencer Christian School.

Educational Philosophy

Spencer Christian School operates in a unique hybrid model between parents and professional educators. It is our position that this unique model offers the best of both educational worlds – one-on-one attention from a loving family member and a peer-based classroom setting. Children benefit from spending the majority of their growing up years with their family while also enjoying the more traditional aspects of a school-based education. Relationships with siblings, parents and other family members are solidified while at the same time children learn to relate in a positive way to their peers.

By engaging in this model, caregivers are committing to be highly involved in their student's education, and must ensure that their student completes their weekend hours. Spencer Christian

School upholds high expectations for work completed at home as well as work completed in the school setting.

Non-Public Schools - Kentucky Department of Education:

Non-Public schools must adhere to Kentucky laws regarding school attendance, minimum instructional hours, subjects taught and records kept. These details are explained in the Kentucky Non-Public Schools Information Packet. In order for a non-public school to obtain a KDE issued school number the school must complete the Kentucky Board of Education (KBE) Certification process.

<https://education.ky.gov/federal/fed/Pages/non-public-schools.aspx>

Contact Information

Mailing Address

5720 Taylorsville Road
Fisherville, KY 40023

Phone and Email

502-477-9617 ext. 200

Preschool/Kindergarten

Melanie Winstead

schoolprek@spencerchristian.org

Elementary/Middle School

Cindy White

school@spencerchristian.org

For tuition-related correspondence: Sharon.reeves09@gmail.com

SCS Administration

Cindy White, School Director

Melanie Winstead, Preschool/Kindergarten Director

Kathy Jordan, Administrative Assistant/Financial Secretary

Administrative Responsibilities

- Ensure the operation and safety of the campus.
- Plan, implement, and evaluate the curriculum.
- Establish clear lines of communication with parents, students, Spencer Christian Church and the community.
- Train, supervise, and evaluate school personnel.
- Oversee assessment and progress of student learning.

School Board

Eugene Neyhart, Church Elder

Andrew Baird, Church Deacon

Cindy White, School Director

Melanie Winstead, Preschool/Kindergarten Director

Amy Eller, Teacher

Tim and Noelle Garcia, Parents

Kathy Jordan, Administrative Assistant/Financial Secretary

Academic Calendar

We follow the Spencer County Public Schools district calendar pertaining to holiday breaks and snow days. Once SCPS approves its calendar (typically by March), a separate handout will be available, and a PDF copy will be posted to the school website (<http://www.spencerchristian.org/>).

School Policies and Procedures

Admissions

SCS admits children ages 3 years old through eighth grade. Admissions requirements and enrollment procedures are as follows:

1. Preschool students must be potty-trained.
2. Preschool classroom assignments are based on a child's birth date (a child must be 3 years old by August 1st to be admitted).
3. Students entering Kindergarten must be 5 years old before August 1st.
4. Current students will be given priority during the registration process.
5. New student applicants must complete a family application, new student application and the interview/testing process to receive admittance.

Spencer Christian School is not equipped to provide for the educational needs of all students. Therefore, we reserve the right to withhold admission as it best affects the educational interest of your child. [See anti-bullying policy for additional admissions circumstances.]

6. The registration fee along with all necessary enrollment forms must be submitted for final school enrollment. (***The registration fee must be paid at the time of enrollment in order to hold your child's placement.***)
7. If the classes are filled when a family registers, the child's name will be placed on a waiting list to fill vacancies as they occur.

Kindergarten Admissions Probation

The Kindergarten year serves as a litmus test for both SCS and the participating family. All incoming Kindergarten students will be asked to participate in an academic assessment prior to acceptance. Some students may be asked to repeat this screening as necessary to show growth and readiness for the Kindergarten classroom.

Regularly scheduled parent teacher conferences are intended to keep parents abreast of academic and behavioral progress during the Kindergarten year. We ask that parents also keep the classroom teacher informed as to the nature of the schooling environment at home. With the goal of best meeting the child's needs, the classroom teacher, parent(s) and school Director will communicate to determine the best placement for the following school year.

Re-Enrollment

Re-enrollment is not automatic. Each family receives a re-enrollment letter and tuition contract before Christmas Break. Families must sign and return these forms ***along with the registration fee*** by the published deadline to secure placement. After the deadline, openings are filled with applicants from the waiting lists or new applicants. Only students who demonstrate sufficient academic performance and appropriate behavior qualify for re-enrollment. Students with deficient academic performance, poor attitudes or unsatisfactory work ethics may not re-enroll. *[See anti-bullying policy for additional admissions circumstances.]*

Sibling Enrollment

While siblings of current students are given preference, enrollment is not guaranteed. Sibling applicants, like all other applicants, must demonstrate sufficient academic performance, developmental readiness, and appropriate behavior.

Immunizations/Medical Screenings

Please obtain the most recent copy of your child's immunization record and submit a copy with your application for enrollment or re-enrollment. An appropriate religious or medical waiver will also be accepted.

Any child enrolled in public or private primary or secondary schools and preschool programs shall have a current Kentucky Immunization Certificate on file. There are only two exceptions by which a child may be excused. (1) Certificate of Medical Exemption by the child's physician or (2) Certificate of Religious Exemption that is a sworn statement objecting to the immunization of the student on religious grounds. (KRS 214.034/KRS 214.036)

We recommend your child have a vision screening within one year of your child's initial admission to preschool or elementary school, and within one year prior to sixth grade.

SCS Tuition Agreement

All families are expected to return a completed tuition contract with either their enrollment or re-enrollment forms. All enrollments and re-enrollments are pending until a tuition contract is received by the deadline stated. After the deadline, students without contracts are placed on the waiting list. All tuition must be paid in full by May 31st of that school year. The tuition agreement details the following tuition rates for the 2026-2027 school year:

	AM Preschool	PM Preschool	AM Jr Kindergarten	PM Jr Kindergarten
Registration (<i>non-refundable</i>)	\$125	\$125	\$125*	\$125*
Annual Tuition	\$2115	\$1890	\$2450	\$2200
Monthly Installments	\$235 (9 months)	\$210 (9 months)	\$245 (10 months)	\$220 (10 months)
First payment due	September 1	September 1	August 1	August 1

	Kindergarten	1st-8th Grades
Registration (<i>non-refundable</i>)	\$225*	\$275*
Annual Tuition	\$3600	\$4740
12 Monthly Installments	\$300	\$395
First Payment Due	June 1	June 1

*JrK and K-8th Grades registration fee includes book fees.

- Please note that tuition installments for Kindergarten through Grade 8 are paid beginning the preceding summer. Families who enroll after the June invoice is issued would expect to pay a higher monthly installment.
- 5% discount for families paying Preschool through Eighth grade tuition in one annual installment before the 1st day of school.
- Kindergarten non-academic aftercare is available from 2:00—3:30 for \$850 per year, paid over 10 months (\$85/month) from August through May. (Drop-in aftercare will be billed at \$10 per day.)
- Sibling discount of \$50/month for 2nd+ children in the same family applied to students up to 8th grade only.

A current family may receive a \$250 referral bonus (in the form of a tuition credit) for each new family they refer who completes the enrollment process. Current families must complete a **Referral Bonus Form** naming the new family and submit to the office during the New Family enrollment process (please request this from the office.) Each referral bonus is contingent on first paid tuition received from new family.

Monthly tuition installments are to be paid during the first week of each month. A late charge of \$25 will be assessed on the 10th day of the month if payment is not received. For each child, there is a non-refundable registration fee.

Intuit/QuickBooks

The Bookkeeper will set up an electronic invoice to be emailed annually with monthly reminders. **Please indicate on your enrollment paperwork your preferred email for financial record correspondence.**

Due to increasing fees charged by Intuit/QuickBooks for our school, we no longer accept online payments. We are sorry for any inconvenience this may cause but check, cash or money order payments may be sent to the school with your child, mailed, or you may use our drop-off box located in the church reception area. (Please do not put cash payments in the drop-off box.) A cash receipt will be sent home with your child for any cash payment received. NOTE – per our bank's request, please write checks using **blue or black ballpoint pens** only.

Please make checks payable to the school and marked “tuition” with the child’s name in the memo line. Please mail tuition to:

Spencer Christian School
5720 Taylorsville Road
Fisherville, KY 40023

Financial Assistance

SCS employs the services of FACTS Grant & Aid Assessment as a third-party assessment of financial need for 1st through 8th grade only. Please contact the school office to receive a copy of our **Scholarship Request Form** which needs to be completed and returned to the school office for approval by the School Board. You will also submit your online application directly to FACTS to begin the financial aid process - <https://online.factsmtg.com/signin/4KZV2>. The deadline for the application is April 30th.

Scholarship funds are limited and awarded on a first-come/first-served basis until funds are depleted.

Withdrawal Policy

Full Year Obligation. I understand that I have committed to paying tuition for the entire school year. Spencer Christian School makes all teacher and staff hiring decisions based on student enrollment on June 1st. Therefore, the annual tuition will be due except in the following circumstances:

1. The student moves outside the Spencer County area with 60 days written notice.
2. The student experiences extended illness and is unable to attend school the remainder of the year.

Student Dismissal

SCS reserves the right to dismiss a child from our program. As a ministry of Spencer Christian Church, we will follow the principles that Jesus set forth in Matthew 18. Each issue will be first discussed between parent and teacher; if an agreement is not reached the Director will also meet with the teacher and parent. If necessary, the final decision will rest with the school board.

As a special note, all three-year-olds will be closely observed during the first month of school. Some children are not yet developmentally ready for a structured, educational environment. SCS will work closely with parents of three-year-olds during the first month of enrollment to determine whether or not your child is ready for preschool.

Times of Operation

SCS will be in operation from August through May. A yearly calendar will be approved annually by the school board. Classes will be held on **Tuesday, Wednesday and Thursday** each week. Preschool will be in session for 32 weeks and preschool class times will be from **9:00 a.m. to 12:00 p.m.** (AM session) or **1:00 p.m. to 3:30 p.m.** (PM session). Junior Kindergarten will be

in session for 34 weeks and class times will be from **9:00 a.m. to 12:00 p.m.** Kindergarten classes will be in session for 34 weeks with class times of **9:00 a.m. to 2:00 p.m.** Elementary and middle grades classes will be in session for 34 weeks with class times of **9:00 a.m. to 3:30 p.m.** Classes begin promptly at 9 a.m. (afternoon preschool 1p.m.)

Student Arrival

The students will be greeted at the main door drop-off line by a school staff member or approved volunteer. They will be welcomed into their classrooms by teachers on an individual basis. No child should enter the building without parent or SCS staff supervision. Drop-off line will begin at **8:45 a.m.**, and at **12:55 p.m.** for afternoon preschool. **See Student Safety.**

Tardy Policy

For our records, we may ask that all children be signed in tardy in the school office when arriving after **9:00 a.m.** (afternoon preschool – after **1:00 p.m.**). As previously stated, classes begin promptly at 9 a.m. (afternoon preschool 1p.m.)

Student Daily Dismissal

A SCS staff member or parent volunteer will dismiss children through the car rider line to a parent or guardian. If a need arises to pick up a child early, please notify the school office in advance. Please make every effort to schedule doctor appointments, etc. outside of school hours. **Be prompt in picking up your child at the appropriate time, please. See Student Safety.**

Please either send a note or contact your child's teacher if someone other than the regular pickup person will be picking up your child on a particular day, so that we will know in advance. Even though this person may be on the pickup list, if we don't know ahead of time, we would have to go look up the information and this might back up our line too much.

After-School Supervision

SCS is not equipped to supervise students after school. All students must be picked up promptly at 3:30 p.m. If an emergency prevents you from picking up before this time, please call the school office. Parents whose children consistently remain on campus after 3:30 p.m. without prior notice of an emergency will be contacted by the administration to resolve the issue.

Visitor Policy

All parents and/or visitors should enter the building through the school entrance at the back lower-level parking lot. They should sign in with the staff person at the door and receive a VISITOR badge. Parents must go to the office to check in or pick up a child. **NOTE:** Teachers have been instructed to stop and question anyone in the building without a visitor's badge.

Messages for Students

If it is necessary to get a message to your child, call the school office and it will be relayed between classes. Only in an emergency situation do we interrupt class to deliver a message.

Students are allowed to use the office phone to call home during lunch and breaks if necessary.

Inclement Weather Policy

SCS typically* follows the decisions made by the Public Schools in Spencer County for school closings and delays. Look for Spencer County Schools on TV/Radio channels:

- Cancelled = cancelled
- 1-hour delay = no a.m. preschool, 1-hour delay for K-8th (normal lunch schedule)
- 2-hour delay = no a.m. preschool, 2-hour delay for K-8th (normal lunch schedule)

** Please wait to officially hear from us on our decision. We will always communicate via email or other method(s) if we are affected or not. There have been a couple of instances where the public schools had to close for other reasons than weather. These instances did not affect us and we opted to remain open.*

If there is no announcement, then school is open and operating on a normal schedule. Even if school is open, you should use your best judgment in evaluating travel conditions. Tardy policies are more lenient on inclement weather days.

Snow Day Homework Policy

Homework for K-12 will be posted via Google Classroom/Remind/email by 9:00 a.m. on the morning of a cancelled school day. Students are expected to complete this homework on the same day. Missed days due to inclement weather will not be made up otherwise. Extenuating circumstances will be addressed by the school board on a case-by-case basis.

Attendance Policies

It is vital we have parent cooperation where attendance is concerned. Academic progress and achievement as well as work and study habits are reliant on prompt, regular attendance. Classes begin promptly at 9:00 a.m. Tardiness and absences disrupt class as well. Students are expected to attend school every day unless they have an excused absence. All absences and tardies, whether excused or unexcused, count in the total absences for the year.

Please note that if a child is absent for a full day or if they leave sick during the school day, they may not participate in extra-curricular activities on the same day.

Make-up Work Due to Illness

Please notify the school by 9:00 a.m. if your student will be absent and you would like to pick up their work that day. It will be ready for pickup no later than 3:30 p.m. If notified after 9:00 a.m., the work may not be available until the next day. These materials may be picked up by a parent from the school office. Teachers will make arrangements with students/parents to make up tests. Missed assignments may also be communicated via Remind.

Students will have one school day per day(s) absent to complete and turn in missing work to receive full credit. If multiple days are missed, please contact the teacher about how to best make up work missed.

Late Work and Missing Assignments

Students and families are responsible to collect missing assignments from each teacher. Work turned in one day late will be worth 75%, and work turned in two days late will be worth 50%. Teachers may use their discretion in assigning value to work turned in more than one week late, but should not exceed 50%.

Absences

Excessive unexcused absences could result in course failure, lowered course grade, or could affect a student's re-enrollment.

- Absences should be reported to the school office before 9:00 a.m. Leave a message on the voice mail system if no one answers.
- A student is considered absent if they are gone a majority of the school day.
- Please schedule appointments on non-school days.

Special Note for K-8th Grade Students: Please be mindful to schedule routine check-ups and dentist appointments on Mondays or Fridays so as not to interrupt our academic school week.

Excused Absences

Illness is an excused absence. However, if a student is absent for three or more consecutive days, a doctor's note must be provided to the school office.

- Examples of non-medical excused school absence would be family events such as weddings, funerals, reunions, college visits, certain athletic competitions, or educational opportunities.
- For a student to be approved for a scheduled absence, the student must be in good standing academically and have a good attendance record.
- Parents needing to schedule an absence should inform the SCS office AND the classroom teachers at least ONE WEEK prior to the absence. However, students should expect some make-up work upon their return.
- Absences that are generally unexcused include family vacations and days immediately before and after Christmas and Spring Breaks.
- Teachers are not required to provide work ahead of time for students going on vacation.

Early Dismissal

Parents should inform the teacher AND the school office indicating the time and reason for early dismissal. Students wait in their classrooms until an administrator or parent retrieves them. Students will be signed out in the school office.

Academic Policies

Parent Educator Guidelines

SCS works in close collaboration with parents as co-educators. A mandatory informational meeting will be held in August for all first-year SCS families. School academic policies, guidelines for weekend work, and the use of our primary online communication tool (Remind) will all be addressed during this meeting.

Grading Scale

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

Kindergarten, First and Second Grades use a -/√ /+ system. Letter grades or averages are not given on assessments or report cards in Kindergarten and are gradually introduced in First and Second grades.

SCS Grading Philosophy

Grades provide students and parents a quick “snapshot” of teacher evaluation regarding academic proficiency, classroom contributions, and overall subject knowledge. Examples of class assessments include tests, quizzes, homework, daily participation in class, etc. A large portion of a student’s grade will reflect work completed at home. Teachers allow students an array of opportunities to display their skill sets which provides teachers with adequate information to ultimately assign a final grade.

Additional Assessment Measures

In addition to the grades recorded on student report cards, teachers will also be regularly monitoring student progress especially in the area of reading skills. The primary grades utilize a norm-based tool called the “Directed Reading Assessment” or “DRA”. Teachers will perform this assessment on your child two or more times throughout the school year to monitor growth and identify needed areas of improvement. Reading teachers in 3rd grade and up may perform occasional Oral Reading Fluency tests, again to monitor the rate and retention of your child’s reading ability.

In addition to regular classroom assessment, SCS will administer a standardized test, such as the Iowa Test of Basic Skills, every other year for students in grade 3 and up. Parents and students will be notified in advance of administering any additional assessment measure.

State Hourly Requirements

Kentucky State Law requires all students in First through Twelfth grades to meet their standard of 1062 instructional hours in 177 6-instructional-hour days. SCS operates on a unique schedule in cooperation with the parents. To meet the requirements, parents will provide additional individual instructional hours equal to or greater than 12 hours per week for students that are enrolled in First through Twelfth grades. SCS will provide a mandatory training session during the first three months of school, as well as additional support to parents throughout the remainder of the school year.

Remind App

Our primary tool of communicating between home and school is an online educational tool called “Remind”. This is a free tool that has both a website and iPhone/android app. Training on Remind will be offered to all incoming families. Our teachers may also utilize other online resources such as Google, YouTube, etc.

Special Classroom Expectations

Teachers may communicate expectations that are specific to their classroom to parents at the beginning of the year. These may include classroom management goals, homework policies, etc.

Social and Cultural Policies

Preschool Clothing

Please send your child to school in play clothes. Remember it is best if the clothes are easy for them to take on and off in order to use the restroom. We ask that they wear tennis shoes and not any kind of sandals.

Please prepare a spare change of clothing for your child: a top, bottoms, socks, and a change of underwear (as appropriate for the weather). Label each item with child's name and place it in a clear gallon-sized Ziploc bag to leave in the child's backpack.

Kindergarten-8th Grade Dress Code

All students must dress in a manner that is becoming of a young Christian lady or gentleman. Pursuant to our Statement on Gender, students are to dress in a manner appropriate for their birth gender and will be addressed using the pronouns associated with their birth gender.

The following items require special attention: no hats or hoods during the school day, sleeveless shirts must be a minimum of three fingertip lengths wide (no spaghetti strap shirts), clothing should not be transparent, long T-shirts must be worn with visible shorts (T-shirt can be tucked in to the shorts), shirts need to be long enough to cover the midriff area during movement, girls must wear shorts under skirts or dresses, shorts/skirts must be a minimum of fingertip length and long enough to cover a modest portion of the thigh when seated, pants worn must not show skin under any rips, tears or holes, leggings-type pants must be covered by a dress or long tunic, no inappropriate logos on shirts. As a general rule, if you are unsure of an item of clothing, you should probably choose something else to wear. We ask that they wear tennis shoes and not any kind of sandals on days when they will participate in PE.

Discipline

SCS staff strives to maintain a positive learning environment for all children. As professional educators, we will use positive discipline techniques to create a caring atmosphere in the classroom. Children will not be allowed to hurt their teachers or classmates with words or actions. If necessary, the parents will be notified of a behavior problem and a conference may be scheduled at the earliest possible convenient time. Corporal punishment is not allowed by a staff member at any time.

Anti-Bullying Policy

SCS recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students for a safe and secure learning environment, SCS prohibits acts of bullying, harassment, and other forms of aggression and violence; both in person and electronically. Consequences for a student who commits an act of bullying and/or harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be

approved by the school board. Repeated violations or extreme first violations may result in expulsion. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act.

Food and Drink Policies

Lunchtime: SCS K-8 students will need to bring a lunch from home each day. The school will not provide any refrigeration or heating options for children. **Please choose healthy foods for school lunches. Please no carbonated beverages of any kind, sugary drinks or any candy.** Also, our school is not an allergen-free facility, but we do suggest for the safety of all our students that students do not bring peanut butter in their lunches. Parents are permitted to eat lunch with their child on occasion and may bring in outside food/drink. Please check with your child's teacher for any food safety concerns with other children in the classroom.

Morning/Afternoon Snack: Most classrooms will provide an opportunity for your child to have either a morning or afternoon snack. Your child's teacher will communicate specific guidelines for this snack.

Water bottles: Students are allowed (and encouraged) to keep a reusable water bottle either in their backpack or at their desk throughout the school day. These are to contain **only** water. No sugary beverages are allowed.

Social Media

SCS teachers are not to communicate with SCS students via social networking sites.

Electronic Devices

Students are not allowed to bring electronic devices of any kind to school (this includes, but is not limited to cell phones, smart watches, iPods, hand-held gaming devices). Devices brought to school will be confiscated, held in the school office and require a parent signature to reclaim. School provided/required devices will be exempt from this policy.

Use of Technology

Students are not permitted to use artificial intelligence (AI) including but not limited to generative artificial intelligence (Gen AI) for classroom assignments, either in or outside of the classroom. This includes but is not limited to any future forms of technology which may or may not discourage student critical thinking processes, or any AI tools that may potentially hinder the development of a student's own skills.

School Sponsored Social and Extra-Curricular Activities

We are a small school with an academic focus. While the academic needs of the school will always supersede extra-curricular activities, we recognize the value of well-designed extra-curricular programs. So as not to disrupt the school's culture or values, we introduce extra-curricular and social opportunities with caution and discernment. We ask parents to support the school's academic priorities.

Birthdays

Teachers and classmates will sing “Happy Birthday” to recognize the student during the school day/lunchtime. Parents may send in additional treats, such as ice cream cups, cupcakes, donuts, etc. Please check with your child’s teacher for any food safety concerns with other children in the classroom.

Field Trips, Holidays, and Classroom Parties

Because of SCS’s academic focus and abbreviated schedule, the use of class time for non-curricular activities is highly discouraged. With the exception of a few teacher-planned, curriculum-related events, class time will not be used for movies, parties, or special programs.

Unless approved by a director, SCS does not take field trips during school hours. Optional field trips are often coordinated by parents on Mondays or Fridays.

The manner in which a holiday is celebrated shall be determined by the teacher in accordance to the school’s philosophy.

Recess

Preschool through 8th grade students will have outdoor recess if the temperature is above freezing and conditions permit. Students should come to school with appropriate outerwear each day. Please label outerwear with the student’s name. In the event the weather is not conducive for playing, students will receive indoor recess.

Communication

In an effort to maximize communication ease and turnaround time, most school correspondence will be via e-mail, Remind, or school website. Please indicate on the school enrollment form if your family has access to e-mail and the internet at home. Accommodations will be made for families without computer access.

Teachers also provide parents with an email address where they can be reached outside of school hours. Please be respectful of teachers’ family time and use discretion when contacting them at home.

Addressing Concerns

Please go directly to the staff member involved with any concerns you may have. If you are unable to resolve the issue to your satisfaction, please contact the Director to schedule a third-party conference.

Using the Directory

The information in the school-wide directory is kept private and distributed only to SCS families. The directory may not be shared with other families or used for solicitation.

Lost and Found

Please label student apparel with student's name. Lost and found items are located in the office area. Please check them regularly. Any items unclaimed at the end of each trimester will be thrown away or donated to charity.

Medical Intervention Policies

SCS does not have a school nurse, and SCS is not prepared to administer medical care or treatment. Students are not permitted to bring medications to school, including but not limited to OTC medications and/or ointments. If a student needs medicine during the school day the parent must come and administer.

Allergies and Special Concerns

SCS is not an allergen-free facility, but we do suggest for the safety of all our students that students do not bring peanut butter in their lunches. Please make sure to note any and all allergies on the child enrollment form. Extreme precaution will be taken by school staff, in the case of food allergies as well as allergic reactions or medical needs which necessitate emergency medication (such as Epi-Pens and inhalers).

SCS utilizes natural cleaning products whenever possible and especially when cleaning while children are present. Teachers may also use essential oils in the classrooms to affect air quality as well as student health.

For students who require emergency medication (Epi-Pen, inhaler, etc.) be kept on the premises, please notify the school office and we will provide an ***Allergy and Anaphylaxis Emergency Plan*** form to be completed by the child's doctor.

If you wish your child to wear a facemask for whatever reason, that is perfectly fine. We have disposable masks on hand should your child need one during the school day.

Illness Policy

Do not bring your child to school if he/she has exhibited the following symptoms anytime within the last 24 hours:

- Temperature over 100 degrees
- Yellow/green nasal discharge
- Cough that is “barky” or “wheezy”
- Diarrhea or vomiting
- Earache
- Conjunctivitis (pink eye)
- COVID-19 – please follow recommended CDC guidelines about treatment or isolation

If you suspect your child is coming down with something, we would appreciate you keeping him/her home as a precaution from exposing children or staff members to any infection. Please be considerate of other children at school in order to keep everyone healthy and well.

Please call the office if your child is sick or is going to be away for an extended period of time.

Should a child become ill during the school day, the parent will be notified immediately. The child will be taken to a quiet resting place and made as comfortable as possible until the arrival of the parent or other authorized person.

In the case of an injury during school, a staff member will administer first aid. In the case of an accidental injury requiring more than simple first aid, the parent or authorized adult will be notified immediately. If we are unable to contact you immediately, we will contact your physician. If medical attention is required, the staff will call emergency 911, who will transport your child to the nearest hospital unless otherwise specified in the child's emergency information. Information listed on the Emergency Medical Treatment Form, which are kept on file in the school office, will be used in the event of notifying an emergency medical professional. If a student has a cut/wound that is open or bleeding, a topical ointment may be administered to prevent infection.

Accident report forms are filled out for all accidents and a record is kept.

Student Safety

Classrooms are equipped with basic first aid kits. Walkie-talkies connect directly to the school office and the administration for immediate communication as necessary.

All staff members and volunteers are required to receive background checks for the safety of our children. All staff members are also required to complete CPR/First Aid training.

Campus Safety

Whenever school is in session, or if there is any type of school event or gathering outside of school hours, no weapons (or look-alike weapons) of any type are permitted on the school campus. This includes but is not limited to firearms, knives, pepper spray, tasers, etc. Any situation involving a weapon (or look-alike weapon) remains at the discretion of the Director.

Emergency Procedures

SCS abides by all safety and emergency procedures as established by the Commonwealth of Kentucky. Classes will routinely practice safety drills (including fire, tornado, earthquake and unwelcome visitor drills). In the event there is a need to evacuate the facility parents will be notified by staff and administration using all available means of communication (email, phone, text). ALL parents/guardians will be asked to show picture identification and to sign their child out from the off-site location.

Car Line

SCS does everything possible to support the safety of your child during arrival and dismissal. However, it is ultimately the parents' responsibility to oversee the children's safe arrival and departure. When parent/student convenience conflicts with the safety of any SCS student we must choose the latter. You can help in providing both safety and convenience by:

- Arriving on time for drop-off (8:45-9:00 a.m.; 12:55-1:00 p.m.) and dismissal (12:00 p.m.; 3:30 p.m.).
- All vehicles must have their car rider tag hanging from the rearview mirror during **both** drop off and pick up. This will help us quickly identify someone who should not be on our campus.
- All children should remain **seated** until they are escorted from their vehicle by an adult. ***Please do not allow your child to leave your vehicle if an adult is not at the car rider station, or to hang out of the vehicle window while the vehicle is in motion.***



- Refraining from all cell phone calls during carpool.
- Postponing conversations with faculty and administration until dismissal has ended and all children have left the classroom.
- Obeying parking and traffic flow requests.
- Reducing your speed.
- Establishing a routine with your child.
- Informing SCS administration in advance of any unique drop-off or pick-up scenarios.
- Being patient and courteous with all members of the SCS community.
- We are currently using a double car line to lessen the time the line may be backed up on the highway. The flow of traffic is illustrated in this photo (cars should line up side by side with the solid white stripe between them). For the safety of our students please **STOP** and **WAIT** where the two white lines end until about 1-2 minutes prior to your pickup time before proceeding into the circle surrounding the flagpole.
- Students who drive themselves are to park in the upper parking lot near the building.

NOTE: Any changes to this handbook will be communicated in writing as soon as possible to currently enrolled families.