



Elementary Parent/Student Handbook

Smithtown Christian School
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General Information	4
<i>School Hours</i> 8:20 AM – 3:00 PM	4
<i>Office Hours</i> 8:00 AM – 4:00 PM.....	4
<i>Communications</i>	4
<i>Nondiscriminatory Policy</i>	4
<i>Visitors</i>	4
Elementary Academic Program	4
<i>Elementary Program</i>	4
<i>Curriculum</i>	5
<i>Chapel</i>	5
<i>Physical Education</i>	5
<i>SCS Testing Philosophy (K-12)</i>	5
<i>Academic Resource Center</i>	6
<i>Homework</i>	6
<i>Plagiarism</i>	6
<i>Grades</i>	7
<i>Honor Roll</i>	7
<i>Report Cards</i>	7
<i>Struggling Students/Failing Grades</i>	7
<i>Conferences/Teacher Communication</i>	7
<i>Class Placement & Teacher Requests</i>	7
<i>Field Trips</i>	8
<i>Withdrawal from School</i>	8
Student Information & Expectations	8
<i>Student Code of Christian Conduct</i>	8
<i>Violations of Student Code of Christian Conduct or Campus & Classroom Guidelines</i>	9
<i>New Student Probationary Period</i>	10
<i>Dress Code</i>	10
<i>Dress Code Violations</i>	10
<i>Dress Down Days</i>	10
<i>Lost and Found</i>	10
<i>Food and Beverages</i>	11
<i>Lunch and Recess</i>	11
<i>Objects Brought to School</i>	11
<i>Party Invitations/Letters to Classmates</i>	11
<i>Phone Calls</i>	11
Arrival, Dismissal, & Transportation.....	16
<i>Tardiness</i>	16
<i>Bus Behavior and Consequences for Misbehavior</i>	16
<i>Inclement Weather and School Closings</i>	17
<i>Dismissal Changes</i>	17
<i>Dismissal at 3:00 PM/ Student Pick Up</i>	17
<i>Absences</i>	18
School Safety.....	18
<i>Building Safety</i>	18

<i>Emergency Drills</i>	18
Health & Medical Information	18
<i>General Health & Wellness</i>	18
<i>Physical Examinations</i>	19
<i>Screenings</i>	19
<i>Illness While At School</i>	19
<i>Fever/Illness</i>	19
<i>When to Notify the Nurse</i>	19
<i>Casts & Crutches</i>	20
<i>Severe Allergies</i>	20
<i>Medication</i>	20
<i>Yearly Health Survey [Blue] Card</i>	21
<i>Herbal Remedies, Dietary Supplements, etc.</i>	21

The mission of Smithtown Christian School is to teach with excellence in the classroom and through life-on-life influence to produce exceptional young Christian leaders with a heart for God, a mind for truth, and a passion to change the world. To carry out this religious mission, Smithtown Christian School, which is a ministry of Smithtown Gospel Tabernacle, partners with likeminded families who agree with Smithtown Christian School's religious purpose and beliefs.

The purpose of this handbook is to provide parents and students with relevant information about the elementary program at Smithtown Christian School. A variety of topics are addressed in order to clearly portray school guidelines and procedures. You are also welcome to contact the school office with any questions or concerns. It is our privilege to serve you.

General Information

School Hours 8:20 AM – 3:00 PM
Office Hours 8:00 AM – 4:00 PM

Communications

Periodic emails will be sent to keep parents apprised of special events, informational items, recognitions, etc. In addition to email, Smithtown Christian School will communicate news and time-sensitive updates via text, on the website, www.learnwithscs.org and our Facebook page, www.facebook.com/smithtownchristian.

Nondiscriminatory Policy

SCS admits students of applicable age, regardless of sex, race, color, national or ethnic origin to all the rights, programs and activities generally accorded or made available to students of the school.

Visitors

A personal visit to a classroom must be cleared with the school office with sufficient advance notice. **All visitors** to the building, [this includes parents], must sign in at the Security Desk Entrance and obtain a visitor pass and then report to the school office. Forgotten lunches, instruments, books and assignments should be delivered to the office for distribution to pupils. These items should not be delivered directly to classrooms or cafeteria. Parents or other caregivers may not walk their children to class in the mornings, but must drop them off in the school foyer (or the school office if tardy).

Elementary Academic Program

Elementary Program

The New York State Education Department requires that non-public schools provide an education equivalent to that offered in the public schools. It is the goal of the Smithtown Christian School to aim not only for equivalence, but to provide students an educational experience of superior quality. This is an acknowledgment that the beginning of all wisdom is a reverence for the Lord, and because we lean upon Him, we can expect His blessing upon student and faculty alike.

Curriculum

The SCS elementary academic program includes the following subjects:

Bible	Reading	Mathematics	Writing
Spelling	Penmanship	History	Science

The following are additional special subject areas offered:

- Art, Computer, & Library – offered weekly
- Music – General music offered weekly until 4th grade; chorus, band, orchestra, and individual music lessons begin in 4th grade
- Physical Education – offered twice per week

More detailed information about our curriculum is located on our school website, www.learnwithscs.org.

Chapel

Elementary Chapel is held weekly on Wednesdays at 8:40 AM. Chapel speakers include both faculty and special guests. Parents and other guests are always invited to attend chapel.

Physical Education

The following is a list of expectations and requirements to assure that students will have a safe and pleasant experience during gym class.

- Sneakers that do not mark the floor are required for participation in gym classes. They must be secured on the feet by laces or similar means.
- Grades K-4 students wear their gym uniform to school on the days they have gym class. Refer to the SCS Uniform Code on the school website for required gym uniform information.
- Grade 5 students will utilize the locker rooms to change into required gym attire for each scheduled class period.
- At times, classes are conducted outdoors. In cool weather, a SCS sweatshirt will be needed.
- If students are not able to participate for less than one week because of illness, they must bring a note from a parent. If the situation extends more than one week, a doctor's note is necessary. Make up work will be required for excessive non-participation.
- All jewelry must be removed for safe participation during gym classes.

SCS Testing Philosophy (K-12)

Most students and their families expect tests to be a regular part of the school experience. At SCS, tests are just one part of a larger process called *student assessment*. Student assessment at SCS, depending on the grade level, helps teachers to:

- Assess students' mastery of subject matter/course content
- Assess students' ability to demonstrate skills learned in the classroom (e.g., critical thinking, analysis, compare/contrast)
- Provide actionable, timely feedback to students and their families on areas of strength and areas for improvement
- Provide concrete benchmarks for improvement over the course of the year
- Provide comparisons of SCS students' performance to other students in the state and throughout the country (which helps gauge the quality of education at SCS)
- Provide required information regarding student performance to colleges, scholarship sources, etc.

Types of Assessment:

Classroom Assessment (*Elementary, Middle, and High School*): Classroom assessment methods are varied in order to reflect multiple learning styles and to allow students to demonstrate their knowledge in multiple ways. Assessment methods can include written tests/quizzes, papers, projects, presentations, and portfolios. Testing is both formative (throughout the year, while students are engaged in the learning process) and summative (typically at the midpoint and end of the year, to gauge students' cumulative learning – i.e., midterms and finals in secondary). These methods factor into students' grades throughout the year and will be reflected on students' report cards.

Standardized Testing (*Elementary, Middle, And High School*): SCS students in grades 2-10 take nationally normed standardized tests administered in the spring. The tests are administered typically over the course of a week for approximately half of the day (regular instruction continues during the other half of the day). The results of these tests do not factor into students' grades but instead are used to help teachers gauge class learning overall, to improve instruction, to inform the class placement process, and to help determine eligibility for various academic support services. Testing results are provided to families and may be discussed with your child's administrator.

College-Related Assessment (*High School*): Various means of assessment for college-level coursework and admission are part of the SCS educational experience. SCS offers dual-enrollment courses for college credit, AP courses (in which students may take the AP exam in the subject taken) and concurrent college courses (students taking college courses while still enrolled in high school). SCS students also take the PSAT, ACT, SAT, CLEP exams and/or SAT I and SAT II subject tests as part of the college planning and admissions process. These courses/assessments should be discussed with the SCS guidance counselor during the course planning process.

Academic Resource Center

The Academic Resource Center is a central “hub” for coordination of the various academic resource activities at SCS (e.g., external service providers, in-house resource, 504 services, enrichment). The ARC's mission is to support SCS students who have academic needs that extend beyond the classroom or the general curriculum. This includes coordinating the provision of special education, general resource, and enrichment programs at both the elementary and secondary level. The ARC helps to facilitate partnerships between students, families, teachers, professional staff, and volunteers to help students reach their God-given academic potential.

Homework

Homework is designed to reinforce classroom learning. Students will be provided assignments according to grade level and subject. Approximately 10 minutes per grade level is assigned for homework in the elementary grades (10 minutes for 1st grade, 20 minutes for 2nd grade, etc.). In addition to homework, daily reading at home is expected. Each student is required to complete his/her assignments on time. Parents are encouraged to contact teachers if their children regularly spend more than double the expected amount of time on homework or have other concerns about this area.

Plagiarism

Plagiarism refers to presenting someone else's words or ideas—whether intentionally or unintentionally—without giving credit to that person, and is unacceptable. Elementary students are growing in their understanding of this concept and teachers give guidance in the younger grades. Incidents of plagiarism in

the upper elementary grades will be handled by the classroom teacher in consultation with the elementary principal.

Grades

Kindergarten students are given developmental assessments on their report cards. Students in 1st – 5th grades are given either letter or descriptive grades for each subject. The grades and meanings are as follows:

A = Consistently strong grade level performance	90-100
B = Meeting and sustaining grade level performance	80-89
C = Meeting basic grade level performance	70-79
D = Approaching grade level performance/support needed	65-69
F = Below grade level performance/significant support needed	Below 65

E = Excellent: possessing outstanding quality or superior merit; remarkably good; this category is used sparingly to maintain its true meaning

S = Satisfactory: fulfilling all demands or requirements; most students fall in this category

I = Improvement Needed: undesirable condition needing change

Honor Roll

Students in 5th grade qualify for Honor Roll when an average of 85 or higher is achieved, with no failing grade in any subject. High Honor Roll is earned with an average of 95 or higher with no failing grade in any subject.

Report Cards

Report cards will be distributed four times during the school year. The purpose of the report card is to clearly communicate a child's academic progress to the parents. The school calendar indicates the dates report cards are given to parents.

Struggling Students/Failing Grades

Students who experience difficulty with the academic program are given support in the classroom and may be given additional support from the Academic Resource Center. Parents are alerted to the difficulty through communication from teachers and regular work sent home. For students who fail several subject areas or are performing significantly below grade level, Administration will use input from faculty and parents to determine the best course of action for the student.

Conferences/Teacher Communication

Elementary Parent-Teacher conferences are scheduled in the fall and spring. Parents or teachers may also schedule additional phone or in-person meetings at a mutually agreeable time. Throughout the year, teachers may be contacted through their school email. Messages may also be left on teacher voice mail.

Class Placement & Teacher Requests

Many factors are considered when the school determines class and teacher placement for students, making it a complex process. Parents who feel strongly that a particular teacher or situation should be considered for the next year may submit a written request to the Elementary Administrator before Memorial Day of the previous school year so that the request can be considered along with others who give input into the decision. Parent requests are not always able to be fulfilled and are at the discretion of the Elementary Administrator. All families are notified of class placement for the school year approximately one week before school starts.

Field Trips

It is school policy that permission forms must be completed and signed by the parent for each planned field trip. Any medication required by students on a field trip must be cleared through the nurses's office.

Students must demonstrate behavior that is consistent with Christian character and enhances the testimony of the school. A student may be prohibited from participating in a field trip if these conditions are not met.

Withdrawal from School

A student who withdraws from school any time before the end of the academic year must observe the following process:

1. Obtain a withdrawal form from the school website or school office for parents to complete.
2. Return all school property, including textbooks, library books, etc.
3. Pay all outstanding fines and tuition.

Academic records will not be released for withdrawn students until all three steps are complete.

Student Information & Expectations

Student Code of Christian Conduct

Smithtown Christian School is a ministry whose purpose is to encourage the learning and growth of students who desire to live as disciples of Jesus Christ. The Student Code of Christian Conduct is the foundation of our school community standards, describing the kind of Biblically-based behavior that is appropriate for disciples of Jesus.

The kind of community we uphold is one of mutual trust, respect and honesty—a community in which there is constant encouragement to live lives of honor, fully committed to Jesus. An honorable community is more than a commitment to follow a set of rules; it is a commitment to an honorable lifestyle. It is our expectation that our students will conduct themselves honorably at SCS and wherever they go, and that this commitment will far outlast their time at SCS.

As a student at SCS, I will honor Jesus Christ by seeking to glorify and obey him in all areas of my life. I pledge to the following:

1. *I understand that my personal conduct both in and out of school is a key indicator of my walk with the Lord, and therefore, I commit to a lifestyle in which I will not use tobacco, drugs, or alcohol, and I will honor God by maintaining a lifestyle of sexual purity.*
2. *I will honor authority and submit to the administration, teachers, and staff of Smithtown Christian School.*
3. *I will honor my fellow SCS students by respecting them, their academic work, and their personal property. I understand that any form of bullying, intimidation, theft, harassment, and violence is unacceptable.*

4. *I will live by traditional Biblical sexual values: I will abstain from all intimate sexual conduct; I will dress and present myself in conformance with my genetically determined biological sex; I will use restrooms, locker rooms, and changing facilities conforming with my genetically determined biological sex; and I will not consider or identify myself to be homosexual, bisexual, or transgendered.*

5. *I will honor the school by giving my full effort in all of my academic pursuits. I understand that I am at Smithtown Christian School first and foremost to learn to “love the Lord with my heart, soul, mind and strength.”*

6. *I will respect the SCS and SGT facilities, and I will contribute to a clean and orderly learning environment. I understand that vandalism, littering, and any other means of defacing school or church property is unacceptable.*

7. *I have read and will abide by the guidelines and policies outlined in the current version of the SCS Student Handbook, which are designed to provide for a well-structured, safe, positive, and Christ-centered learning environment. My dress and my appearance will not only comply with the dress code of SCS but will also reflect Christian modesty and values.*

8. *I will uphold this Code of Christian Conduct twelve months of the year: at school, at school activities, outside of school, and on social media networks. I understand that my enrollment at SCS is a privilege, and I will be held accountable for what I do or don't do.*

Violations of Student Code of Christian Conduct or Campus & Classroom Guidelines

Violations of the SCS Student Code of Christian Conduct and the Campus and Classroom Guidelines will be addressed by school staff, faculty, and administration for the dual purposes of nurturing Christlike character in our students and preserving a well-ordered learning environment. The following outlines basic principles for how violations will be handled.

Group One Violations include minor behavioral problems.	
Typical Violations	Possible Consequences
<ul style="list-style-type: none"> • Running, shoving or boisterous activity • Chewing gum • Shouting, excessive noise or talking when not appropriate • Passing notes • Uniform violations • Minor violations of individual teacher classroom guidelines • Cell phone or personal electronic device usage 	<ul style="list-style-type: none"> • Verbal warning or correction • Conference with teacher • Parent notification • Writing assignment • Temporary removal from class • Assigned seat on bus • Other consequence deemed appropriate by administration

Group Two Violations include significant behavioral problems, often accompanied by deeper attitude and heart issues.	
Typical Group Two Violations	Possible Consequences
<ul style="list-style-type: none"> • Repeated Group One violations • Profanity or obscenities • Overtly disruptive behavior • Threatening behavior, including bullying of any kind (emotional, physical, verbal) 	<ul style="list-style-type: none"> • Verbal warning or correction • Conference with teacher • Parent notification • Writing assignment • Restriction of privileges (i.e. computer privileges, recess, gym,

<ul style="list-style-type: none"> • Fighting • Cheating or plagiarism • Malicious damage to, or theft of, school property or the personal property of others • Disrespect to staff, faculty or administration • Malicious teasing, scoffing or fault-finding • Computer/Internet Acceptable Use violations 	<p>library, music, field trips, ability to ride bus, extra curricular activities, etc.)</p> <ul style="list-style-type: none"> • Payment for damaged items • Failing grade on test or assignment • Referral to Administrator • Behavioral contract • Out of school suspension • Suspension of bus privileges • Counseling with a professional • Other consequence deemed appropriate by administration
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New Student Probationary Period

All students enrolling at SCS will undergo a ten week probationary period. The main focus of this period will be the manner in which the student adjusts to the academic program at SCS and the type of behavior demonstrated. A conference will be scheduled with parents when there is a question regarding the ability of the student to meet either of these expectations.

Dress Code

Uniforms are required at Smithtown Christian School. School Uniforms must be purchased from the Land’s End Uniform Catalog. As the only supplier for SCS, Land’s End will provide the clothing styles and school colors required for the uniforms. The Dress Code is updated annually and can be accessed through the school website, www.learnwithscs.org/resources in the Uniform Code document.

Dress Code Violations

Elementary students will be informed verbally by their homeroom teacher regarding any violation and the classroom teacher will notify the parent by phone or note/email home. If there are continued violations and communication with parents is not sufficient to address the issue, the student will be sent to the Elementary Principal and the parent will be called.

Dress Down Days

At times, the administration may relax the dress code for various fundraisers or special events. The following are not allowed on any dress down day, unless otherwise specified by the administration:

- Clothes with tears or holes
- Shorts
- Tank tops, tube tops, spaghetti straps, midriff tops
- Hats or bandanas
- Tight-fitting clothing
- Sweat Pants
- Sandals or flip flops
- Pajama/lounge pants

Lost and Found

Lost and found articles are available in bins in the cafeteria for students to claim during lunch periods. Items that are not claimed are periodically discarded or donated.

Food and Beverages

Food and beverages are allowed only in the cafeteria and/or in classrooms at the discretion of the teacher. Foods containing peanuts and/or tree nuts are never allowed in the classroom to ensure the safety of students with related allergies. Elementary students are not allowed to chew gum on campus.

Lunch and Recess

Parents may provide children with a bag lunch or students may purchase a hot lunch in the school cafeteria. Milk and various other beverages are also available for purchase. Each student will receive an account for purchasing lunches and a monthly lunch menu is available on the Resource Links page of the school website. Payment may be made through credit card or by check payable to the Smithtown Christian School Cafeteria. Payment options are available online and payment sent to the school should be enclosed in an envelope with the name of the student, grade, room, and classroom teacher clearly written. Kindly use caution in sending cash as it can easily be lost.

If a student loses or forgets his bag lunch at home, a substitute sandwich lunch will be provided and the student will be charged for the lunch. The cafeteria will not permit lunch accounts to exceed -\$10.00. If a special condition exists, please inform the office. Unpaid lunch charges will result in the withholding of report cards or student records until the balance due is paid.

After lunch, students are allowed time for recess. Students should come to school with appropriate outerwear during the cold months. Classes will go out for recess unless weather conditions do not permit.

Objects Brought to School

Students are not permitted to use cell phones or electronic devices in school. Such items must remain off and in the student's backpack during the school day. Any phone, device, or dangerous item (such as fireworks, firearms, matches, lighters, and weapons of any kind, including toys or makeshift weapons) seen will be taken and returned to the student at dismissal if appropriate. If it occurs a second time, the parent must retrieve the device from the school office. Items brought to school should not advertise or include sorcery, violence, etc. In all cases, it is up to the Administration to determine which items are inappropriate for school.

Party Invitations/Letters to Classmates

Students may bring party invitations (or other similar information) to distribute to the class with teacher permission. All boys and/or all girls in the class must be included if invitations are passed out at school. If only some students from a class are invited to a party, invitations must be sent outside of school (mail, email, etc.).

Phone Calls

Students may only place calls to parents from the office phone. The office will not deliver messages to students during the day, except in emergencies. Medical problems will be reported to parents by the school nurse.

Internet/Computer Acceptable Use Policy

Introduction

It is our desire to provide the opportunity for all students to develop the skills necessary to effectively utilize changing technology as they interact with the school, church, local and international communities in a safe, responsible and Christ-honoring manner.

In order to ensure students are well prepared and are proficient in technology essential for success in the 21st century, Smithtown Christian School provides employees and students with access to a variety of resources, including a computer network and Internet resources.

Definitions

For the purposes of this document, school technology shall be defined as any school-owned electronic device which is used for computing, communicating, or recording, as well as any student-owned devices used during the school day. This may include, but is not limited to, computers, servers, scanners, printers, routers, switches, iPads, cameras, and phones.

Purpose of this Policy

The purpose of this policy is to define "acceptable use" of the Network/Internet by students and employees. It will also help to ensure smooth operation of the Network/Internet connection by defining proper conduct for all users. Failure to comply with the terms and conditions outlined in this policy may result in restriction, suspension, or termination of the user's access privileges. It may also result in other penalties, including suspension or expulsion from school for students or termination of employment for employees, as well as possible legal or other civil action by third parties.

Privileges and Responsibilities

Use of school technology is a privilege and not a right. Inappropriate use will result in termination of those privileges. In situations where this policy does not provide clear direction, school administration will determine what is or is not appropriate. School Administration is charged with the implementation and enforcement of this policy and may, at any time, restrict, suspend, or terminate access privileges if necessary. Parents should understand that Network and Internet access is for educational purposes only and that Smithtown Christian School has taken reasonable steps to ensure that access is limited to such purposes. Parents and students shall not hold Smithtown Christian School responsible for non-educational usage or inappropriate materials accessed or acquired through or supplied to the Internet. Students and employees are expected to abide by the terms and conditions of this policy. Students and employees must also understand that failure to comply with the terms and conditions of this policy will result in disciplinary action as specified in the student and employee handbooks.

Administration will establish a process for setting up individual and class accounts, set quotas for disk usage on the system, establish a system maintenance policy, prepare budgets for technology expenditures, order appropriate software, coordinate the purchase of new equipment with school personnel and outside agencies, and supervise nonprofessional technology personnel.

Terms and Conditions

A. Personal Safety

Users should never share personal contact information about oneself or other people. This includes, but is not limited to, telephone numbers, addresses, social security number, birthday, and pictures. Email account passwords must not be shared.

If any user encounters any message, comment, image, or other content online that causes concern for personal safety, it should be brought to the attention of appropriate school personnel.

B. Respecting Others

Users should be polite when using technology. Harassment, which is persistently acting in a manner that distresses or annoys another person, is unacceptable.

Engaging in personal attacks by performing sexual, prejudicial, discriminatory, or hurtful actions is strictly forbidden. This includes distribution of media (pictures, video, audio, etc.) regardless of format. In addition, messages and/or media received should not be redistributed without the written permission of the sender.

Users will not post information that, if acted upon, could cause damage or a danger of disruption.

Users will not knowingly or recklessly post false or defamatory information about a person or organization.

C. Plagiarism and Copyright Infringement

Users will not plagiarize works that they find on the Internet or elsewhere. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Students should refer to the student handbook for all policies regarding academic integrity.

Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Copying, changing, reading, or using another person's files without that person's prior written permission is not acceptable.

D. Inappropriate Language/Materials

School technology must not be used to view, send, or display lewd and offensive media, such as pictures, video, audio, etc. regardless of format. Material that advocates illegal acts, violence or discrimination towards other people (hate literature) may not be accessed, as well as material that either addresses or is of a sexual nature. Students will not conduct research on such topics without a teacher's approval. If such information is inadvertently accessed, it must be immediately disclosed to a staff member.

Language that is obscene, profane, sexual, rude, inflammatory, threatening or disrespectful may not be used at any time. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

The school's computer network and Internet resources are considered a limited forum, similar to a school newspaper; therefore, the school may restrict student speech for valid educational reasons.

E. Illegal Activities

Neither school nor personal technology may be used to engage in illegal acts, such as computer fraud, threatening the safety of self or others, hacking, or engaging in any activity that violates local, state, or federal laws.

Users will not attempt to gain unauthorized access to the school system or to any other computer system through the school system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing."

Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Software, music, videos, and most other electronic media are protected by copyright laws. Therefore, downloading, creating, storing or distributing unauthorized copies of this media is prohibited.

F. Bring Your Own Device

Some teachers may allow students to have their own devices in school for note taking, lesson activities, and other educational purposes. This is referred to as "Bring Your Own Device." Both teachers and students must comply with administrative policy regarding which classes are permitted Bring Your Own Device privileges.

In cases where Bring Your Own Device is approved by administration, students must utilize their devices for instructional purposes only as directed by their teacher. Use not related to the instructional process and/or explicitly permitted by the teacher is not allowed.

Although personal devices are not owned by the school, students utilizing their devices must abide by all of the policies outlined in this Acceptable Use document. Failure to do so may result in a revocation of the Bring Your Own Device privilege and depending on the severity of the offense, additional disciplinary action may be taken.

Students are not permitted to connect to the Internet using a detected Hot spot or 3G or 4G account while at school. The purpose of this is to ensure that students do not bypass the safety measures (e.g., filters) that have been put in place on the school's network. Please see section K below for additional guidelines for parents.

Students are expected to choose appropriate wallpapers, screen savers, backgrounds, and displays on their devices that are consistent with SCS's core values and mission.

G. Privacy

Smithtown Christian School reserves the right to monitor all activity on school technology. Users should not assume any level of privacy related to actions using school technology. Student devices are subject to search at anytime for any reason.

H. System Security

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access. Users will not download and install any software to school technology.

I. Liability of Users

Users are responsible for any financial costs, liabilities, or damages incurred by the school as a result of improper use of school technology, including, but not limited to, equipment (including repairs), legal fees, and other costs.

J. Limitation of School Liability

Smithtown Christian School makes no guarantee that the functions or services provided by or through school technology will be error-free or without defect. The school will not be responsible for any damage suffered, including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on school technology and will not be responsible for financial obligations arising through its unauthorized use.

K. Parental Notification and Responsibility

SCS will notify the parents about the school network and the policies governing its use. Parents may request alternative activities for their child if they do not wish them to have Internet access.

It is strongly suggested that parents communicate with students about values and the standards they should follow regarding the use of the Internet and all media information sources, such as television, call phones, electronic devices, videos, movies, and music.

In the case of "Bring Your Own Device," parents must be aware that while the school broadly monitors network usage, it is still possible for students to either purposefully or accidentally access inappropriate material by bypassing the school network. It is strongly suggested that parents utilize available methods to monitor their students' device usage both during school and out of school.

The school will provide students and parents with guidelines for student safety while using the Internet.

L. Email

Smithtown Christian School may provide users with a Gmail account for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown origin and should only communicate with other people as allowed by SCS policy or their teacher.

The accounts belonging to users who graduate or withdraw from Smithtown Christian School will be deleted within 30 days, or before the start of the following school year. Any data within the account that users wish to keep should be saved elsewhere. Files will not be backed up by SCS.

Users are expected to exercise appropriate, safe, mindful, and courteous communication. Email usage may be monitored and archived.

M. Solicitation/Commercial Use

Students are prohibited from utilizing school technology or Bring Your Own Device (during school hours) for commercial purposes, including offering, providing, or purchasing products or services. Similarly, school technology or Bring Your Own Device (during school hours) cannot be used for solicitation (e.g., soliciting participation, support, or any kind of resource for activities, such as political lobbying, forming social groups, etc.) that are not specifically approved by the school.

Violations of this Policy

In the event that a student or employee has violated the Computer/Internet Acceptable Use Policy and/or Honor Code as it relates to technology, he/she will be advised of the suspected violation and will be given an opportunity to present an explanation to a building administrator. Violation may result in the suspension of computer privileges and/or other disciplinary action consistent with the school's Honor Code. Employee violations of the school Acceptable Use Policy will be handled by the Superintendent.

Smithtown Christian School will fully cooperate with local, state and federal officials in any investigation related to any illegal activities conducted through school technology.

Arrival, Dismissal, & Transportation

Tardiness

Students must arrive in their classrooms by 8:20 (when the 1st period bell rings) in order to be on time for school. Parents who drop off students at school should arrive by 8:10 to ensure the child is in class by 8:20. Students who are late must be brought directly to the office to sign in and receive a tardy pass. Parents may not drop students off in the classroom before or after a tardy pass is received due to visitor and security protocol.

Tardiness should be avoided if at all possible due to the disruption to the student who is late, the teacher, and the classroom schedule. Parents will be contacted if students are frequently tardy and asked to address circumstances leading to tardies.

Bus Behavior and Consequences for Misbehavior

It is imperative that students follow all bus rules given by their bus driver to ensure the safety of all students and to keep the driver free of distractions. The rules include but are not limited to: remaining seated, having an appropriate volume, using appropriate language, keeping hands and all objects inside the bus, not vandalizing, and not teasing, bullying, pushing, or fighting. The student should also have a respectful and obedient attitude toward the driver as a designated authority.

If a student repeatedly misbehaves or commits a serious offense, the bus driver may speak with the parents and may also submit a report to the school administration. An Administrator will be responsible to

investigate the incident, determine appropriate consequences, and communicate with parents and the school district/bus driver. The goal of the consequences is to provide remediation where needed and eliminate the behavior. A record of student misbehavior will be kept in the students' discipline file.

Depending on the age of the student, number and nature of offenses, and other circumstances, the school administrator may give any of the following consequences:

- Verbal warning
- Apology to driver and/or other students involved (expected for most offenses)
- Parent phone call
- Detention/Missed Recess
- Payment for damaged items
- In school suspension
- Parent conference
- Loss of bus privileges with parent taking responsibility to provide transportation
 - o Short amount of time (3-5 days) with notification that further incidents may result in a longer suspension
 - o Long amount of time (remainder of semester or year) with notification that further incidents may result in expulsion from school
- Other consequences deemed appropriate for the level and frequency of incident

Inclement Weather and School Closings

School closings will be announced via FaceBook, the SCS website, News Channel 12, and via text message, email and automated calls. If SCS is open, but your district of residence closes and does not provide transportation, your child will be granted a legal absence. A parental note of explanation must be sent with the returning student.

Your public school district may decide to close early because of inclement weather. When this happens they will send their buses to SCS for early dismissal. Please check with your school district or the media options listed above to determine if your child will be dismissed early.

Dismissal Changes

When a change needs to be made to a students' pick up procedure, the parent must write a note and send it to the student's teacher. A child's verbal statement will not be sufficient. In the event of an emergency, a call to the school office should be made before 2:30 PM. Students may not stay on school grounds after school without supervision (e.g., to watch an athletic event, wait for an older sibling, etc.).

Dismissal at 3:00 PM/ Student Pick Up

Students who are picked up by a parent or other designated adult at the end of the school day are brought to the Auditorium/East Entrance at 3:00 PM. Teachers oversee the process of dismissing each student. Identification may be requested at any time, particularly when a different person has been given permission to pick up a child. When arriving to pick up a child at dismissal, do not park in the School Bus Parking area during the hours of 7:30-8:30 AM and from 2:30-3:30 PM. Please park in the right side parking lot and walk to meet your child inside the building.

Absences

All absences must be followed by an email or note of explanation from a parent on the day the student returns to school. The student's attendance record must contain the appropriate absence designation. Failure to supply the school with a note explaining the reason for an absence will result in an illegal absence.

School attendance at SCS is subject to New York State Education Law, which defines absences as either legal or illegal. Legal (excused) absences, tardies, and early dismissals are for the following reasons: illness, a death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearance, appointment at health clinic or medical office, approved college visit, or other such reason as may be approved by the SCS Administration. Family vacations, lack of transportation, and similar reasons are illegal absences.

Parents of elementary students should call the Main Office to report an absence of longer than one day or any absence caused by communicable diseases. Speak directly to the school nurse if your child has been diagnosed with a communicable disease.

Teachers will prepare work for absent students to complete and return by the date assigned. Typically one day to make up work is given for each day missed. Parents may email the teacher or call the school office to arrange to pick up work. Please alert your child's teacher if you know in advance that your child will miss school for an extended time. Make up work can be requested in advance if adequate time (at least one week) is given and completed work should be submitted upon return to school.

Prolonged illnesses may result in an "incomplete" on the report card. Any work needed to clear an incomplete is to be submitted to the teacher no later than five days into the next quarter. 27 or more absences (legal or illegal) may result in the student needing to make up class time with private tutoring and may result in failure or dismissal from SCS.

School Safety

Building Safety

After morning arrival, the entrances to the building are locked with the only access through the Security Entrance where visitors must sign in before reporting to the school office. A Security Guard monitors this entrance and the building during school hours and until 5:00 PM each school day.

Emergency Drills

As mandated by New York State, a minimum of twelve evacuation drills and 4 lockdown drills, on different days and at various times, will be conducted.

Health & Medical Information

General Health & Wellness

- Students should stay home when they are sick.
- Students are encouraged to use appropriate measures to prevent the spread of illness at school and at home.
- The Health Office will notify all school families of widespread or abnormal illnesses in the school.
- Primary insurance coverage is provided by the student's family health policy. When the primary coverage is exhausted, the secondary policy (carried by SCS) becomes effective.

Physical Examinations

Children entering Grades K, 1, 3, 5, 7, 9, 11 and all new students to the school are required by NYS law to submit a current year Physical Exam at the start of the school year. A physical exam is valid one year from the date of the exam.

Secondary students who plan to play interscholastic sports must obtain a sports physical and have their physician complete the Sports Physical Certificate. Parents must complete the Health Screening Form. Both forms are available in the Health Office. Students will not be permitted to try out, practice, or play in games until these forms are submitted and the Health Office clears them for participation.

Screenings

SCS provides vision, hearing, and scoliosis screenings (in NYS mandated grades) in October of each school year. This is in order to identify any conditions which may affect your child's ability to learn and/or his or her well being. The Health Office will send parents a report about any concerns found during a child's screening and send home a referral to see a doctor. If this report leads to a change or corrective measures for your child, please update the Health Office.

Illness While At School

When students become ill during the school day, they are sent to the nurse by the classroom teacher.

Students are not to initiate phone calls to parents requesting to be picked up. The parent/guardian must pick up an ill or injured child **within one hour**.

At any time the Health Office may require parents to pick up their children as deemed necessary.

Fever/Illness

Following illness, **students must remain fever free, while taking no fever reducing medications, for 24 hours before returning to school.**

For your child's well being and to ensure a healthy school environment, please keep your child home for any of the following:

- Vomiting or diarrhea in the past 24 hours
- Temperature of 100 or higher in the past 24 hours
- Taking medication to reduce a fever within the last 24 hours
- Any unexplained rash
- Symptoms of illness, such as persistent cough, sneezing, or runny nose
- Recent strep throat (must be on antibiotics for at least 24 hours before returning to school)
- Persistent toothache or earache
- One or both eyes are red, itchy, painful, and/or have drainage or crusting

When to Notify the Nurse

- A note from the doctor is required for all of the following:
 - Any contagious disease, such as Chicken Pox, Mumps, Whooping Cough, Influenza, Strep Throat, Pink Eye, Mononucleosis, etc.
 - Illness/injury requiring an excuse from Physical Education for more than one week. Be aware that any time a student is excused from Physical Education, he/she may not

- participate in recess. If your child has been restricted from Physical Education and recess, he/she will need a doctor's note in order to resume normal or modified activity.
- Emergency care and/or hospitalization for ANY reason, such as surgery, placement of cast, stitches, etc.
 - Skin rashes, such as scabies, impetigo, ringworm, molluscum contagiosum, etc.
 - Any medical restriction from activity which is longer than 30 days requires an updated note from the doctor.
- If your child is diagnosed with a chronic condition, long-term illness, or any medical condition requiring ongoing medical care (such as diabetes, seizures, heart conditions, allergies, etc.), please contact the Health Office.
 - Notify the Health Office if your child has or recently had head lice.
 - A note from a doctor is also required in order to keep a child indoors at recess due to a health issue. The doctor's note must include a diagnosis and duration of restriction.

Casts & Crutches

The Health Office must receive a doctor's note if there is a need for casts, splints, wraps, bandages, crutches, wheelchair, or sutures in school. The doctor must indicate the reason and the length of time for their use. A special "extra time" and Elevator pass will be issued by the nurse if the MD has requested these in writing.

Severe Allergies

Parents must notify the Health Office of any student allergies. The Health Office will develop a plan that accommodates the child's needs in the class, cafeteria, during field trips, and other school related events. It is imperative to educate your child regarding the allergens that may bring on a reaction and symptoms should be brought to the attention of the teacher or aide. If it is a food based allergy, parents must remind their child that they may only eat and drink food items sent from home.

If your child has an epi-pen, you must speak with the school nurse to discuss medical management.

Children with severe food allergies may only consume food brought from home. Students who have provided the nurse with an epi-pen because of allergy concerns must be accompanied by their parent on any field trip. Should the parent be unable to attend the trip, they may obtain a form from the nurse that authorizes a parent-designee (whom parent has trained) to go in their place.

Due to the prevalence of nut allergies, peanut/treenut products are to be consumed in our school cafeteria and teacher work room only.

Medication

If medication must be taken during the school day, forms are available in the Health Office that must be completed. All medication (including over-the-counter drugs, topical applications, or lozenges) must be accompanied by specific written doctor's orders and written parental consent. Medication must be in a labeled prescription bottle and secured in the Health Office. School regulations based on New York State Law expressly state that **a child is not permitted to bring pills, etc., to school and may not take or receive any kind of medication during school hours outside of that which is given in the nurse's office.**

All diabetic students must be tested at lunch time and prior to Physical Education, dismissal, and any time the student presents with symptoms of either low or high blood sugar. Testing and administration of insulin (if needed) is to be done at the Health Office. Forms may be obtained from the Health Office for parents and physician to complete concerning all types of Diabetes Care.

It is the responsibility of the parent/guardian to notify their child's transportation company of conditions requiring emergency medication (asthma, severe allergies, diabetes, seizure disorder, etc.).

Yearly Health Survey [Blue] Card

The Health Survey Card for each student must be fully completed, front and back, and signed by a parent at the start of each year. This information is valuable if there is a medical emergency or for any other need requiring release of your child. Children will **NOT** be released by the Health Office staff to anyone who is not listed on this card.

Please be sure to list four [4] contact people in addition to parent phone numbers. If your child is seriously ill or injured and we are unable to reach the people listed on your card, an ambulance will be called and the student will be transported for emergency room treatment.

Herbal Remedies, Dietary Supplements, etc.

Requests for use of herbal remedies, dietary supplements and natural products will not be honored because they are not sanctioned by the FDA. Such products must be administered outside of school.