



# Family Handbook

## 2025-2026

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# Mission Statement

Equipping students with the wisdom and knowledge to become effective Christ-followers and bring peace and restoration to earth.

## Core Values

SOCS Education emphasizes:

1. Biblically-based, God-glorifying, Christ-centered values throughout the entire life of the school.
2. A close, supportive, and unified community that
  - a. works together to build God's kingdom within the school and
  - b. witnesses to the wider community, leaving our God-honoring footprints wherever we go.
3. An excellent education that equips our students to live as effective disciples of Christ, committed to continuous improvement and empowered to be agents of transformation in the world.
4. A commitment to make SOCS education available to all families, regardless of income or background.

## Constitution

The [South Olive Christian School Society's Constitution](#) is a document that cannot be changed. [Bylaws of the organization](#) are updated by the Board of Directors when necessary, through a process of Board and Society approval. We encourage families to review these documents and participate in the annual Society meeting to share questions, vote on important issues, and provide input to the Board.

## School Operations

### School Hours

Pre-Kindergarten 4's: 8:10 am - Noon  
Afternoon Extension Program: 8:10 am - 3:45 pm  
Kindergarten through grade eight: 8:25 am - 3:25 pm

After school hours, parents are expected to pick up their children. If other arrangements have been made, parents must inform the office and/or appropriate teacher in advance.

## **Annual School Calendar**

See Separate Document, or SOCS Google Calendar, both available at [sochristian.org/parents](http://sochristian.org/parents).

## **Supplies**

Each classroom has a list of student supplies that need to be purchased by the family for the school year. All textbooks and workbooks are supplied by the school. Costs for lost or carelessly damaged books will be charged to the student.

## **Daily Work**

1. Be sure that your child is taking home the marked papers and work which his or her teacher has returned to him or her. If you have reason to believe that s/he is not doing so, please check with the teacher.
2. Take time to inspect and discuss these items with your child. If a student realizes that parents and teachers are both vitally interested in his or her work, s/he is more apt to do the best of which s/he is capable.
3. Church night: No school functions will be scheduled on Wednesday evenings. This night is reserved for church activities. School activities will cease by 5:30 P.M. Every effort will be made to limit the amount of homework assigned on this day.
4. Homework may be assigned at the teacher's discretion.

## **Lunch**

1. Hot lunch is offered through West Ottawa School District. Parents must sign a form for their child(ren) to begin receiving hot lunches, and an order must also be filled out indicating on which days the child will have a hot lunch. A [Meal Magic](#) account for payment must be set up through West Ottawa Public Schools before a student can receive a hot lunch. Any student accumulating more than three meals in the negative on their account will result in hot lunch stopping.
2. All children are expected to bring a snack for consumption before morning recess. Students not having hot lunch should also bring a "cold" lunch. If packing your children's lunches is a hardship, let the staff know, so that your children get lunches and snacks.
3. All students may leave the premises with a pre-approved adult for lunch. The student must be back in time for class or this will be counted as tardy.

## **Report Cards**

1. Report cards are emailed every quarter via FACTS.
2. Contact your child's teacher regarding any area in which you feel your child is not doing well or about which you may have questions. It is not necessary to wait for conferences for these questions.
3. God gives each talent differently. It is important that each child uses his or her talents to the best of his or her ability. Try to avoid comparing marks between brothers, sisters, and friends, etc.

## Conferences

1. Parent/Teacher conferences are held every fall/spring. These will be scheduled independently through each teacher.
2. Individual conferences can be held at any time at the request of a teacher or parent. These will be arranged by parents and teachers directly-not through the office.

## In-School Services

### Newsletters (*The Beacon*)

1. A school newsletter is published regularly during the school year, typically on Thursdays. It contains news about school events, dates, and other announcements.
2. During the summer months, *The Beacon* is published intermittently with timely and necessary announcements.

## School Pictures

Pictures of the students and faculty will be taken annually. Purchasing these pictures and/or yearbooks is voluntary.

## Testing

1. Reading and Math Progress K-8 is assessed quarterly.
2. Hearing and vision screening are done by the Ottawa County Health Department. If there is a need for further testing, the parents will be informed.

## Special Services

Special services, including speech therapy, are provided for students through West Ottawa Public Schools. They have an assessment process for determining appropriate services.

## Absence Policies

### Excused Absences

1. [Michigan state law](#) requires students to be in school every day unless prevented by illness. Parents are asked to avoid requesting excused absences for any other reason unless absolutely necessary.
2. If your child will be absent for all or part of a school day, please call the office that morning to inform the school.
3. If the absence is for a reason other than illness, a written excuse must be presented to the office in advance. Medical and dental appointments during school hours should be avoided as much as possible.
4. Upon returning to school, students are required to make up all of the work they missed.

5. If a student becomes ill or needs medical attention during school hours, parents will be notified immediately. If a parent is not at home, the school will call the emergency contact listed on the registration form.
6. If a child must stay indoors during recess time, a doctor's note is required. The child will then stay in the classroom during recesses. He or she will not go into the gym to play.
7. In order to attend or participate in a school athletic or other extra curricular event, the student must be in attendance for the entire school day.
8. **\*\*A total of (9) or more total absences in a semester is considered excessive and the student may be placed on an action plan with a Truancy Officer.**
9. <http://www.legislature.mi.gov/documents/mcl/pdf/mcl-451-1976-2-24.pdf>

## Unexcused Absences

1. If none of the above conditions is fulfilled, an absence is considered unexcused.
2. In such a case, the student is required to make up the time missed as well as all of the work.
3. Make-Up Work
  - a. Tests: If students are absent one day, they will make up tests on the date of return. If the absence is for more than one day, tests will be made up with a two- day grace period per day absent with a maximum allowance of four days.
  - b. Previously assigned work is due on the day of return to school.
  - c. Daily assignments will follow the general pattern as tests.
4. Tardiness
  - a. Students are considered tardy if they are not in their seats and ready for instruction when class is ready to begin.
  - b. The teacher may keep the student in during recess to finish work that was missed.
  - c. After three tardies, the school has the right to have the student make up the missed time after school, at lunch, or at recess per the administrator's discretion. A conversation will be had with the student's parent(s) to find solutions to the problem.

## Communicable Diseases

1. Whenever a child is not well, he or she must be kept home until it is determined that no contagious disease is present. While we appreciate it if pupils are able to maintain a good attendance record, it is better that one child be absent for an extra day than to risk exposing many to a communicable disease. Family cooperation is greatly appreciated.
2. Our school is required to report all communicable diseases to the County Health Department. Please, contact us immediately if your child contracts a communicable disease, such as strep throat or pink eye. For protocols regarding COVID-19, see the latest updated information from the school administrator.

## Communicable Disease Control

1. South Olive Christian School will work cooperatively with local, county, state, and federal agencies to enforce and adhere to the County, State or Federal Health Codes for prevention, control, and containment of communicable diseases in our school.

2. Any child who is out of compliance with the required immunization schedule will be excluded. School personnel will coordinate the completion of all immunization data, waivers, and exclusions including the necessary Immunization Assessment Program forms to provide for eventual communicable disease control.
3. The principal may exclude any student and/or personnel from school who is suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well-being of that individual or the school population. All reportable communicable diseases will be referred to the local health unit by appropriate school personnel.
4. The decision to close a school due to communicable disease outbreak is at the discretion of the school administration. If desired, consultation on such decisions may be provided by a committee from our school board and/or Communicable Disease Review Panel.
5. Communicable disease is a serious concern in the community. The affected individual may be asked to submit information to appropriate consultants, including the Communicable Disease Review Panel and the local health unit.
6. The purpose of the Communicable Disease Review Panel is to serve as a resource to local schools for specific communicable disease instruction and procedures for major concern regarding epidemic control with any communicable disease occurrence. The Communicable Disease Review Panel will be comprised of the following:
  - a. Principal or designee
  - b. A designated school nurse/public health nurse
  - c. A physician with expertise in the related diseaseIn addition, one or more of the following may be added to the panel:
  - d. Local Health Unit Director or designee
  - e. A physician treating the individual
  - f. Parent/Legal guardian of the afflicted individual
  - g. Legal counsel for the afflicted individual
  - h. Legal counsel for the affected school
7. Diseases which may be communicable and may call for the application of this procedure include but are not limited to:
  - a. AIDS - Acquired Immune Deficiency Syndrome
  - b. ARC - Aids Related Complex
  - c. HTLV-III/LAV - Human T-Cell Lymphotropic Virus/Lymphadenopathy Associated Virus
  - d. Hepatitis B
  - e. Mononucleosis
  - f. Other like diseases that may be included by the local health unit which may present potentially serious problems for those who come in contact with the disease and/or the disease carrier.
8. Each communicable disease case will be judged on its individual merits and consequences. One main function of the Ottawa County Human Services Communicable Disease Program is to prevent and control the spread of communicable diseases. Walk-in clinics are available at each office to assist you in evaluating a child's illness.



## Disease Control in the Home and School

DISEASE	ABSENCE FROM SCHOOL	RETURN TO SCHOOL
Acute cold	Variable	Upon recovery
Chicken pox	7 days	Upon recovery
Impetigo	Variable	Crust is off & dry
Head lice	According to school policy	According to policy
Flu	Variable	Upon complete recovery
Rubella (3 day measles)	5 days at least	Upon complete recovery
Rubella (red/hard measles)	7 days at least	Upon complete recovery
Mumps	9 days	When swelling is gone
Pink eye	Variable	When eye is clear
Ringworm	Not necessary if being treated	
Scabies	2 days if under medical treatment	
Strep Throat	3 days if under medical treatment	
COVID-19	At least 5 days	Follow health dept. guidance

## Administering Medicine to Students

Generally, the staff of South Olive Christian School will not administer any medications, prescription or non-prescription, to students. Parents are encouraged to administer medications for their children before or after school if possible. However, South Olive Christian School realizes that there are circumstances under which students must take medication, prescription, and non-prescription, during school hours.

No student may self-medicate at school except under the direct supervision of an administrator, his/her designee, or parent/guardian. This includes all prescription and non-prescription medication including aspirin, other pain relievers, and cold medications.

Section 380.1178 of the Michigan School Code of 1976 states:

A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult pursuant to written permission of the pupil's parents or guardian in compliance with the instruction of a physician is not liable in a criminal action or for civil

damages as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct.

Therefore, South Olive Christian School authorizes the administration or provision of non-prescribed and prescribed medication to students by administrators, teachers, or other school employees designated by the administrators when:

1. The written permission of the child's parent or guardian has been attained on the Medication Administration Form.
2. Medication is administered in compliance with the written instructions of a physician.
3. Medication is administered in the presence of another adult.
4. The medication will be administered by an administrator or a staff member designated by the administrator in the following manner:
  - a. The medication will be administered in an appropriate location to preserve the dignity of the student
  - b. A permanent written record will be kept of all medication administered
  - c. Medication will be kept in a locked container, drawer, or cabinet
  - d. Administration of the medication will cease only when a written request from the parent/guardian is received or at the end of the time period of the prescription.

Non-prescription medications including pain relievers, cold medications, and other over-the-counter medicines will not be administered to students except when a parent/guardian completes the Medication Administration Form listing each illness and each different medication.

## **Transportation Information**

1. Policies for student safety are in place for school drop off and pick up times.
  - a. Students enter and exit at their assigned doors at morning drop off.
  - b. Unless parking in the large lot south of the playground, all vehicles must follow the yellow arrows on the pavement and continue in two lanes; turn left/turn right; from the south entrance to the north exit.
  - c. If parking to exit your vehicle, you must use the main parking lot south of the playground unless you have a qualified and identified handicapped parking sticker. It is never acceptable to park on the drive, grass, or bus drive near the preschool door. In order to keep traffic moving smoothly, do not exit the vehicle when in the drop off/pick up line
  - d. More detailed instructions will be provided at the start of the school year.
2. Students will be released only to parents, or to those whom parents have verified through written or documented verbal consent as being authorized to take responsibility for transporting the child(ren).

3. Busing is provided by West Ottawa Public Schools for elementary students in the North Holland zone, and for middle school students in West Ottawa district.
  - a. Our students are expected to be examples of our Christian principles.
  - b. Students must obey the bus rules.
  - c. Emergency drills will be carried out for all buses. All bused students are expected to participate.
  - d. Communication to families about busing comes directly from West Ottawa.

## **Field Trip Drivers**

Drivers are responsible for students in their vehicles and must adhere to the following rules when driving.

- e. Children who are not a part of the traveling class may not ride along in an authorized, assigned vehicle.
- f. No unplanned side trips may be taken.
- g. No treats may be consumed in the vehicles unless they are approved by the teacher and driver.
- h. If there are concerns about plans or policies, call the office for assistance.

# **School Rules**

The attitudes and actions of our students should reflect positive growth in line with Christian values. In keeping with this, the following are not acceptable in our school: profanity, vulgarity, lying, cheating, bullying, fighting-even “play fighting”, or any other such activities that are not glorifying to God or profitable to us as His children.

We teach, model, and expect respect for all persons as image-bearers of God and it is our mission to equip students with wisdom and knowledge to be effective Christ-followers who bring peace and restoration to earth.

## **Basic Rules**

1. Students are supervised by school staff beginning at 8:15 am, or from the time that the first bus arrives, if that is before that time. Students will be brought indoors before school during inclement weather. Students not enrolled in after school care are expected to leave the building immediately after school.
2. Students, staff, and parents are all part of our community and therefore have a responsibility for keeping spaces clean and well-cared for. Together we strive to leave a place better for our having been there.
  - a. The gym and all equipment are for school use. They may also be used with permission given by school administration. They are at all times to be handled

with care and according to school regulations. Equipment must be used according to their intended purposes, and climbing or other dangerous practices are prohibited. Food and floor-marking shoes are not allowed unless express permission is given, and gym shoes are to be worn for PE classes.

- b. All rooms and other spaces are to be used only by permission, for school-supportive purposes, and with appropriate maintenance and care.
3. Students must walk and not run in the school building unless in a class, such as PE, where a teacher is present and supervising the activity.
4. Personal electronic devices, as well as sports equipment and similar items are for individual use by their owners only. They may be used during school hours and events only if express permission is given by teachers or administration.
5. Ground materials such as snow, pea gravel, rocks, woodchips, and sand are to stay on the ground and are not to be thrown.

## **Class Visitors**

We encourage student and parent visits by prospective families, as well as from others in our communities.

1. Arrangements should be made with the administration in advance. Visits are not allowed on days involving field trips, special events, or parties. Generally speaking, visiting for multiple days is not permissible. .
2. Parents of SOCS students are allowed to visit their child's classroom at any time, without advance notice.
3. Anyone entering the school must enter via the main entrance, follow all safety protocols, and adhere to our behavior expectations. (Be responsible. Be respectful. Be ready to learn.)

## **Dress Code & Clothing**

We want our school to conform to the Christian principles of moderation and appropriateness in attire. Please, check the way your children are dressed before they leave the house.

1. Neat slacks and jeans are very appropriate.
2. Shorts are acceptable. As styles change, we will continue to expect them to be moderate and appropriate, neat, clean, and modest. Parents will be contacted if students are judged to be inappropriately dressed. Very short shorts-or skirts, or dresses-are not appropriate.
3. Bare midriffs, tank tops, or spaghetti string tops are not acceptable. Shirts must have a modest neckline with no cleavage visible. Shirts may not have open backs or sides.
4. The upper body garments must be tucked in or long enough to completely cover the waistband of the pants, regardless of movement. Undergarments should not be visible regardless of movement.
5. Wording on clothing must not be offensive.
6. Hats\*, caps, or sweatshirt hoods are not to be worn in the building without permission.  
\*Approved hats may be worn on Fridays. This is a privilege and can be revoked at any time. Hoods may not be worn in the building.

7. Shoes or sandals must be worn at all times.
8. For water days and activities, all students will wear a tee-shirt over an appropriate swimsuit.

## **Extra Clothing and Items For School Use**

1. All items such as extra sets of clothes, gym shoes, winter boots, or mittens should be clearly marked with the student's name or initials.
2. The school can assume no responsibility for lost items not claimed within a reasonable amount of time. The "lost and found" box is located in the lobby. At the end of the school year, items remaining in the "lost and found" are given away.
3. Toys or games from home should not be brought to school unless by express permission from a teacher or other staff member. They will be sent home if no permission has been given.

## **Bicycles and Vehicles**

1. All bicycles must be properly parked on the school property and must not be tampered with or ridden during school hours.
2. Bicycles may not enter the school building.

## **Use of Telephone**

(School Number: 616-875-8224)

1. Please leave a message when no one is available to take your call.
2. Urgent messages will be given to students.
3. If students need to make use of the phone, they must seek their teacher's permission. Teachers may make calls on behalf of students, or may give permission for the student to make the call on his or her own. In this case, the student may use the classroom phone or the teacher may release the student to go use the phone in the office. If a student is upset, the teacher may contact the parent and talk together to determine how to best help the student.
4. Personal cell phones or other electronic devices should not be used starting at 8:15 dropoff. They will be collected at the beginning of the school day in class homerooms and held by their teachers during school hours. They will be given to students at the end of the school day, or at any other time the teacher deems appropriate.
5. Smart Watches must be in "school mode" during school hours. Students should not be receiving calls and texts during learning time. Watches will be collected by the teacher if not in "school mode" and given back to the student at the end of the school day.

## **Technology Use**

Computer, Chromebook, iPad, network, and Internet access are privileges available to students at South Olive Christian School. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines

are provided so that students learn to responsibly use this technology. Computer, Chromebook and iPad use may be revoked if a student does not adhere to the guidelines below.

1. Acceptable Use: Use of computers, Chromebook, iPad, the Internet, and the school network must be in support of education and research within the goals and objectives of South Olive Christian School. Transmission of any material in violation of any U.S., state, or school regulations are prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. The school network includes the use of school computers, Chromebooks and iPads, as well as computer peripherals such as scanners, printers, and cameras. It also includes the use of school network services such as the Internet, school email accounts, and network file folders. Students should have no expectation of computer, Chromebook, and iPad privacy. The school monitors computer, Chromebook, iPad, e-mail, and Internet use.
2. It is the responsibility of each student to respect the privacy and dignity of other students and teachers at all times.
  - a. Students may never make use of any password not expressly belonging to him or her.
  - b. Using appropriate language by refraining from the use of profanity or insulting language is expected. Offensive messages that originate outside of school, but disrupt the school's educational process may be subject to censorship or other measures.
  - c. School equipment will be respected. This includes each device having an absence of vandalism or computer viruses.
  - d. Only software pre-approved by South Olive Christian School may be used.
  - e. Students must respect the protection of the computers, Chromebooks, iPads, and network system by not downloading any software onto any computer, Chromebook or iPad at South Olive. By accepting the school's devices, students agree to:
    - i. Report anyone seen downloading software.
    - ii. Be responsible for exercising good judgment regarding the appropriate use of South Olive Christian School resources in accordance with the school standards and guidelines.
3. Internet safety is important. The Internet provides opportunities to access new resources, but it also provides unique risks to students. South Olive Christian School provides filtered access to the Internet on nearly all school computers, Chromebooks, and iPads. To appropriately ensure safety on the Internet, students will:
  - a. Refrain from giving out on the Internet any personal information such as full name, phone number, or address.
  - b. Refrain from sharing on the Internet any personal information such as name, phone number, or address of anyone else.
  - c. Limit the correspondence or meetings with persons through the Internet to those under the pre-approval of a teacher.
  - d. Only access or download sites appropriate for school classes or activities.
  - e. Protect the computers, Chromebooks, iPads, and network system by not downloading material from any unauthorized sites.
  - f. Immediately report any technology use that makes him or her uncomfortable or violates school policies.
4. Email safety is a priority. Electronic mail, "e-mail", also provides new opportunities for students, but it too requires careful use. When using school computers, Chromebooks, iPads, or school email accounts, students will:

- a. Only use a school-provided email account when using e-mail at school. Other email accounts, all instant messaging, and chat rooms are prohibited.
- b. Not open electronic junk mail or junk newsgroup postings. Messages that are unsolicited, unwanted, and irrelevant will not be opened on school computers, Chromebooks, or iPads.
- c. In the event of a school-provided email account, students will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school-provided email account at school or in another location. South Olive School actively filters and monitors school provided student e-mail accounts regardless of whether the account is accessed from school or from another location, and may view messages sent through school-provided email accounts.

## **Damage to School Property**

Damage to school property will be paid for by the student(s) involved. This includes any unwarranted damage to school books.

# **Conflict & Complaint Policies**

## **Complaints**

In keeping with Scripture as recorded in Matthew 18, the first step in handling any matter you feel was not properly handled should be addressed in the following manner.

1. Talk over your problem directly with the person involved.
  - a. Make it a point to visit the person involved, and make personally known to him or her your position.
  - b. Be sure to choose an appropriate time that is convenient to both of you and where there will be no interruption.
  - c. Avoid interrupting classes. After school or in the evening are usually the most appropriate time to meet.
2. Most problems are solved at the first level, but if you are not satisfied with the result, a next step may be necessary. Meet with the administrator as well as the person with whom you have the difference. The three of you together will try to resolve the issue.
3. If you still feel the matter has not been resolved, contact the SOCS School Board by putting the matter in writing and mailing or emailing it to the school board president. If the Board has the assurance that steps one and two above have been followed, the matter will be brought up at their next meeting where the Board will determine the appropriate action.

The school board and school system are set up to serve parents in the proper instruction of their children. To this end the board works diligently to make sure that every child is treated as a Covenant child, every parent is treated as a Christian parent, and every staff member is treated as a brother or sister in Christ. We are committed to restoration of community and Christ-likeness in our relationships with one another.

## **Conflict Resolution:**

Using the above principles, conflicts among students, and between parents and teachers or staff and administrators are to be handled in this order, if necessary:

1. Conflicts among students:
  - a. Students are taught, encouraged, and guided through addressing conflicts with one another.
  - b. Students talk with teachers, aides, or other adults in charge at the time of incident.
  - c. Teachers, aides, or other adults in charge may seek support from the administrator.
2. Conflicts between parents and teachers:
  - a. Parents meet privately with the teacher.
  - b. Parents meet with the teacher and administrator.
  - c. Parents meet with the teacher, administrator, and members of the Board.
3. Conflicts between staff and administrator:
  - a. Meet privately with the administrator.
  - b. Meet with the administrator and one Board member.
  - c. Meet with the administrator and members of the Board.

**Mutual Responsibility:** In order to develop a healthy and trusting relationship between all parties involved, we must accept the responsibility to:

1. When confronted with a problem, ask if the proper steps have been taken.
2. If the proper steps haven't been taken, require that they are taken before allowing the conversation to continue.

When the proper steps have been taken, it is important not to strive for a compromise but to strive for a resolution to the problem.

## **Human Dignity Policy**

South Olive Christian School intends to provide its staff members and students with a safe, Spirit-filled environment which is free from offensive behavior. Conduct -whether intentional or unintentional- that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created to reflect God Himself.

1. We do not condone or allow harassment or bullying of others by teachers, administrators, support staff, students, or other persons at school or school events.
2. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, administrator, or counselor. Teachers should report an offense to their administrator, or if it is the administrator being reported, to the board president. Each report will be given serious consideration and appropriate investigation.



3. Reports of harassment and subsequent investigations will be handled discreetly in order to avoid the embarrassment to anyone involved.
4. Any person who is determined to have violated this policy will be subject to disciplinary action including the possibility of employment termination in the case of staff member(s), or expulsion in the case of student(s).
5. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper spoken or written sexual comments or with content that may be construed as sexual, using any means of communication including words, pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile, or offensive learning or working environment.
6. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment. Persons engaging in this misbehavior will face consequences and be called upon to make things right.
7. All students and all school employees are expected to conduct themselves with respect for the dignity of others.
8. SOCS will follow the anti-bullying principles laid out in The Protectors curriculum. Students will partner to stand up to bullying. An anti-bullying task force will be formed consisting of both staff and students.

## **Guidelines for Staff-Student Interaction**

South Olive Christian School expects its staff members—all administrative, teaching, and support staff— to caringly and appropriately assist students. In accordance with the *Human Dignity Policy*, the following guidelines help define what is appropriate behavior for all staff members coming in contact with students. Although every staff member's contact with students is within a specific context, the following acts are judged by South Olive Christian School as being inappropriate:

- Using vulgar, profane, belittling, snide, or intimidating language to students or in their hearing;
- Making sexual innuendo to students or dressing in ways that might readily be construed as sexually provocative to students;
- Meeting a student at a location in school or outside of school (restaurant, home, car, etc.) that is not easily observed by another adult;
- Touching a student's body in a place or in a lingering manner that could readily be interpreted as a sexual advance;
- Grabbing, pushing, slapping, poking, or physically touching a student in a manner that could be readily construed as violent or motivated by anger;
- Being alone in a vehicle with a student without the expressed consent of the student's parent immediately before the ride;
- Using controlled substances such as alcohol, tobacco, or drugs illegal for underage students at any time detectable to a student, or speaking favorably to a student about the use of these substances;
- Any behavior toward a student that does not respect their bearing of God's image.

## **Sexual Harassment**

Sexual harassment of students by other students or by employees of South Olive Christian School is unlawful and contrary to our religious beliefs and the commitment of this school to provide a stable learning and working environment. School authorities will not tolerate any sexual harassment of students or employees. It is the policy of this school that all contact between students, teachers, and other employees be in keeping with respect for the individual students, teachers, and other employees, be of a nature which does not make a student or staff member feel uncomfortable, and be conducive to creating a stable environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

If a student or employee has concerns about the nature of any conduct or physical contact by another student or employee of this school, or by a member of the public, the person should *immediately* report this concern to the administrator, counselor, or a school board member as well as discussing this concern with the student's parent or guardian.

Students and employees are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment. All such reports will be investigated immediately by school authorities. Criminal charges will be handled by civil authorities. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student, termination from employment if they are an employee, and/or criminal charges if they are filed.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student or adult making the report.

It should be understood that this school is required by law to report child abuse to the appropriate social agency which protects the rights of individuals in such cases.

## **Discipline**

### **Philosophy**

1. View of the student: The children who attend S.O.C.S. are unique individuals created in God's image and called to His service. They must be taught to recognize the responsibility they bear for their actions before God and their neighbors, and be nurtured to maturity as self-disciplined Christians.

2. The disciplined individual is one who is well self-disciplined and therefore able to live consistently according to a set of standards. The disciplined Christian lives according to the standards set by God.
3. Christian discipline is a process that aims to mold and shape the whole person according to God's standards. In essence, Christian disciplining is confronting another person with God's rules for living, His claim to our obedience, His call to love one's neighbor as one's self, and the fact that God holds us accountable for our actions; i.e., He allows us to reap the fruit of disobedience as well as the fruit of obedience.
4. God holds parents responsible for the nurture and discipline of their children. This same level of responsibility is applied to the school teachers to whom the parents entrust their child.
5. Implications:
  - a. It must be understood that discipline involves the total environment:
    - i. praise as well as criticism
    - ii. reward as well as punishment
    - iii. clear rules along with well-organized classes
    - iv. well maintained equipment as well as penalties for abuse
    - v. an atmosphere which is stimulating as well as controlled
    - vi. dependable services as well as responsible use of services
    - vii. organizational vision as well as consistent administration
  - b. In order to learn to live as responsible, self-disciplined Christians, children must have responsible, self-disciplined Christian role models. Students cannot be expected to be courteous, prompt, considerate, responsible, or self-disciplined if adult role models do not display these attributes.
  - c. It must be understood that the word "discipline" is not synonymous with the word "punishment". One consequence of disobedience may be punishment, but punishment is only one ingredient in the process of maintaining good discipline.
  - d. The disobedient are not to be shielded from just punishment; this would only create the impression that one is not accountable for acts of disobedience.
  - e. It is not the function of discipline to develop a set of conditioned responses designed to produce people who will perform on command. Rather, discipline should develop a sense of personal responsibility so vital in the Christian citizen.

## Policy

1. Show respect to people, places, property, and God.
2. Show responsibility in work, attitude, words, and actions. Be responsible to care for things, people, property, feelings.
3. Be safe.
  - a. Common Areas
    - i. Walk inside the school building.
    - ii. Use a quiet tone in common areas.
    - iii. Food is to be eaten only in designated areas and at teacher-designated times.
    - iv. Unsafe playthings are not permitted at school.

- v. Unless it is a designated time, remove hats when entering the school building.
- b. Playground
  - i. Use equipment properly.
  - ii. Fighting and "play" fighting are forbidden.
  - iii. Remain on the school property at all times.
  - iv. Play must be away from vehicles.
- c. Classroom - Classroom rules will be established by the teacher as he/she sees fit, but all classrooms follow the school rules and expectations of respect, responsibility, and safety. Some basics are as follows:
  - i. Be on time.
  - ii. Participate in classroom activities and do assignments.
  - iii. Respect your own and others' space and property.
- 4. Staff members will use physical restraint only to prevent or reduce injury in accordance with the provisions of State law.
- 5. Major offenses or continuous offenses that are not remedied are not permitted at South Olive Christian and are subject to suspension, either in school or out of school per administrative decision for an administrator-determined time following progressive discipline:
  - a. Hitting, roughhousing, and physical abuse or intimidation
  - b. Throwing objects such as books, rocks, snowballs, etc.
  - c. Defiance of rightful authority
  - d. Disrespect, loud, or abusive language and gestures
  - e. Willful destruction or defacing of school property
  - f. Continuous disruptive behavior

## Discipline Cycle

Step 1 Minor offenses are handled on the spot. If minor offenses persist, steps will be taken for progressive discipline.

Progressive Discipline: If a behavior either persists or increases in severity, the disciplinary action increases in length of time or severity as well.

Step 2 For the first major offense during the school year, the staff member and administration will consult on the level of consequence, with the administrator having the final word on the consequence matching the offense. The teacher or staff member in charge will call the parent, explaining the concern and consequence.

Step 3 After a third major offense, following a meeting involving parent(s), student, teacher, and administrator, the student will be placed on a plan along with progressive discipline matching the offense. Suspensions will increase in length and will be out of school:

- a. A conference with the parents, teacher, administrator, and student
- b. For the student to return, the student and parent may need to attend a re-entry meeting.
- c. The administrator may require the parent to pursue counseling or medical evaluation prior to the student's return, and at the parent's expense. There may be a behavior plan,

or requested testing. It is the parent's responsibility for the student to arrive at school ready to learn. Interruptions to the learning environment negatively impact students, teachers, and support staff and must be addressed and minimized.

Step 4 After step three, if another major offense is committed, discussion and follow-through of discipline that matches student behavior as deemed appropriate by the administrator in collaboration with a board representative will be carried out. The student may be removed from school as needed for longer periods of time, with additional requirements of the parent(s) to make certain that the student is ready to learn without disrupting learning for all.

Step 5 Long term, out-of-school suspension will be used. Within one week of the suspension of a student, his or her parent(s), the teacher, and the principal will meet for a decision on further disciplinary action. In some cases, this may be a decision made by the school board.

Step 6 Expulsion and/or placement out of the regular school setting will be considered when all else has been tried and the student is still not functioning adequately in the school. Only the SOCS School Board has the authority to expel a student from our school.

## **Weapons**

Possession of a weapon on campus is to be taken seriously. This includes items on the student's person, in lockers, in a vehicle, on the parking lot, on buses, or in any other place or property owned by the school.

1. South Olive Christian School does not permit students to be in possession of any weapon, illegal object or substance, or any items commonly used as weapons, on school property or at school events including sports or any other gathering. If any student is thought to be or found to be in possession of a weapon, or of any illegal object or substance, the administration must be informed immediately.
2. When a weapon, or illegal object or substance is found at school, the administration will
  - a. confiscate it and call the student's parents or guardians immediately.
  - b. Depending on the circumstances, the police may also be called.
3. If the confiscated weapon is a gun or bomb, the student will be placed in immediate in-school suspension and the parents/guardian and police will be called. Students found in possession of a gun will be expelled from school for a minimum of one year pursuant to the Gun-Free Schools Act. While the administration may suspend the student, the school board will make the final decision regarding expulsion.
4. For any other weapon confiscated from a student, the student will be placed in immediate in-school suspension until the administration is able to carry out an appropriate investigation. If it becomes clear that the weapon was purposefully brought to school, some suspension time will occur, and expulsion may follow, depending upon the results of the investigation and the board's decision. The police may be called in to investigate.

# Safety Regulations

## Environmental Testing

- Water Testing occurs in the fall and occasionally at additional times as deemed by the entity completing the test from the state. All water at our school will be approved as safe.
- Furnace Testing occurs once a year prior to the season of use.
- Lead Testing occurs once a year.

## Volunteers

State law requires volunteers who assist in a classroom more than four hours per week in two consecutive weeks to have a TB screening test on file. Background checks are also carried out on all volunteers.

## Child Abuse and Neglect

### The Facts

1. Michigan law requires that a volunteer or teacher *must* file a report when there is reasonable cause to suspect abuse or neglect.
2. It is not the responsibility of the reporting party to determine whether the abuse occurred—The Department of Human Services (DHS) is responsible for the investigative component.
3. Failure to report can result in both civil and criminal liability.
4. When a report is filed, it is presumed parties have acted in good faith. Reporters are not legally or criminally liable for any outcomes if they have reported a case in good faith.
5. When making a report, the identity of the reporting party may be disclosed to a child protective agency or to the law enforcement agency that is investigating the case.
6. Once a report is filed, a child and family may become eligible to receive a wide variety of services designed to meet the family's specific needs.

### What is child abuse and neglect?

- Physical Abuse is defined as harm or threatened harm to a child through non-accidental injury. Examples include beating, kicking, punching, burning, bruises, welts, or broken bones. Injuries and medical conditions that have been improperly treated are also examples of physical abuse.
- Neglect is defined as harm or threatened harm to a child's health or welfare due to failure to provide adequate food, shelter, clothing, or medical care. Examples include soiled clothing, wrong clothes for the weather, hunger, hoarding food, and poor hygiene.

It can also be a failure to renew prescriptions, not allowing schools access to medications, or a lack of protection from a known or potential risk of harm.

- Sexual abuse is most clearly exemplified with engaging in sexual contact or penetration with a child. Sexual exploitation is defined as allowing, permitting, or encouraging a child to engage in prostitution or to be depicted in a sexual act. It also includes non-contact acts such as exhibitionism, voyeurism, exposure to pornography, and using obscene or sexual language. Child pornography is always child sexual abuse.
- Emotional maltreatment includes treatment that involves cruelty or suffering that a reasonable person would recognize as excessive. Examples include forcing a child to eat dog food as punishment, locking a child in a closet, or squelching the spirit by using extreme ways of punishing, threats, or put-downs.

### **Steps to Take if Child Abuse or Neglect is Detected**

1. Immediately contact the Michigan Centralized Intake System at toll-free 1-855-444-3911.
2. Be prepared to answer questions to the best of your knowledge about the child. Collaborate with the office staff to have the following information ready to give the worker:
  - a. Child's address
  - b. Birthdate of the child and any additional siblings in the home
  - c. Race
  - d. Any found information about the perpetrator, address, phone, age, description
  - e. The child's disclosure and history of the child's behavior
3. Do not investigate the situation yourself. In other words, do not ask the parent about it, siblings, or friends.
4. Within seventy-two hours after making the oral report by calling the intake worker, a written report must be completed. It is encouraged that the written portion be completed on the DHS-3200 form. Reporters can submit a written report by either downloading the report form or submitting it online at [https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_7119\\_50648\\_44443---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_7119_50648_44443---,00.html).

School employees must immediately notify the principal of the building that a child abuse or neglect report has been made with DHS.

Statewide Number for DHS: 1-855-444-3911

DHS 3200 FORM FOR REPORTING: [www.michigan.gov/mdhhs](https://www.michigan.gov/mdhhs)

## **Loss of Energy, Gas Leak, Furnace Failure, and Other Building Concerns**

### **If a problem occurs prior to the start of the school day**

1. The principal will decide if school is to be canceled or reporting time changed.
2. An all-school email will be sent and families will be called using the phone tree.
3. The principal will contact the local media.

### **If the problem occurs during the school day**

1. Students and staff will be moved to our alternative site of South Olive CRC Church In the event of any dangerous situation such as a gas leak.
2. If the situation is not dangerous but is uncomfortable for students, the parents will be contacted to pick up their students from the school.
3. All parents will be contacted via phone and email from the school. If an electrical outage prevents the use of email, texting and phone calls will be the primary source of communication.

## **Man-made Disasters**

### **If a problem occurs prior to the start of the school day**

1. The principal will decide if school is to be canceled or reporting times changed. This depends on the disaster type, impact to the community, and effect on students if they are to attend.
2. An all-school email will be sent to families.
3. The principal will contact the police, any appropriate authorities, and local media.

### **If a problem occurs during the school day**

1. Students and staff may be moved to our alternative site of South Olive CRC in the event of any dangerous situation in which this would prove helpful.
2. The principal or designee will alert all staff of the required response to match the situation. Response may include LockDown, Stay In Place, Shelter In Place, etc.
3. If the situation is not dangerous but is uncomfortable for students, the parents will be contacted to pick up their students from school.
4. All parents will be contacted by the school by phone, the FACTS app, and/or email.

## **Emergency/Crisis Plan Folder for Staff**

All staff members have been provided an Emergency Folder. This includes all emergency procedures, parent contact information, and crisis response information. Staff members are to carry the Emergency Folder (E-Folder) with them upon any crisis, drill, or emergency so they are fully prepared with the necessary information and school procedures.

## **Weather & Cancellations**

1. Weather concerns during school
  - a. In case of inclement weather, students will remain in the school building at the discretion of the administration.
  - b. In the event of very cold weather, students will remain in the school building when the temperature is 10°F or the [wind chill index](#) is 0°F.
2. School closing due to inclement weather
  - a. During severe snow or tornado conditions, an announcement will be made through the FACTS app and other media channels.
  - b. If West Ottawa Public Schools cancel their schools, our school will follow suit.



- c. If West Ottawa delays, our school will delay.
  - d. Scheduled school events such as sport competitions or concerts are canceled on days when school has been called off. The events will be rescheduled if possible.
- 3. School emergency cancellations
  - a. During the school year, we will have drills for school emergencies.
  - b. For tornado and severe weather alerts, students will be dismissed if parents come to pick up their child(ren), or make arrangements with the office for pick up.

## Athletics

All parents, students, coaches, and SOCS fans are expected to abide by the spirit of the following.

1. SOCS Athletics is part of the mission of SOCS, which reads in part, "Equipping students with the wisdom and knowledge to become effective disciples...."
2. As a Christian athlete, coach, parent, or fan, I am called first as a Christ-follower to demonstrate attitudes and actions that respect and honor all others as image-bearers of God himself.
3. Referees and officials are the God-given authority over athletic contests and are to be actively welcomed and honored in fulfilling that role.
4. At all home athletic contests, athletes, parents, coaches, and fans are to demonstrate hospitality to all visiting athletes, coaches, parents, and fans by welcoming and honoring their presence at our school.
5. Our call to Christian witness is *not* dependent on the behavior or actions of others, including referees, other athletes, coaches, parents, or fans. The actions or attitudes of others cannot detract from my Christian witness.
6. An athletic contest involves two teams striving for excellence in a competitive setting. While only one will achieve victory. We encourage and promote the success of all participants, regardless of the team they represent.

### Eligibility

- a. There is no set grade-requirement for student athletes, however, no student may remain eligible while failing one or more subjects.
- b. Eligibility standards for each participant will be established on an individual basis between the student, teachers, principal, and coach.
- c. All student athletes are expected to keep up with their classroom responsibilities first and foremost.
- d. Traveling to athletic events, whether by car or bus, must be done with responsible, orderly, and courteous behavior. This must be upheld out of respect to the drivers, other individuals, and in accordance with our Christian principles. When attending athletic events, this same behavior and Christian sportsmanship must be evidenced. Failure to do so may result in suspension from events or other consequences.

### Scheduling:

1. General seasons (subject to change)

- a. Sept / Oct. - Soccer
  - b. Nov / Feb. - Basketball
  - c. March - Volleyball
  - d. April / May - Softball
- 2. Games, schedules, and procedures are reviewed at a meeting for parents, athletes, and coaches prior to each season, along with adherence to the athletics handbook and the following standards.
- 3. Attempts are made to schedule athletic activities around church conflicts.
- 4. Decisions are made based on what seems to work best for the majority.
- 5. The number of games and practices are established by coaches.
- 6. Athletes are expected to attend all practices and games unless illness or emergencies come up. Each athlete is responsible to teammates for attendance and behavior.
- 7. Any discipline of athletes outside of school is left up to the coach's discretion. All such discipline is subject to the principal, and then to the school board for review since it is a school function. Students are wearing a SOCS jersey. Poor representation in attitude or behavior may result in limited or no participation on the field or court according to the offense. Proper behavior is an expectation of all athletes, and this is not a double punishment, but rather a prior requirement to participation on SOCS teams, not just to compete.

## **Christian Athletic League Sports Policy**

- 1. Philosophy:
 

We profess that Jesus is Lord of every part of our lives and therefore that physical education and athletics in The Christian Athletic League are to be vehicles for teaching Christ-like behavior through the positive development of all the participants. "And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him." (Colossians 3:17). Furthermore; winning or losing is not to be the sole object of competition. We are called to use our God-given talents to the best of our ability for His honor and glory. Our goal is the Christian training and development of our children in the area of physical education and athletic competition. Also, our players, coaches, and fans are called to conduct themselves in a manner that shows we are followers of Christ and which brings honor to our God.
- 2. Definitions:
  - a. Physical Education - Instruction in and through physical fitness and sports activities. It is to be for all students.
  - b. Intramurals - An opportunity for all students in the appropriate grade levels (as determined by the administration) to use and develop their knowledge and skills in competitive situations with classmates.

- c. Interscholastic - An opportunity for students of the appropriate grade levels (as determined by the administration) who wish to participate, to use and develop their knowledge and skills in competitive game situations with other schools.
- 3. Interscholastic sports are an extension of our academic curriculum. Their primary goal is to spiritually prepare the participants to live as Christ's servants in the sphere of athletics.
  - a. Participation in interscholastic sports
    - i. Interscholastic sports are an extension of our physical education and intramural programs and therefore participation in these programs is a recommended prerequisite for participation in interscholastic sports.
    - ii. All students in the appropriate grade levels (as determined by the administration) shall have the opportunity to participate in interscholastic sports. This means that skill level is not a basis for excluding a student from a team. We maintain a "no-cut" policy.
    - iii. The administration has the authority and responsibility to deny the privilege of interscholastic participation when it is deemed to be in the best interest of the student and/or for disciplinary reasons.
    - iv. If a student is failing one subject, they will be placed on academic probation, requiring all missing work to be in prior to participation in a game. If a student is failing two or more subjects, they will be removed for the remainder of the season to focus on their first priority, their academics.
    - v. Grade checks for eligibility are to be completed the first and third Monday of each month for the respective sport by the coach. The coach is to encourage the student to improve grades so they may continue participation in the sport. The coach has the right to have the student sit out practices, go work with a tutor, or practice, in agreement with the teacher, parent, and administration for the student's best outcome keeping in mind that academics supersede athletic participation.
  - b. Interscholastic sports are educational and recreational. Participants will:
    - i. Learn that competition can be enjoyed and can assist them in becoming the person God wants them to be.
    - ii. Learn to develop and refine their physical fitness and skill levels.
    - iii. Experience the rewards of team membership and learn their responsibilities to each other, their coach, the spectators, and the school community they represent.
    - iv. Learn to control their emotions and actions and the importance of self-discipline.
    - v. Learn the relationship between hard work and success.
    - vi. Learn to win and to lose graciously and with dignity.
    - vii. Learn that interscholastic sports can and should be healthful, fulfilling, and fun.
- 4. Guidelines for selection of and conduct of coaches:
  - a. As we promote and expect a Christian attitude and behavior in our children, we hold our coaches to a higher standard. The attitude we expect from our coaches

can only arise out of a lifestyle obviously reflective of a strong Christian commitment. We expect at least the following minimal evidence of that commitment:

- i. The coach must readily profess his/her faith in Christ.
    - ii. The coach must be a member, with regular attendance, in a Christian church.
    - iii. The coach must demonstrate a nurturing attitude toward the children. This attitude will reflect the fruit of the Spirit (love, joy, peace, patience, kindness, gentleness, self-control).
  - b. The coach should foster the following:
    - i. Physical conditioning necessary to compete.
    - ii. Acquisition of basic skills and knowledge.
    - iii. Excellence in play and love for the game.
    - iv. Desire to compete fairly.
    - v. Accept the results with grace and dignity.
  - c. The coach must treat his/her players and opponents with respect. S/he must show respect to the officials and submit to their authority. When necessary, the coach must correct and discipline his/her players.
5. Guidelines for players:
  - a. The players must strive for the following:
  - b. Respectfully submit to the authority of the coach and of the officials.
  - c. Always treat the contest opponents with respect.
  - d. Exercise self-control at all times.
  - e. Play hard, strive to excel, but always play within the rules.
  - f. "Build up" teammates, commending and critiquing in a positive manner.
  - g. Be gracious in victory and in defeat.
  - h. Remember that it is a privilege and a responsibility to represent your school in The Christian Athletic League.
  - i. Remember that this is only a game.
6. Guidelines for spectators:

As fans, our Christian testimony is displayed by our conduct and will have either a positive or a negative effect on those we are witnessing to, which includes the opposition, the officials, the spectators, and our own children. The fans must strive for the following:

  - a. Attempt to know and understand the rules of the game.
  - b. Respect the God-given authority of the officials.
  - c. Respect the judgment and strategy of the coach.
  - d. Respect the property of others.
  - e. Respect the other team and their coach and fans by welcoming them with Christian hospitality, appreciating good play by either team, and avoiding excesses in celebration. Examples of inappropriate behavior are excesses in celebration such as hooting, catcalls, excessive yelling, and stomping on the bleachers.
  - f. Discourage those whose behavior is unbecoming.
  - g. Be gracious in victory and in defeat.

7. Guidelines for the officials:
  - a. Maintain professional conduct.
  - b. Know the rules and their interpretation.
  - c. Place the welfare of the participants as the first consideration.
  - d. Treat players and coaches courteously and demand the same from them.
  - e. Work cooperatively with fellow officials, scorekeepers, and timers.
  - f. Be fair and firm in all decisions.
8. Guidelines for parents of athletes:
  - a. Demonstrate respect to the coach and their decisions with players
  - b. Discuss concerns in a controlled, professional, and respectful manner in private
  - c. Contribute to driving, providing needed supplies, treats, support
  - d. Respect the judgment and strategy of the coach without challenge
  - e. Follow all guidelines for spectators
  - f. Pick up your child on time after games and practices.

## **Athletic Funds**

1. During the course of the school year the Athletic Department raises money for a variety of areas including paying officials of athletic events, purchasing athletic supplies, and transportation for athletic events.
2. The primary means of raising these monies is from concession sales at athletic events and other projects that might be beneficial to the athletic program.

## **Tuition and Commitment Policy**

Our commitment and dedication to Christian education are greatly enhanced by our working together to financially aid our children's education. It is our covenantal calling to work with our hearts as well as our hands to build security for future generations.

South Olive Christian School is financially supported in three main ways:

1. Through fundraising and private donations
2. SOCS Food Services sales
3. Tuition payments

Each of these is crucial to the success of South Olive Christian School. In order to achieve a Christ-centered education coupled with the lowest tuition rate possible, we require a special commitment from each family enrolled through South Olive Christian School.

To be part of a Christian school community means participation. Participation can look like a variety of things including serving hot lunch periodically, assisting with cleaning and yearly floor scrubbing, bringing baked goods, serving at dinners, or helping with the auction. It is through these activities that we get to know each other in fellowship and friendship as well as support our children and school.

## Tuition

### Policy

The past year's tuition and volunteer commitment should be settled before beginning a new school year. The school fiscal year ends on July thirty-first of each year.

1. There should be a definite understanding at the time of registration as to how the required tuition will be paid and volunteer commitments served. If the parents simply do not have the necessary means themselves, they are responsible for contacting the school board concerning the matter prior to the time of registration.
2. Children may not be enrolled in our school if the tuition of the previous year has not been paid.
3. Special consideration will be given to those situations where it may be impossible to pay fees due to unforeseen circumstances.

Tuition rates are kept up to date at [sochristian.org/parents/tuition/](http://sochristian.org/parents/tuition/).

A registration fee of \$100 per family is due at the time of registration. This fee applies toward the total tuition for that school year. Grants and aid are available to students in Young 5's through eighth grade and are accessed using the FACTS system. Information about our commitment to keep tuition *Affordable for All*, and general grant award levels are available at [sochristian.org/parents/affordable-for-all/](http://sochristian.org/parents/affordable-for-all/). South Olive Christian School is a 501(c) nonprofit, nondiscriminatory organization. Our mission clearly states that we serve children of all ethnic heritages and income levels.

## Fundraising

At South Olive Christian School, we are blessed to have a dedicated Director of Development and a supportive team of staff, board members, and families who are committed to ensuring the school's financial sustainability as well as to exploring new opportunities for growth. Throughout the year, annual events are organized, new ones introduced, and specific needs identified, all with the understanding that we walk by faith and follow God's leading and direction for SOCS.

We encourage families to actively participate in various fundraising and support activities at different levels. Below are listed some opportunities.

### Ministry Points Program

*Our parents are a huge part of our mission here at South Olive Christian School. This is a mission from the Lord through this community that we are stewarding. We are not building SOCS, but furthering Him and His mission and so this calls us to work together. Through the Ministry Points Program parents have the opportunity to help us with this mission. We appreciate all families' participation.*

The SOCS Ministry Points Program consists of the following:

1. Families are required to complete 20 hours of Pigs worker time per school year
2. Each SOCS family must choose at least one Auction Task for a total of (2) points (Soliciting/Set Up/Kitchen)
3. The Additional (8) points can be a combination of items from tiers 1, 2, and 3.  
[SOCS Ministry Points Program](#)
4. The service period to complete ministry points is June - May of each school year.
5. Ministry Points can be completed by family members other than the Parents (example: Grandparents can participate in making pigs).
6. Families not completing their points will be charged an amount of \$100 per point not completed to be added to their tuition bill.
7. Families that complete their pig hours and choose to continue volunteering in pigs may receive credit towards their tuition.
8. Sign-ups for will be on a first come, first serve basis.

\*Families with a **PK 4's/Young 5's Students/Homeschool Partnership Students** are not required to complete Ministry Points. However, we encourage all SOCS families to be actively involved in our community and welcome them to participate when able.

### **Pigs-in-the-Blanket**

We partner with Pigs-In-the-Blanket.

SOCS' famous Pigs-in-the-Blanket fundraiser is a time-honored tradition at South Olive. It runs year round. The production of the famous Pigs-in-the-Blanket has become so popular within the community that production was taken to a new level in 2022. This endeavor raises incredible funds for SOCS which helps keep the tuition low for all families. No experience required to participate in this, just be ready to have a lot of fun!

Working at our Food Services building earns your family tuition.

### **SOCS Auction**

The school's largest fundraiser, which has the goal of raising \$90,000 per year, requires many hands to bring it to life. There are all types of job responsibilities including item procurement, event day set-up, and many more. There is a job perfect for every volunteer. The auction takes place in March. All families are expected to support this fundraiser in some capacity.

### **School Events**

Pastors Feast, VIP Day and more! While these events are not fundraisers, they are "friend"raisers! If you like helping with events and creating a welcoming atmosphere for the community, you are just the person to help with these events. Watch *The Beacon* and see the school calendar for when these events take place and how to be involved in making them successful.

## **Parent Partners (Formerly known as Helping Hands)**

We work with Parent Partners. Please refer to the Parent Partners Handbook for more details.

### **Parent Partner Mission Statement & Scripture:**

Our mission as a group is to encourage the SOCS community to use your God given gifts and talents to support the school. South Olive Parent Partners is a parent volunteer group committed to providing support for our students, teachers and staff.

1 Peter 4:10 Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.

For further information on the projects and current committee members, see the Parent Partners Documents available at [sochristian.org](http://sochristian.org)

**SOCS is a place where passionate voluntary support is like the lifeblood of the organization. The joy of giving and participating is contagious! We welcome gifts and skills with building maintenance projects, lunch and recess assistance, chapel leadership or participation, and other student and schoolwide support.**

## **Middle School Trip & Student Fund**

Middle schoolers traditionally plan, fundraise for, and take a trip at the end of the year. There is a Student Fund account through which the finances run for this, and often the students themselves come up with the fundraising plans. Teachers and other school staff, as well as parents, chaperone the students for a time of celebration, fun, community growth, and outside-the-classroom learning. The trip is intended to be spiritual, recreational, and educational.

Traditionally, eighth graders use some of the remainder of the Student Fund to provide the rising eighth graders with a "class gift" at the graduation celebration, designating what the funds will be used for. Some gifts in the past have included a new volleyball net, recess equipment, or art supplies.

## **PK 4's/Great Start to Readiness Program**

Our Preschool program funded through GSRP has its own handbook with all the policies that apply to Early Childhood Education. All families are sent a copy of this handbook electronically at the beginning of the school year.