

SONSHINE CHRISTIAN MIDDLE SCHOOL



STUDENT & PARENT HANDBOOK

Updated: April 18, 2022

<p>S Servant's Heart</p> <ul style="list-style-type: none"> ❖ Serve others ❖ Serve God 	<p>O On Time</p> <ul style="list-style-type: none"> ❖ Be to school on time ❖ Turn in work on time 	<p>N No excuses</p> <ul style="list-style-type: none"> ❖ Take responsibility for choices 	<p>R Ready</p> <ul style="list-style-type: none"> ❖ Ready to learn ❖ Ready for the future ❖ 21st Century Ready 	<p>A Act Respectfully</p> <ul style="list-style-type: none"> ❖ Uplifting with words and actions ❖ Spread God's Word ❖ Respect everyone and all things 	<p>Y Yes to Best</p> <ul style="list-style-type: none"> ❖ Do your best ❖ Stay focused ❖ Try your hardest 	<p>S Stay Safe</p> <ul style="list-style-type: none"> ❖ Safe words ❖ Hands to self ❖ Internet safety
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WELCOME

Welcome to Sonshine Christian Middle School. It is our desire to provide you with information that will help you understand the policies and procedures of Sonshine Christian Middle School. Therefore, it is expected that parents and students read and understand the contents of this handbook. Referring to this handbook when you have a question will most often provide you with an answer. However, if you need clarification or further help, please contact the school office at (360) 574-5307, and someone will be able to help you.

HISTORY

Sonshine Christian Daycare was established in 1987 to provide a Christian daycare and preschool for community members. In early January 2012, a plan was formed to expand Sonshine Christian Daycare to include an affordable full day kindergarten class with free before and after school childcare, adding a new grade each year until there was a complete K-5 elementary school. The school opened in September of 2012 with nine kindergarten students, one teacher, and one administrator. Since the opening of the school, it has grown to include grades kindergarten through sixth, with plans to add 7th grade in the 2022-23 school year and 8th grade in the 2023-24 school year.

Sonshine Daycare (now Early Learning Center) and Elementary School were located at Faith Baptist Church until June of 2021 when they were asked to find another location. Faith Baptist Church then dissolved and was taken over by another church that wasn't interested in having a daycare or Christian school. It was at this time that Sonshine Christian School and Early Learning Center became an independent 501(c)(3) corporation and began to look for a new home.

God had a wonderful plan and home for Sonshine Christian School and Early Learning Center as he led them to Living Hope Church where the school opened its doors September of 2021. As close partners in ministry, Living Hope Church and Sonshine are working together to fulfill the church and school's mission which is "Teach to Reach." Just as Living Hope teaches people what they need to know to reach their world for Christ, so does Sonshine also teach its children to do the same thing. Sonshine and Living Hope also partner together on many special events, such as; a Back to School Barbecue, a Family Nativity Night, children's choirs for the Living Nativity and Easter programs, and much more.

MISSION STATEMENT

Sonshine Christian School's Mission is to work together with families, providing a high quality, individualized, Christian education that prepares children physically, spiritually, emotionally, and intellectually, to impact their world for Christ.

VISION STATEMENT

The vision of Sonshine Christian Middle School is to provide students with a high quality christian education which includes standards based academics and the opportunity to participate in Project Based Learning (PBL) throughout the school year. PBL units last for approximately six weeks, allowing students to delve deeply into the topic, beyond the scope of the traditional classroom. PBL provides students with 21st century skills and real world learning

opportunities. We believe that students learn best when they are involved in authentic, experiential learning that exposes them to real world problems.

SONSHINE CHRISTIAN SCHOOLS STATEMENT OF FAITH

WHAT WE BELIEVE

We believe...

- “ WE BELIEVE that the Bible is God’s Word, supernaturally inspired, and is a divinely authoritative standard for every age and every life.
- “ WE BELIEVE there is one God, eternally existent in co-equal three persons: God the Father, God the Son, and God the Holy Spirit.
- “ WE BELIEVE that Jesus Christ died for the sins of mankind and rose again from the dead three days later.
- “ WE BELIEVE that everyone who trusts Jesus Christ for the forgiveness of their sins will be born again and indwelt by the Holy Spirit.
- “ WE BELIEVE that salvation is purely a work of grace and not of works.
- “ WE BELIEVE that the true believer is eternally secure, but that sin may interrupt the joy of fellowship with God.
- “ WE BELIEVE that Christ will come again and take his church to heaven prior to the Great Tribulation.

“Love the Lord your God with all your heart and with all you soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 6: 5-7 [NIV]

Our Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. We also recognize that there are specific doctrinal areas that are unique to the varied denominations making up our school community. Since it is our desire to maintain a non-denominational position, it is necessary that we remind faculty, staff, parents, and students that in the following areas there are differences of opinion among Christian believers:

- Styles of church government, authority, and discipline
- Time and mode of water baptism
- Security of the believer
- Timing of future events
- Second work of grace - baptism of the Holy Spirit
- Sinless perfection
- Gifts of the Spirit, i.e., tongues, interpretation of tongues, etc.

In honoring this desire concerning the purpose and outreach of the school, there shall be no attempt by student, teacher, or parent to promote a specific denominational position as the "correct" or "only" position a believer can have. We desire to remain united in the salvation and love of Christ, thus avoiding the dissension which may be caused by denominational distinctives.

SCHOOL GOVERNANCE

Sonshine Christian School and Early Learning Center serves the greater Clark County community with a program of academic excellence coupled with strong Biblical teaching. Our learning center and school serve over 200 students from preschool through middle school. Sonshine has a School Board which is comprised of the following members: Glori Whithorn, Rosemary Warner, Steve White, Mitch Jarvis, Rebecca Maehlum, Christy Johnson, and Brian Johnson.

ACCREDITATION

Sonshine Christian School is fully accredited by Cognia and meets the private school requirements for the State of Washington.

SCHOOL AUTHORITY

Students are considered under the school's authority while on school grounds and when in attendance at a school activity regardless of location. In addition, students whose behavior is in direct conflict with school standards (including but not limited to: drugs, alcohol, tobacco, weapons, immoral sexual activity, inappropriate use of social media) are subject to disciplinary action by the school regardless of the location where the behavior occurred.

BOARD POLICY REGARDING CONFLICT RESOLUTION

Sometimes as we partner together in this critically important task of educating the whole child, differences of opinions, misunderstandings, frustrations, and offenses may occur. As Christians we believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church (1 Cor. 6:1-8; Matt. 18:15-20). We desire to resolve our differences in the most God honoring way possible to "be at peace with all men." To that end, we observe the Matthew 18 Principle.

The Bible describes the following sequence for resolving disputes:

1. Matters of concern should first be handled individual to individual in accordance with the Lord's commands in Matthew 18.
2. The second level, if necessary, is to involve the appropriate building principal or supervisor.
3. If resolution is not possible at this level, the third level is to bring the matter to the attention of the Superintendent.

SONSHINE CHRISTIAN MIDDLE SCHOOL GENERAL INFORMATION

PROJECT BASED LEARNING

Each year Sonshine Middle School students engage in six Project Based Learning units of study. Units last for approximately six weeks, allowing students to delve deeply into the topic, beyond the scope of the regular classroom. Project Based Learning provides students with 21st century skills and real world learning opportunities.

DAILY AND WEEKLY SCHEDULE

Middle school classes begin at 8:30 a.m. and end at 3:00 p.m.
"Zero Period" is in session from 7:30 am - 8:10 am.

SAMPLE Sonshine Middle School Daily and Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 8:15	Worship Team Practice			Worship Team Practice	
8:15 - 8:30	Doors Open	Doors Open	Doors Open	Doors Open	Doors Open
8:30 - 8:45	SEL	SEL	SEL	SEL	SEL
8:45 - 10:00	Math	Math	Math	Field Trip Day - one field trip per project	Math
10:00 - 10:30	Elementary Chapel - students help with worship, sound, puppets, etc.	Snack and Break (15 minutes)	Snack and Break (15 minutes)	Interventions Project Work Cooking - plan menus, shop, and prepare food	Snack and Break (15 minutes)
10:30 - 11:00	Literacy	Literacy	Literacy		Literacy
11:00 - 11:30	Literacy	Literacy	Literacy		Literacy
11:30 - 12:00	Bible	Bible	Bible		Bible
12:00 - 12:45	Lunch and Break	Lunch and Break	Lunch and Break	Lunch and Break	Lunch and Break
12:45 - 2:00	Projects/ Specials	Projects/ Specials	Projects/ Specials		Projects/ Specials
2:00 - 2:15	Snack & Break	Snack & Break	Snack & Break		Snack & Break
2:15 - 2:45	Projects/ Specials	Projects/ Specials	Projects/ Specials		Projects/ Specials
2:45 - 3:00	Jobs and Closing	Jobs and Closing	Jobs and Closing	Jobs and Closing	Jobs and Closing
3:00 - 6:00	Homework, help a teacher, help with younger students	Homework, help a teacher, help with younger students	Homework, help a teacher, help with younger students	Homework, help a teacher, help with younger students	Homework, help a teacher, help with younger students

SAMPLE Sonshine Middle School Project Based Learning Schedule

Year One	Year Two	Year Three
Project 1: What do I know about other cultures and my own family history?	Project 1:	Project 1:
Project 2: Civics - How our local government works	Project 2: Tribal and international relationships/Foreign policies	Project 2: What is citizenship and how has it evolved over time?
Project 3: History - World War 1 and 2	Project 3: Civil War	Project 3: Impact of technology on Washington State History since statehood (H2.6-8.4)
Project 4: Geography - Volcanoes and Weather	Project 4: Migration of peoples (world wide and/or in throughout the United States)	Project 4:
Project 5: Economics - Running my own business	Project 5:	Project 5:
Project 6: Health - What my body needs to be healthy	Project 6: What can I do to stay safe and prevent injuries? Possible idea: CPR & First Aid training?	Project 6: How do eating patterns affect growth & development as well as physical, mental, and academic performances?
Project 7: Short project and Outdoor School Trip	Project 7: Short project and Outdoor School Trip	Project 7:: Short project and Outdoor School Trip

- Projects will incorporate state and national standards for Social Studies, Geography, Civics, Health, and History.
- Cooking - students take turns making lunch and or snacks once a week for Sonshine elementary and middle school students who sign up and pay.
- Specials- Music, P.E., Art,
- Sports Lessons: Each year students will participate in a session (6 weeks) of one of the following: Swimming, gymnastics, dance, tennis, bowling, or another type of sport.
- Washington D.C Trip during year two or three

CLOSED CAMPUS

Sonshine is a closed campus. Students, who need to leave the school grounds for any reason, including illness, must check out at the HUB. Leaving campus requires parent permission in advance of leaving. Those who fail to check out may be considered truant.

VISITORS ON CAMPUS

All visitors must immediately sign in at the HUB and obtain a "Guest" name tag which is to be worn while on campus.

LUNCH

Students will bring lunches from home. Once a week, they will have the opportunity to sign up and pay for a lunch which will be planned, prepared, and served by a small group of middle school students. Every middle school student will get the chance to help with this lunch program. MS students are expected to be in the location they are assigned during the school day, including during their lunch period.

CONFERENCES

Parent/Teacher Conferences are scheduled for the fall and spring. Additional conferences may be scheduled at the request of parents or teachers. All parents are encouraged to attend conferences.

CELL PHONE USE

Cell phone use (including "smart" watches) is not permitted for Middle School students between 8:30 am and 3:00 pm. Phones must be kept in backpacks and must be powered off. They are not allowed to be kept on their person. If parents need to contact their son/daughter in case of emergency, the protocol is to call the office and/or send a Remind message to the teacher and they will communicate with their child immediately. Teachers or other school personnel may confiscate cell phones/smart watches and/or hold them until a parent comes to get them or until the end of the day should students violate the cell phone use policy.

WEATHER CLOSURES AND EMERGENCY INFORMATION

Sonshine Christian Elementary and Middle School will follow Vancouver School District's decision for late opening or closing. Teachers will also send a Remind message if there is a no school day, early release, or late opening due to weather. If there is an early release or late opening, due to a weather emergency, Sonshine Elementary and middle school will provide free before and after care for one hour before the late opening and one hour after the early release.

Because of the diverse weather conditions that can exist within the area from which our students come, our policy will be:

- If local hazardous road conditions jeopardize the safety of students, their absence from school will be excused on the basis of parental decision.

- If the educational welfare of our students requires a make-up day, it will be scheduled with ample advance information. All drivers are urged to give first consideration to the safety of their students. Questions regarding the operation of this policy are to be referred to the school superintendent.

ACADEMIC POLICIES

Sonshine places a high value on the learning experience and students are expected to pursue academic excellence. Any student admitted into the regular middle school program of Sonshine should attempt to maintain at least a "C" average (2.0 GPA) with a goal of no Fs. If a student receives a failing grade in any class or achieves below a 2.0 grade point average during any term, the student may be placed on Academic Probation. A letter or email sent by the Principal will notify parents when their student has been placed on Academic Probation, as well as having a meeting with the parents, student, teacher, and administration. The student has the following term to correct the deficiency and shall be removed from probationary status when he/she has no Fs, and has a 2.0 grade point average or higher. Parents may monitor their child's progress online and through contact with the teacher. Note: Students with Individual Education Plans are exempt from this policy.

ACADEMIC INTEGRITY

At Sonshine Christian Schools, we understand and value intellectual property. Plagiarism or cheating is not only dishonest but also stunts the learning process and teaches students that they can succeed through dishonest means. Therefore, we strive to teach students the importance of documenting the ideas and words of others in all formats. In order to do so, we must not only teach the ethics and mechanics of documentation, but also hold students responsible for the ethical use of the ideas and words of others. All teachers are expected to provide the instruction and support necessary for students to use research ethically. All students are expected to demonstrate integrity and honesty in the submission of all work and to document accurately, regardless of the information that is ultimately presented (summary, paraphrase or direct quotation) or the medium used (written, oral or visual). Plagiarism or cheating in any form is unacceptable and will result in a "Zero" on the assignment or test. Multiple offenses will result in further discipline.

FORMALIZED TESTING

Sonshine utilizes the Measures of Academic Progress (MAP) assessments as one method to measure growth, project proficiency in the subjects assessed and inform how educators differentiate instruction, evaluate programs and structure curriculum. Computer adaptive MAP assessments reveal precisely which academic skills and concepts the student has acquired and what they are ready to learn. These assessments are grade independent and adapt to each student's instructional level.

STUDENT PROGRESS

Parents can monitor the progress of their student's school work via FACTS Family Access. A link to FACTS Family Access can be found on our Sonshine Christian Schools website:

www.sonshinechristian.org. User IDs and Passwords can be emailed to you via the system at the login page.

GRADES AND GRADING

The school posts grades online each trimester. Parents can expect a report card to be posted approximately 10 days after the end of each grading period. If you have a question concerning a grade, students and parents should contact the teacher who assigned the grade. If you are not satisfied at this point, you can then discuss the matter with the Principal. No credit is earned for a "Failure" or "Withdrawal" grade. A teacher may give an "INC" (incomplete) when course work is not finished because of illness or other unusual circumstances. A student will have two weeks to complete the work required to change the "INC" to a permanent grade. If extenuating circumstances exist, an appeal to the principal for more time can be filed.

The following grading scale is used at Sonshine Christian Middle School:

Weighted Grades Breakdown	
Category	Percentage/Weight
Tests/Essays/Final Projects	40%
Quizzes	30%
Classwork/Daily Assignments	15%
Homework/Responsibility	10%
Class Participation	5%

Grading Scale		
Percentage	Letter Grade	GPA Score
100%	A+	4.0
93-99%	A	4.0
90-92%	A-	3.67
87-89%	B+	3.33
83-86%	B	3.0
80-82%	B-	2.67

77-79%	C+	2.33
73-76%	C	2.0
70-72%	C-	1.67
67-69%	D+	1.33
63-66%	D	1.0
60-62%	D-	0.67
0-59%	F	0

INTERNET USAGE

The use of the Internet is a privilege, not a right. Inappropriate use including any violation of these conditions and rules may result in cancellation of the privilege. Sonshine Christian Schools under this agreement, is delegated the authority to determine appropriate use and may deny, evoke, suspend, or close any user account at any time based upon a determination of inappropriate use by an account holder or user.

ATTENDANCE POLICIES AND PRACTICES

Class attendance and punctuality are vital to a student's academic success. Although absence is sometimes unavoidable, students who are absent miss what is taught. Making up assignments, while necessary, is not a substitute for attendance.

Chronic illness or an emergency situation causing ten or more absences will be dealt with on an individual basis through the office of the principal. In any case, students must make up all tests, quizzes, and assignments or, in some way designated by the teacher, demonstrate evidence of learning related to the material missed before credit/grade is reinstated.

SCHOOL-SPONSORED ACTIVITY ABSENCES

Absences because of school-sponsored activities or because of meetings with a teacher, administrator, etc. are not counted in the loss-of-credit policy.

PLANNED AND UNPLANNED ABSENCES (EXCUSED AND UNEXCUSED)

Unplanned absences may be excused for the following reasons:

- o Illness-- a doctor's note is required if a student is ill for five (5) or more days in a month, unless the principal, for good cause, waives the requirement
- o Emergencies, including but not limited to a death or illness in the family

Pre-arranged Absences (in most cases, excused)

Parents need to inform their student's teacher of any pre-arranged absence.

Students who know they will be absent from school should see their teachers ahead of time in order to keep up with their work and as a courtesy to the teacher (it requires additional work for teachers to support student learning when absences occur). Any assignments due during the time of the pre-approved planned absence are expected to be turned in on the first day when the student returns to school, unless the teacher makes other arrangements with the student. Making up missed tests is determined by each teacher's policy.

The following are considered "planned" absences:

- o Health care appointments
- o Religious or cultural activities, including observance of a religious or cultural holiday or participation in religious or cultural instruction
- o Participation in a district or school approved activity or instructional program as approved by the principal
- o Court, a judicial proceeding, or serving jury duty
- o Absence related to the deployment activities of an active duty military parent or guardian
- o Absences related to visitations for apprenticeships, technical school, post-secondary education, or scholarship interview
- o Vacations or mission trips

REPORTING UNPLANNED ABSENCES

It is important that we know where students are when they are absent. On the day of an unplanned absence, parents/guardians are to contact the school before 8:30 AM by calling the school office at 360.574.5307 and/or sending a Remind message to their child's teacher.

Parents/Guardians who will be out of town while school is in session should give the school office the name and phone number of the adult who will be responsible for their sons or daughters in their absence.

OBTAINING CLASS WORK

Students who will be absent from school for three days or more can contact their teachers to obtain work for the days missed. Please request homework 24 hours in advance. Students and parents are responsible to refer to FACTS to retrieve and submit classwork, including assignments, handouts, etc.

UNEXCUSED ABSENCE NOTIFICATION

Per Washington State Law (RCW 28A.225.020) parents will receive notification for every unexcused absence. After three unexcused absences a conference with an administrator will be required, and after five, a behavior contract may be established. Students with unexcused absences for ten consecutive days may be dropped from school enrollment. Parents wishing their child(ren) to return to the school after this ten-day period must meet with the principal to explain the reason for the extended absence; the administration will then decide on readmission. Severe illness or injury,

necessary major surgery, and other health-related conditions are examples of reasonable cause for prolonged absences, but the school must be notified of these conditions as soon as they become known. Delay in notifying the school may result in the automatic dropping from school enrollment.

CLASSROOM ATTENDANCE POLICY

At the beginning of the year, teachers will inform students of their attendance policies regarding make up work in their particular classes. An absence is not an acceptable excuse for incomplete work. Attendance policies are intended to encourage students to put school attendance as a high priority. In general, one day of make-up is allotted for each excused day missed unless other arrangements have been made with the teachers; this does not apply to planned absences or extended projects and tests. It is the student's responsibility to understand and communicate with each teacher about requirements and time-frames for making up missed work.

TARDINESS

A student is considered tardy when arriving in class after 8:30 AM. Being late to class disrupts the education of every member of the class.

The following consequences for unexcused tardies may occur:

1st unexcused tardy = warning

2nd unexcused tardy = warning

3rd and each subsequent unexcused tardy = official note

5th unexcused tardy = parent meeting with student, parent, teacher, and principal

Excessive tardiness is considered a disciplinary matter and may result in more serious consequences.

PASS TO BE OUT OF CLASS OR RECESS

Students out of class must carry a pass from the office or a pass from their teacher. Students out of class without passes will be sent back to the class from which they came or sent to the office. Students leaving the lunch room or recess must have a pass from the teacher they are headed to work with.

EARLY DISMISSALS

Parents/guardians must request an early dismissal by Remind/email. Students present the note to the office by 8:30 AM on the morning of the early dismissal. Either parents/guardians must personally sign out students or the office will verify by phone that the students have permission from their parents/guardians to sign themselves out. It is recommended that parents request early dismissal only for medical or emergency reasons.

ILLNESS

A student who becomes ill during the school day must go to the HUB. Under no

circumstances may a student who is ill or injured leave the campus without reporting to the HUB. If it is determined that the student is too ill or injured to remain in school, attempts will be made to contact a parent/guardian, or designated emergency contact person. Transportation will be arranged, and steps for appropriate care will be taken. School officials will summon paramedics if medical attention beyond simple first aid is required.

Parents/Guardians must assume all expenses incurred for emergency treatment. Students must present a note for the absence on the day of their return to classes.

ABSENCE CODES FOR FACTS

T - Tardy

*no marking for excused tardy

U - Unexcused Absence

E - Excused Absence--Unplanned

PE-Excused Absence--Planned or Pre-excused

ISS - In school suspension

OSS - Out of school suspension

SR - School Related Absence

DRESS CODE

Key Words: Appropriate, Neat, Clean, and Modest

Appearance should encourage concentrated study and in no way distract from the learning process. Therefore, the Sonshine dress code is defined by the following standards, and all clothing must be:

Appropriate - This generally means clothing is to be worn for the purpose for which it was designed. Clothing which is appropriate in one setting may not be appropriate for the school environment (e.g. a bathing suit). Clothing and grooming should not attract undue attention or be disruptive to the educational process of one's self or others. It is important to note that what is "in style" is not always in accordance with the standards we seek to reflect.

Since school can be considered the primary 'work' of a student, students should appropriately dress such that the environment stays focused on productive educational achievements.

Neat/Clean - This means clothing that is clean and in good repair.

Modest - First and foremost, a student's appearance should reflect his/her identity as a follower of Christ, created by God as male or female. Everything we do should be an expression of our relationship with God.

CONDUCT AND EXPECTATIONS

Good conduct is expected of all students at Sonshine Christian Schools. Each student is expected to adhere to the rules and regulations which are in keeping with the purpose of an educational institution.

DRUG, ALCOHOL, TOBACCO, WEAPON POLICY

We are a drug, alcohol, tobacco, and weapons free campus. Any use or possession of these substances, look-a-likes, or other harmful materials will not be tolerated and will result in an automatic suspension of at least 3 school days. Depending on the severity of violation, a student may be expelled. This policy includes behavior off campus during the school hours. A second violation of our substance policy will result in the student not being allowed to attend Sonshine.

PHYSICAL VIOLENCE

Fighting or physical violence will not be tolerated. Initiating a physical altercation will be an automatic suspension of at least 2 school days, but may be more based on the severity.

BEHAVIOR MANAGEMENT PROTOCOL - POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Sonshine has always strived to create a safe, orderly, and stimulating learning environment for all students. Positive Behavior Intervention and Supports (PBIS) provides a system where staff and students work together to create a positive school climate that fosters being respectful, responsible, and ready to learn. The core values of PBIS are RESPECT, RESPONSIBILITY, and SAFETY for all students and the entire Sonshine community. Students who consistently demonstrate these positive behaviors will be acknowledged and rewarded.

Sonshine Middle school has a behavior acrostic to help all staff and students remember what it looks like to be respectful, responsible, and safe. The middle school acrostic uses the word SONRAYS. You will find this acrostic on the first page of this handbook. All students will memorize this and will be reminded each day that they are Sonrays, representing the Lord, their families, and Sonshine Christian School.

In the case of misconduct, students will be given an opportunity to describe their actions and perspective to the teacher or administrator. Students are expected to be forthright and honest. In turn, the teacher or administrator will gather relevant facts, data, and information from others involved. Part of the consequences may involve discipline. Several factors will determine what disciplinary action is chosen by the teacher or administrator:

- Severity of infractions
- Frequency/History (how often this or similar behavior has occurred)
- Student response to their misconduct as it relates to attitude/remorse/accountability

Disciplinary actions can include, but are not limited to, the following: loss of free time, detention, extra work, school/community service projects, non-participation in extra-curricular activities (field trips, etc.), probation, in-school suspension, out-of-school suspension, or expulsion. The goal of these disciplinary measures is to produce a changed heart that results in changed behavior. Failure to modify behaviors will result in progressive discipline, which will expand the consequences for misconduct.

ANTI BULLYING AND HARASSMENT POLICY

At Sonshine we have a no-tolerance position on bullying, intimidation and harassment. We strive to maintain a positive culture that promotes a healthy, safe environment in which to live and thrive.

“Harassment, intimidation or bullying” means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

1. Physically harms a student or damages the student’s property;
2. Has the effect of substantially interfering with a student’s education;
3. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

“Other distinguishing characteristics” can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Harassment, intimidation, or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited.

Examples of misconduct include but are not limited to: deliberate or accidental vandalism, bullying, harassment (sexual or intimidating), cheating, forgery, plagiarism, etc. including through the use of social media.

A CHRIST-CENTERED APPROACH

We understand that it can be hard for school leadership to pinpoint the specific acts of bullying as they usually take place beyond direct supervision. We acknowledge that bullying can occur between classes, in hallways, on playgrounds, at lunch, and before and after school. This will require vigilance by staff and the support of parents in a compassionate pursuit of truth.

Therefore,

1. All staff will lead by example as they seek to love others as image-bearers of God. The school encourages positive interpersonal relations between members of the school community.
2. Every staff member will take an active role and be diligent in observing inappropriate behavior.
3. We expect students to conduct themselves within their level of development and maturity.
4. Staff will partner with parents to bring out the truth of each situation and correct unacceptable behavior of students participating in any bullying act.

PROPER REPORTING AND RESPONSE

1. All perceived bullying incidents should immediately be reported to a staff member. These reported incidents will be treated seriously and thoroughly investigated by school staff.
2. Staff members are expected to document verified bullying incidents and share the information with their principal.
3. If the situation warrants, parents of both victim and perpetrator will be informed and summoned to the school for a meeting about the problem.
4. School staff will monitor the students involved to ensure that bullying does not resume or reoccur.
5. In severe instances, local legal authorities may be notified.

CONFIDENTIALITY

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

RETALIATION

Retaliation against a person for reporting or participating in aggressive behavior will result in disciplinary action.

FALSE REPORTS

Intentional false reporting of aggressive behavior will result in disciplinary action.

BYSTANDERS

Bystanders are encouraged to attempt to constructively stop those involved in bullying and are expected to report the incident to a staff member.

SEXUAL HARASSMENT

Students who believe they have observed or become aware of a school employee or another student behaving in a sexually harassing manner are required to report the

matter promptly to school personnel. All complaints will be investigated.

DISCIPLINE OF STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES

Participation in school activities is always a privilege to be earned and never an entitlement. Students in music, leadership or other extra-curricular activities are representatives of our school and are expected to act in compliance with all disciplinary policies as stated in the Parent/Student Handbook. Discipline infractions are serious and for those involved in extra-curricular activities part of the corrective action process may result in suspension/removal from the extracurricular activity.

NOTE: In all disciplinary situations, latitude is given to the administration regarding the application of consequences. This allows the administration to best fit the consequences to each individual case. In addition, each incidence of misconduct will be recorded in the student's file.

SUSPENSION (IN OR OUT-OF-SCHOOL) AND EXPULSION

All suspensions and expulsions will be at the discretion of the Administration. Parents will be notified of the situation and decisions reached. *Attendance at Sonshine will always be a privilege and not a right.*

SCHOOL SPONSORED FUNCTIONS

Extra-curricular activities are a part of school life, particularly for students.

1. Any class or student activity sponsored by the school shall be planned by student leaders with their advisors and must be approved by administration.
2. No meeting of any school organization is to be held without the knowledge of the Advisor. All school-sponsored activities will have school-provided supervisory staff in attendance. Parents may telephone the school office if they question whether or not an activity is school sponsored.

MISCELLANEOUS

CHAPELS AND ASSEMBLIES: Chapel is a gathering of the Sonshine family specifically for times of spiritual growth, sharing of needs, hearing different guest ministers and speakers. Attendance is required. Parents are invited and always welcome to attend chapels. Please check in at the office.

DISPLAYS OF AFFECTION: Displays of affection are not appropriate on campus.

DISTRIBUTION OF MATERIALS: Flyers and other material may not be distributed or posted by students or non-students at Sonshine without the expressed permission of the school administration. All such materials must bear identification as to the publishing agency, distributing organization, church, or individual. This precaution is taken because the administration desires to have positive influence in the things advertised to the students and to eliminate any cross purposes to the

nature of the school.

ILLNESS & PRESCRIPTION MEDICATION: Any student who becomes ill at school should go to the nurse. All prescription medications are to be kept at the school office along with a medical authorization signed by a physician. The middle school office will dispense and keep a log of all prescription medications taken at school. Teachers are not a resource for over-the-counter medicines and should not be asked nor should they dispense any over-the-counter drugs to students.

STUDENT INSURANCE: All students must have medical insurance coverage.

WEAPONS: Weapons are forbidden on school property. No student shall make a threat, carry, exhibit, display, or draw any weapon capable of producing bodily harm in a manner and at a time and place that shows an intent to intimidate another, or that warrants alarm for the safety of persons in the immediate vicinity.

STUDENT HANDBOOK CONTRACT

I have read and understood all that is contained within the Sonshine Christian Middle School Handbook. As a student at Sonshine and a member of the Sonshine school community, I agree to abide by all of the rules, policies, and regulations dictated within and to endeavor to honor God in all I say and do.

Student's Name

Student's Signature & Date

PARENTAL AGREEMENT

Sonshine Christian Schools' educational mission involves working with the home in the overall Christian education of students. On occasion this cooperation between the school and home may become difficult. To avoid such situations, the school requires parents enrolling their children, or to maintain enrollment, to affirmatively support and cooperate with the school.

As a parent, I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with my child or other people, following the Matthew 18 principle.

As a parent, I understand that enrollment of children in Sonshine Christian School is a privilege, not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.

Parent's Name

Student's Signature & Date

Middle School Student Internet use Agreement

Student Name _____

Teacher _____

Sonshine Christian Middle School has established Internet accessibility for educational purposes. Filtering software and oversight are in place to protect students from the harmful aspects of the Internet.

I agree that:

I will never give out private information, such as my last name, my address, my telephone number, or my parent's work address or telephone numbers on the Internet.

I will never give out the address or telephone number of my school on the Internet without first asking an adult's permission.

I understand which sites I can visit and which ones are off-limits.

I will tell an adult right away if something comes up on the screen that makes me feel uncomfortable.

I will never agree to meet in person with anyone I meet online.

I understand that I will not be using e-mail on school computers.

I will remember that going online on the Internet is like going out in public, so all the safety rules I already know apply here as well.

I know the Internet is a useful tool, and I will always use it responsibly.

I will not input any non-commercial CD into the school's computer without checking first with my teacher.

I will not plagiarize works that I find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

As the parent or legal guardian of the minor student signing below, I grant permission for my son or daughter to access the Internet.

Student Signature

Parent Signature

Parent Printed Name

Violations will result in a loss of access as well and possibly disciplinary action.

*****Please complete and return pages 20 & 21 to your student's classroom teacher*****