



# STONEHAVEN

CHRIST-CENTERED CLASSICAL EDUCATION

## 2016–2017 STUDENT-PARENT HANDBOOK

### TABLE OF CONTENTS

PROFILE.....	3
MISSION .....	3
VISION .....	3
FOUNDATIONAL COMMITMENTS .....	4
STATEMENT OF FAITH .....	6
DOCTRINAL IDENTITY .....	7
ACCREDITATION AND ASSOCIATION.....	8
NON-DISCRIMINATION POLICY .....	9
SUGGESTED READINGS IN CLASSICAL AND CHRISTIAN EDUCATION.....	9
TRIVIUM APPLICATION CHART.....	10
CURRICULUM GOALS.....	11
PARENT INVOLVEMENT.....	14
CODE OF STUDENT CITIZENSHIP .....	15
COMMUNICATION AND GRIEVANCES GUIDELINES.....	17
DISCIPLINE GUIDELINES .....	18
STUDENT AND STAFF RELATIONS GUIDELINES .....	20
HOLIDAY OBSERVANCE POLICY .....	21
CONTROVERSIAL SUBJECTS POLICY .....	21
GRADING SCALE AND GUIDELINES.....	23

GRADE REPORTING GUIDELINES .....	24
PROMOTION POLICY .....	25
ACADEMIC PROBATION POLICY .....	25
ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES .....	27
HOMEWORK PHILOSOPHY AND GUIDELINES.....	27
STANDARDIZED TEST ADMINISTRATION .....	28
HONORS AND AWARDS PROGRAM .....	28
LEARNING DISABILITY POLICY.....	29
UNIFORM AND DRESS CODE POLICY.....	30
ATTENDANCE REQUIREMENTS .....	32
TARDY POLICY.....	33
INCLEMENT WEATHER POLICY .....	33
STUDENT HEALTH AND MEDICATION POLICY .....	34
TEXTBOOKS.....	35
SUPPLIES.....	35
LIBRARY .....	36
ELECTRONIC DEVICE GUIDELINES.....	36
LUNCH .....	37
LICENSED MEDIA.....	38
PREPAID TUITION POLICY .....	38
TUITION AND FEE COLLECTION POLICY.....	38
TUITION ASSISTANCE POLICY.....	39
ADMISSIONS PROCEDURES AND GUIDELINES .....	40

## **PROFILE**

The Stonehaven School (formerly Atlanta Classical Christian Academy) is a non-profit (501(c)(3), nondenominational, evangelical Christian school currently offering grades pre-kindergarten (K4) through eighth grade to Christian families in the Marietta, Georgia area.

Established in 2004, the school continues in its commitment to assisting parents in the biblical training of their children by offering academic instruction that is distinctly and consistently Christ-centered and classical. Our central focus is to extend the work of the Christian family and Church in the task of educating covenant children (children of Christian parents). Utilizing classical tools of learning and a distinctly Christian worldview approach to education, we desire to graduate young men and women who, as servants of Christ, are equipped spiritually, intellectually and artistically to engage and shape the culture with the claims of the gospel to the glory of God.

Stonehaven is a member of the Association of Classical Christian Schools ([www.accsedu.org](http://www.accsedu.org)) and an accredited member with the Southern Association of Independent Schools ([www.sais.org](http://www.sais.org)).

Stonehaven makes no distinction concerning any individual's race or ethnic background, because we believe that all persons are created in God's image, and He makes no such distinctions in His redemptive plan for all mankind.

## **MISSION**

The Stonehaven School exists to glorify God by cultivating truth, goodness, and beauty in students through a distinctly Christ-centered classical education.

## **VISION**

### **Student Vision**

The Stonehaven School aims to graduate young men and women who:

- Love God with all their heart, soul, mind, and strength;
- Evaluate all human knowledge and experience in the light of the Scriptures;
- Are equipped to engage and shape the culture with the Truth of the Gospel;
- Listen carefully, reason soundly, speak precisely, and articulate persuasively;
- Have mastered a core body of knowledge and are capable of discussing great ideas;
- Possess a life-long passion for learning and know how to apply the tools of learning;
- Lead and serve with humility, gratitude, and grace.

## School Vision

Stonehaven strives to be the premier, classical Christian school in the greater Atlanta area with a reputation for Christian virtue and academic excellence. Stonehaven aims to:

- Create a spiritual and physical haven;
- for students to learn without hindrance;
- Teach using the systematic tools of the trivium;
- Provide a fine arts program where students thrive through creative expression;
- Develop a culture of health and wellness through extracurricular enrichment programs;
- Encourage spiritual growth within a loving community of like-minded families;
- Cultivate in students, parents and staff a love for learning.

## Community Vision

Stonehaven aspires to share the hope of the Gospel to families both near and far. Stonehaven aims to:

- Serve the community with all of our heart, mind and strength;
- Promote the truth, goodness and beauty of a classical Christian education;
- Assist and equip parents in the Christian nurture of their children;
- Advance God's kingdom by sending graduates with a heart for the lost to the four corners of the earth;
- Share our gifts, resources and fine arts with the community at large;
- Reflect God's Kingdom through our racial, ethnic and economic diversity.

## FOUNDATIONAL COMMITMENTS

The foundational commitments of The Stonehaven School distinguish it as an institution and are the standards against which all new ideas and practices are tested. They are the core values to which the Board of Directors is committed and for which it is responsible on behalf of present and future constituents. The administration, faculty, and staff are likewise committed to and responsible for implementing these foundational commitments in all policies and practices of the School.

**Christian Worldview:** *We believe that every aspect of our children's education must be intentionally founded upon biblical truth.*

At Stonehaven we believe the focal point of all that is, has been, and ever will be is the person of Jesus Christ. We believe that the education of our children begins with this reality. God reveals Himself not only specially in His Word, but also generally in every facet of His creation. All knowledge is therefore interrelated and teaches us about God's character, wisdom, and power. Ultimate reality exists only in Him, the Creator and Sustainer of all things, and therefore truth

can be understood only as it relates to Him, the God of Truth and Sovereign Lord over all. The Scriptures teach that the fear of the Lord is the beginning of wisdom and knowledge. We believe therefore that every aspect of our children's education must be intentionally grounded in and integrated with biblical truth.

**Classical Liberal Arts:** *We are committed to the traditional and long established, exemplary forms and standards in education handed down from ancient and medieval educators.*

At Stonehaven we are committed to a classical liberal arts education; the traditional and long established, exemplary forms and standards in education handed down from ancient (Greek, Roman) and medieval educators. We follow the methodology of the Trivium, seeking to identify appropriate analogies of Grammar, Dialectic (Logic), and Rhetoric in all subjects and to teach all subjects in a manner consistent with the appropriate developmental stage of the child. We understand that the liberal arts of antiquity denoted the education "worthy of a free man" (Latin *liber*, "free") –an education intent upon cultivating wisdom, virtue, and eloquence through the pursuit of truth, goodness, and beauty. We emphasize and seek to preserve and pass on to successive generations the richness of our Western cultural heritage.

**Wisdom and Virtue:** *We believe that true education culminates in wise and virtuous students who are being conformed to the image of Christ.*

At Stonehaven we believe each child is a living and eternal soul to be nourished, not a product to be manufactured. The purpose of education is not instilling knowledge alone, nor is it merely providing vocational skills. The purpose is inculcating wisdom and virtue in the life of each student. We seek true wisdom that begins with the fear of the Lord, is rooted in the Scriptures, and encompasses all of human experience. We aspire to virtue that reflects the moral excellence of Christ, expresses itself in faithful obedience to God, and demonstrates love to others. Wise and virtuous students will become understanding, thoughtful, and courageous leaders in our homes, churches, and communities.

**God-Honoring Excellence:** *We are dedicated to teaching and learning with excellence as unto the Lord.*

At Stonehaven we believe that all instruction must encourage students to love and honor God through their academic endeavors. God commands us to love Him with all our heart, soul, mind, and strength. Students must be challenged at all levels to do quality academic work "heartily, as unto the Lord" because God is worthy of their best. We employ gifted teachers who possess a passion for learning, a passion for teaching, and a passion for Christ. We want our students to possess a love of learning and be well equipped for their future callings.

**Appropriate Forms and Habits:** *We believe that true education recognizes that hearts and minds are shaped not only by ideas and knowledge, but also by practices, habits, routines, and liturgies.*

At Stonehaven we seek to deliberately develop a culture in the school in which every idea, truth, and concept has its fitting visible expression. We seek not the artificial formality of the arrogant, nor formality for formality's sake, but rather a wise attention to form that continually favors appropriateness over casual and comfortable complacency. We believe that true education recognizes that hearts and minds are shaped not by ideas and knowledge only but also by practices, habits, routines, and liturgies.

**In Loco Parentis:** *We seek to assist parents in their God-given task of educating their children in the Lord.*

At Stonehaven we believe God has granted to parents the responsibility and authority for raising their children, including the responsibility of educating them. Stonehaven seeks to assist parents in this God-given responsibility. Stonehaven purposes to be an extension of the home --educators who function as agents and servants of the parents. We are committed to fostering a supportive community of like-minded families, who, with our faculty and staff, encourage one another in their calling to bring up their children "in the discipline and instruction of the Lord."

**Engaged and Committed School Community:** *We believe parents should actively participate in the life and community of the school.*

We strive to cultivate in our parents a sense of responsibility for the school and to see them well informed about the goals of our classical and Christ-centered approach. Parents are encouraged to actively participate in the life and community of Stonehaven. As we cultivate wisdom, virtue, and eloquence through the pursuit of truth, goodness, and beauty in the lives of our students, we expect to see our parents grow in the same. We believe our school community should reflect God's Kingdom in its racial, ethnic, and economic make-up. We desire to exemplify unity in the body of Christ through support and cooperation with area churches.

## **STATEMENT OF FAITH**

As an evangelical Christian school, we hold to the central doctrines of historic Protestant Christianity.

1. We believe the Bible alone to be the Word of God, the ultimate and infallible authority for faith and practice.
2. We believe that there is one God, eternally existent, in three Persons: Father, Son, and Holy Spirit. He is omnipotent: that is, He can do all things. He is omnipresent; that is, He is present to all creation and has under His immediate authority all things which are in Heaven, in the earth, and under the earth. He is omniscient; that is, He knows all things. He readily exercises His power which is present everywhere, and to Him there is

nothing that is impossible or unknown, that is, He knows what has been from eternity, what now takes place everywhere, and what will be to all eternity.

3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone.
6. We believe that faith without works is dead.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
9. We believe in the spiritual unity of all believers in our Lord Jesus.

Our statement of faith does not exhaust the extent of our beliefs. The Bible itself, as defined by the 66 canonical books of the Old and New Testaments, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of The Stonehaven School's faith, doctrine, practice, behavioral standards, policy, and discipline, our board of trustees is the final interpretive authority on the Bible's meaning and application.

## **DOCTRINAL IDENTITY**

The substance of the The Stonehaven School Statement of Faith is that which will be considered primary doctrine at the School. Secondary or potentially divisive doctrines and issues will not be presented as primary doctrine. Beyond the primary doctrines articulated in the Statement of Faith above, we respect and acknowledge the primacy of local churches and families and refer any secondary doctrinal questions to local churches and parents for final authority.

We embrace the historic tenets of Biblical Christianity as articulated in the creeds of the early church and the major confessions of the Protestant Reformation.

It is mandatory that all board members, school administration, school faculty and staff subscribe without reservation to the Statement of Faith and actively serve Christ under the authority of a local Evangelical Protestant church that is in essential agreement with this Statement of Faith.

## ACCREDITATION AND ASSOCIATION

### THE SOUTHERN ASSOCIATION OF INDEPENDENT SCHOOLS (SAIS)

The Stonehaven School is an accredited member of SAIS, the premier independent school accreditation agency in the Southeast. Stonehaven successfully completed their initial accreditation with SAIS in the fall of 2012. The mission of SAIS is to strengthen member schools by providing high quality accreditation processes, comprehensive professional growth opportunities, and visionary leadership development programs. Stonehaven's accreditation is a dual accreditation with SAIS and SACS (AdvanceEd).

Accreditation is a process of self-evaluation and continuous improvement ensuring schools are acting in a manner consistent with their mission and vision. There are three legs to the SAIS accreditation process:

- Adhere to community and research based standards
- Conduct a thorough self-study that leads to institutional goals for strengthening mission fulfillment
- Host an external review from peer educational leaders

### THE ASSOCIATION OF CLASSICAL AND CHRISTIAN SCHOOL (ACCS)

The Stonehaven School is a member school of the ACCS. The primary mission of the Association of Classical & Christian Schools (ACCS) is to promote, establish, and equip schools committed to a classical approach to education in the light of a Christian worldview grounded in the Old and New Testament Scriptures.

Requirements for all member schools:

1. All member schools must subscribe to the Confession of Faith adopted by the ACCS. This must be affirmed on the application form by the signature of an authorized agent of the school.
2. All member schools must demonstrate conformity to the *Trivium* as set forth in the ACCS Mission statement.
3. All member schools must demonstrate a commitment to furthering the work of the ACCS, its goals, purposes, mission, and objectives.
4. All member schools must pay annual dues.



## NON-DISCRIMINATION POLICY

The Stonehaven School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, financial assistance and loan programs, athletic programs, and other school administered programs and activities.

## SUGGESTED READINGS IN CLASSICAL AND CHRISTIAN EDUCATION

*The Case for Classical Christian Education*, by Douglas Wilson

*Recovering the Lost Tools of Learning*, by Douglas Wilson

*The Lost Tools of Learning (essay)*, by Dorothy Sayers

*On Secular Education*, by R. L. Dabney

*The Well-Trained Mind*, by Jessie Wise and Susan Wise Bauer

*Repairing the Ruins*, edited by Douglas Wilson

*The Seven Laws of Teaching*, by John Gregory

*Why Johnny Can't Read (or Why Johnny Still Can't Read)*, by Rudolf Flesch

*Ideas Have Consequences*, by Richard Weaver

*Of Education*, by John Milton

*Classical Education*, by Gene Edward Veith, Jr. and Andrew Kern

*Education, Christianity and the State*, by J. Gresham Machen

*Foundation of Christian Education*, by Louis Berkhof and Cornelius Van Til

*The Paideia of God*, by Douglas Wilson

*On Christian Doctrine*, by Augustine

*Wisdom and Eloquence*, by Robert Littlejohn and Charles Evans

*Desiring the Kingdom*, by James K.A. Smith

Association of Classical and Christian Schools ([www.accsedu.org](http://www.accsedu.org))

Veritas Press ([www.veritaspress.com](http://www.veritaspress.com))

## TRIVIUM APPLICATION CHART

The following material is drawn from the essay *The Lost Tools of Learning*, by Dorothy Sayers. It illustrates the application of the classical Trivium at The Stonehaven School.

<b>Beginning Grammar (Pre-Polly)</b>	<b>GRAMMAR (Poll-Parrot)</b>	<b>LOGIC (Pert)</b>	<b>RHETORIC (Poetic)</b>
Grades K-2	Grades 3-6	Grades 7-9	Grades 10-12
Approx. ages 4-8	Approx. ages 9-11	Approx. ages 12-14	Approx. ages 15-18
<b>Student Characteristics</b>	<b>Student Characteristics</b>	<b>Student Characteristics</b>	<b>Student Characteristics</b>
<ol style="list-style-type: none"> <li>1. Obviously excited about learning</li> <li>2. Enjoys games, stories, songs, projects</li> <li>3. Short attention span</li> <li>4. Wants to touch, taste, feel, smell, see</li> <li>5. Imaginative, creative</li> </ol>	<ol style="list-style-type: none"> <li>1. Excited about new, interesting facts</li> <li>2. Likes to explain, figure out, talk</li> <li>3. Wants to relate own experiences to topic, or just to tell a story</li> <li>4. Likes collections, organizing items</li> <li>5. Likes chants, clever, repetitious word sounds</li> <li>6. Easily memorizes</li> <li>7. Can assimilate another language well</li> </ol>	<ol style="list-style-type: none"> <li>1. Still excitable, but needs challenges</li> <li>2. Judges, critiques, debates, critical</li> <li>3. Likes to organize items, others</li> <li>4. Shows off knowledge</li> <li>5. Wants to know "behind the scenes" facts</li> <li>6. Curious about Why? for most things</li> <li>7. Thinks, acts as though more knowledgeable than adults</li> </ol>	<ol style="list-style-type: none"> <li>1. Concerned with present events, especially in own life</li> <li>2. Interested in justice, fairness</li> <li>3. Moving toward special interests, topics</li> <li>4. Can take on responsibility, independent work</li> <li>5. Can do synthesis</li> <li>6. Desires to express feelings, own ideas</li> <li>7. Generally idealistic</li> </ol>
<b>Teaching Methods</b>	<b>Teaching Methods</b>	<b>Teaching Methods</b>	<b>Teaching Methods</b>
<ol style="list-style-type: none"> <li>1. Guide discovering</li> <li>2. Explore, find things</li> <li>3. Use lots of tactile items to illustrate point</li> </ol>	<ol style="list-style-type: none"> <li>1. Lots of hands-on work, projects</li> <li>2. Field trips, drama</li> <li>3. Make collections, displays, models</li> </ol>	<ol style="list-style-type: none"> <li>1. Time lines, charts, maps (visual materials)</li> <li>2. Debates, persuasive reports</li> </ol>	<ol style="list-style-type: none"> <li>1. Drama, oral presentations</li> <li>2. Guide research in major areas with goal of synthesis of ideas</li> </ol>

4. Sing, play games, chant, recite, color, draw, paint, build	4. Integrate subjects through above means	3. Drama, reenactments, role-playing	3. Many papers, speeches, debates
5. Use body movements	5. Teach and assign research project	4. Evaluate, critique (with guidelines)	4. Give responsibilities, e.g. working with younger students, organize activities
6. Short, creative projects	6. recitations, memorizations	5. Formal logic	5. In-depth field trips, even overnight
7. Show and Tell, drama, hear/read/tell stories	7. Drills, games	6. Research projects	6. Worldview discussion and written papers
8. Field trips	8. Oral/written presentations	7. Oral/written presentations	
		8. Guest speakers, trips	

## CURRICULUM GOALS

This section summarizes Stonehaven’s curriculum goals for various subject areas. Please note that these goals are broad and general goals that apply to various subjects across grade levels. More detailed curriculum goals and objectives for specific grades may be found in our curriculum guides.

I. **Bible:** We seek to:

- A. Teach the students to understand the Bible as God’s Word.
- B. Have the students read the complete actual text of Scripture for themselves versus only prescribed verses.
- C. Teach the events of Scripture in the context of overall Redemption History.
- D. Encourage the students to understand Scripture verses in their context, using good interpretation principles.
- E. Let the Scriptures speak for themselves, having Scripture interpret Scripture, with clarification and illustration by the teacher only as needed.
- F. Encourage each student to come to the Father, through the Son, by the power of the Holy Spirit, and grow by faith in his knowledge and love of God.
- G. Teach the concepts of Creation, Fall, and Redemption, which are essential components of a Christian worldview.

II. **English:** We seek to:

- A. Equip every student with the skills necessary for good writing and speaking, including correct spelling and grammar, pleasant style, clarity, proofreading, editing, presentation, articulation, etc.

- B. Put a major emphasis on good writing and speaking by requiring the students to write and give oral presentations often and correctly in each subject area.
  - C. Encourage clear thinking by the students by requiring clear, focused writing.
  - D. Introduce the students to many styles of writing using the Bible, classics, and other high-quality literature.
- III. **Reading:** We seek to:
- A. Teach students to read correctly beginning in Kindergarten using phonics as the primary building -blocks for instruction.
  - B. Introduce the students to high quality children’s literature and Great Books beginning in first grade. Have students read a wide variety of classics.
  - C. Carefully monitor the students' reading abilities to ensure a reasonable level of proficiency, adequate comprehension, and fluency in oral and silent reading. This includes the proper use of word-attack skills (the skills to pronounce and read a new word encountered while reading).
  - D. Integrate, wherever possible, other subjects into reading, such as history and science.
  - E. Foster a life-long love of learning and high-quality literature, especially the Scriptures, after being taught to recognize the characteristics of such literature.
- IV. **Latin:** We seek to:
- A. Teach Latin to our students by using the language actively in the classroom.
  - B. Introduce vocabulary through action and demonstration.
  - C. Train and challenge the minds of children to induce grammar rules through examples, illustrations and demonstrations. .
  - D. Cultivate learning skills and logical thinking skills inherent in the study of Latin.
  - E. Enhance the student’s understanding of the history and writings of the early church and Western Civilization through the reading of Latin texts.
- V. **History/Geography:** We seek to:
- A. Teach the students that God is in control of history and its ultimate outcome.
  - B. Enable the students to see God’s hand in the history specifically by illustrating the effect that God’s people have had on history.
  - C. Broaden the students’ understanding of history and geography by gradually deepening their level of exposure and research into various topics and source documents as the students mature from kindergarten through elementary school into high school.
  - D. Encourage the study of history through exposure to original texts and source material rather than foster dependency on third party commentary in textbooks. Promote honest debate of historical issues.

- E. Make history and geography “come alive” for the students through the use of many forms of information and research, e.g. biographies, illustrations, field trips, guest speakers, music, art, food, architecture, etc.
- VI. **Mathematics:** We seek to:
- A. Ensure that the students have a thorough mastery of basic mathematical functions and tables.
  - B. Emphasize a conceptual as well as practical understanding of math through the frequent use of story problems.
  - C. Illustrate God’s unchanging character through the timeless, logical mathematical systems He gave to man through His gift of reason.
- VII. **Science:** We seek to:
- A. Teach that God created the Heavens and the Earth *ex nihilo* (out of nothing) in six 24-hour days, allowing that Christians may reasonably differ on their interpretation and application of Genesis chapter one.
  - B. Teach that God created man specially in His image and that Darwinian evolutionary theory is false.
  - C. Teach the students that because God made the universe, it has inherent order, which in turn makes it possible to hypothesize and experiment (scientific method). Guided inquiry will reveal to the student the intrinsic laws, systems, and truths God put into Creation.
  - D. Teach that the worldviews of scientism and naturalism are inconsistent with a Biblical worldview. Teach that Scripture and Science, and Faith and Reason are not contradictory or conflicting matters, but are entirely compatible w/in the Christian worldview.
  - E. Treat the study of science as a "means to an end", not an end in itself. That is, curiosity, experimentation, demonstration, and research, etc. should be emphasized as the process and way of using science, as opposed to the study of facts. Scientific data and concepts should be attained primarily as the result of research and discovery, versus lecture. By the time the students enter secondary-level science, they should be extremely familiar with the scientific method, through repeated practice.
  - F. Use many forms of instruction to teach scientific concepts and methods, e.g. a large variety of experiments, demonstrations, research projects, field trips, guest speakers, etc.
- VIII. **Art:** We seek to:
- A. Teach all students the basic fundamentals of drawing to enable them to create adequate renderings.

- B. Encourage the students to appreciate and imitate the objective beauty of the Creation in their own creative works.
  - C. Introduce the students to the works of the creative masters in Western culture.
  - D. Equip the students to knowledgeably use a variety of art media and techniques.
- IX. **Music:** We seek to:
- A. Train the students to sing knowledgeably, joyfully, and skillfully to the Lord on a regular basis.
  - B. Systematically instruct students in the fundamentals of vocal and instrumental music.
  - C. Nurture an understanding of and appreciation for vocal and instrumental music of the highest spiritual and musical integrity from throughout history.
  - D. Encourage the students to select some area of music, vocal or instrumental, to pursue on their own.
- X. **Physical Education:** We seek to:
- A. Teach fundamental loco-motor and manipulative skills through exercise, games and activities.
  - B. In cooperation with the families, encourage the students to knowledgeably establish and maintain good health and nutritional habits.
  - C. To enhance biblical patterns of behavior through activities requiring cooperation, teamwork, and general good sportsmanship.

## **PARENT INVOLVEMENT**

As a support and extension of the family unit, Stonehaven considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed. We strive to support the family and respect parental authority and responsibility in all we do. Stonehaven believes in the concept of “in loco parentis” - in the place of the parent. At the core of our philosophy of education is the conviction that parents are ultimately responsible for the education of their children. Our authority and our task are delegated to us from the parents. Therefore, we strongly encourage parental involvement in the education of their children and continually seek ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school. Below are just a few of the more common ways we do this. Please feel free to ask if you would like to try additional ideas.

1. Visit the school/class at any time. (Simply call ahead out of courtesy to the teacher.)

2. Assist in the classroom, regularly or infrequently. (Again, please make arrangements with the teacher.)
3. Act as chaperone on field trips and/or library visits.
4. Serve as a story-reader, song-leader, guest artist or offer your special talents.
5. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
6. Share your experiences, trips, vacations, as they may relate to an area of study in a class.
7. Volunteer your time, energy and gifts to many functions and events of the school
8. Help host class parties at home or in the classroom.
9. Attend all formal Parent-Teacher Conferences. Informal conferences may be scheduled at the parent's request.
10. Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home.
11. Serve on the various committees as designated by the board and/or Head of School.
12. Communicate your ideas for school improvement and comments regarding the school program to the administration. We want to hear from you.

## **CODE OF STUDENT CITIZENSHIP**

The Stonehaven School has developed a Code of Student Citizenship based on a practical mixture of 1) the principles of virtue from Scripture, 2) institutional preferences which foster an environment conducive to achieving the school's goals, and 3) expectations for a climate of mutual respect, love and encouragement among students, faculty, and staff. All students are expected to abide by the Code of Student Citizenship. Upper school students will be required to sign the code at the beginning of each school year. Each teacher will use a system of classroom management to encourage compliance with this code. Students who do not follow the code will be subject to disciplinary action.

1. Since God is holy and since His name is to be revered, students are expected to treat worship, prayer and class discussion with proper reverence. Jokes, songs, conversation or behavior that treat the Lord's name, character, or institutions with triviality are not permitted.
2. Since appropriate response to authority is biblically mandated and critical to the shaping of a child's life, students must obey their parents, school policy and all instructions from The Stonehaven School staff and its supporting adults, promptly, willingly, completely

and cheerfully. Talking back, arguing and undue familiarity with school staff will not be tolerated. An atmosphere of mutual respect and courtesy will be maintained between students and staff.

3. Since fidelity to the truth is commanded by God and is the core of all meaningful relationships, students will demonstrate honesty in all their dealings with one another and the staff. Students will respect the property and belongings of others.
4. Since God created male and female in His image, equal in personhood, yet distinct in their manhood and womanhood and complementary in their roles, male students will show honor for female staff and students by demonstrating gentlemanly etiquette at all times (e.g. Boys shall hold doors open for female staff and students.) and female students will show respect for male staff and students by exhibiting ladylike etiquette at all times. Romantic attachments between male and female students will not be encouraged at Stonehaven. Co-educational competitive sports involving significant physical contact between players will be prohibited at the school.
5. Since whatever we do, we are to do it heartily, as to the Lord, and not unto men, students will work diligently on all of their school work, striving to do their best at all times. Items and devices that distract students from their educational pursuits, such as personal electronic musical devices, games, toys, roller skates, skateboards, and the like are not permitted on school grounds. Cell phones are permitted on school grounds, but must be turned off during school hours. Laptops are permitted for academic use only with permission from teacher.
6. Since working with others involves self-discipline and gratitude, students will be prompt in their arrival to class and school activities. Students will refrain from actions that distract others from their academic pursuits and refrain from harmful and rough physical contact with other students such as hitting, punching, tripping, wrestling, and the like.
7. Since Stonehaven desires students to be focused on their academic work and not involved in the possession or exchange of toys or personal objects, students are prohibited from selling items to other students.
8. Since Stonehaven cares about the health and well-being of its students and staff, the possession and use of drugs, alcohol, tobacco or weapons of any sort is strictly forbidden on school grounds.
9. Since words have a power and integrity of their own and since God expects man to be stewards of thoughts and expressions, students will refrain from language and actions



which are vulgar, inappropriate and demeaning to either God or mankind. Teasing, criticizing, put-downs, insults and name-calling are not permitted.

10. Since our physical facilities and school materials exist as God's provision and since some activities are inconsistent with responsible stewardship, students are expected to treat all school materials (e.g. textbooks) and facilities with respect and care. Students are expected to be aware of and avoid the off-limits areas of the building and grounds. Students are expected to keep the school's campus neat and clean. Chewing gum is prohibited on school grounds.
11. Since students are to conduct themselves in a manner consistent with biblical principles of purity and holiness, students shall refrain from all forms of inappropriate sexual behavior. All immoral sexual activity, including fornication, viewing of pornography, immodest dress, and homosexuality, is forbidden among Stonehaven students. Public displays of affection in the context of boy-girl relationships (e.g. holding hands, kissing, etc.) are not permitted on school grounds.
12. Since spiritual disciplines (e.g. prayer, worship, Bible study, and fellowship) are essential to Christian growth and discipleship, all students will strive to maintain a faithful daily walk with Christ and be active in a local church.
13. Since our students serve as ambassadors for Christ and representatives of the school, it is expected that students will conduct themselves accordingly at all times, whether they are at school or away from school.

## COMMUNICATION AND GRIEVANCES GUIDELINES

We consider it a great privilege to serve families in educating their children from a classical and Christian perspective. We are committed to upholding and supporting each family's authority in the lives of their children. This kind of relationship requires clear communication. We recognize that in this relationship there lies a great temptation to talk to others (gossip) about a specific issue or person rather than take direct action to resolve conflicts in a manner consistent with Scripture (Matthew 18 and James 3). We believe Scripture teaches that conflicts should be handled respectfully, graciously, discreetly and carefully, while believing and speaking the best about each individual involved. Stonehaven's school staff, administration and board will abide by these same principles in communicating with parents and students.

***Parents/Students to Teacher:*** If an issue should arise about the classroom, the parents or students (if the student is mature enough, generally in the upper school) should speak directly to the teacher. If the issue is not satisfactorily resolved, the parent may bring the concern to the

Head of School. If the student advances the concern to the Head of School, he must have permission from his parents to do so.

***Parents to Head of School:*** If an issue should arise about a matter related to the general operation of the school (apart from the operation of a classroom) the parents should speak directly to the Head of School. Parents and students may also present concerns about an individual teacher's classroom, if the matter was not resolved with the specific teacher. If the issue is not satisfactorily resolved, the matter may be taken before the school board in writing.

***Parents to Board:*** If an issue has not been satisfactorily resolved with the Head of School, the parents may present their concerns in writing to the Board chairman requesting a hearing at the next regularly scheduled board meeting.

While clear communications between the school and families can break down with negative issues, they can break down with positive issues as well. Often parents will have an idea on how to improve the school, but are not sure how to share it. In this case the same principles should be applied. If a parent has an idea about how to improve a classroom, he or she should talk to the teacher. If a parent has an idea about how to improve the school in general, he or she should talk to the Head of School. It is always best to communicate directly with the person primarily in authority over the issue at hand. The Board will not serve as the initial contact on school related issues. No individual Board member may speak on behalf of the Board unless specifically authorized by the Board to do so on a specific issue.

## **DISCIPLINE GUIDELINES**

All discipline will be based on biblical principles (e.g. confession, repentance, reconciliation, restitution, forgiveness, law and grace, etc.). Misbehavior shall be viewed from a spiritual and Scriptural perspective with the goal of shepherding the child's heart toward a God-pleasing life. It is also understood that parents are ultimately responsible for their child's behavior even while the child is at school. These discipline procedures shall have the function of placing the responsibility of discipline on the parent. The parents shall be generally responsible for administering all forms of corrective punishment.

Practically, the vast majority of real and potential discipline problems will be dealt with at the classroom level. The kind and amount of discipline (within these stated guidelines) will be determined by the teachers and administration. The specifics and nature of each discipline incident and the individual personality of the student involved will be considered in the administration of discipline.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process; therefore, these policies must be

The Stonehaven School 2016-2017 Student-Parent Handbook

adhered to. Students will not be subject to corporal punishment at The Stonehaven School. As in all other areas of the education at Stonehaven, love and forgiveness will be an integral part of the discipline of a child. It is because we love that we discipline.

### ***Misconduct and Discipline:***

There are five basic behaviors that will automatically necessitate discipline from the school administration. Those behaviors are:

1. ***Disrespect*** shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. ***Dishonesty*** in any situation while at school; including lying, cheating, stealing.
3. ***Rebellion*** e.g., outright disobedience in response to instructions.
4. ***Fighting*** e.g., striking in anger with the intention to harm another student.
5. ***Obscene or profane language***, including taking the Lord's name in vain.

If for any of the above behaviors, or other reasons, a teacher deems it necessary for a student to receive discipline from the administration, the following accounting will be observed. Within the entire school year:

1. The first ***two*** times a student is sent to the administration for discipline the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be expected.
2. The ***third*** incident will be followed by a meeting with the student, student's parents, administration, and, if necessary, the teacher.
3. Should a ***fourth*** incident arise, a ***two-day suspension*** may be imposed on the student. The student will be required to make-up all classroom assignments and tests missed during the suspension period.
4. Should a ***fifth*** incident arise, the student may be subject to expulsion from the school.
5. The administration may, at their discretion, demonstrate leniency when appropriate or, in case of severe infractions, bypass the above office-visit process and impose an immediate suspension or expulsion on a student who is not making progress in correcting serious misbehavior.

### ***Expulsion:***

Stonehaven's school board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not

be able to eliminate the behavioral problems the student is having, the administration is empowered to expel the student. The procedure will be as follows:

1. Parents will be notified immediately after the decision for expulsion.
2. The student will turn in all school texts/materials, clear out his/her desk and locker, and be picked up by his/her parents the same day.
3. Transfer of school records will be arranged within a week following expulsion.
4. Appeals may be made first to the administration and then to the Stonehaven Board.

***Serious Misconduct:***

If a student should commit an act with such serious consequences that the school deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any flagrant act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours or when school is not in session.

***Re-enrollment:***

At the discretion of school administration, a student may be refused re-enrollment for the following school year. Such refusal to re-enroll is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is not the equivalent of suspension or expulsion.

***Re-admittance:***

Should the expelled student desire to be readmitted to Stonehaven at a later date, the school board will make a decision based on the student's attitude and circumstances at the time of reapplication.

## **STUDENT AND STAFF RELATIONS GUIDELINES**

To facilitate professional, friendly, and biblical relationships between staff members and students, the following guidelines shall be observed.

- A. Staff members are to remember that they serve as professional, adult role-models before the students (Titus 2:7, 8). Relationships between staff members and staff members and students are to be friendly and courteous, not familial or intimate.
- B. Staff members are to be careful that any physical contacts and verbal interchanges with each other and with students avoid even the appearance of impropriety (I Peter 2:12).

- C. Flirtation, sexual innuendoes, casual disrespect toward authority, excessive familiarity, etc. are examples of the kind of unprofessional and inappropriate behavior that will not be tolerated. Necessary and cautionary measures required to limit these kinds of behaviors should be corporately and individually taken.
- D. If it is necessary for a staff member to spend time alone with a student or staff member of the opposite sex, it should be arranged that they are easily visible to the public (e.g. an open door, windowed room, etc.)
- E. Staff members shall not travel alone in a car with one student.

## **HOLIDAY OBSERVANCE POLICY**

Observances of holidays at The Stonehaven School shall be conducted according to the following guidelines:

- A. Stonehaven recognizes the necessity of joy and thankfulness in the Christian life. The school will seek to provide students with opportunities for joyous celebration and thankful recognition of God's providence and blessing in their individual lives (e.g. birthdays and personal accomplishments) and in history (Columbus Day and Memorial Day).
- B. The school will emphasize the scriptural and spiritual elements of holidays such as Easter (the cross and resurrection) and Christmas (the incarnation of Christ), rather than the secular elements (Santa and the Easter Bunny).
- C. The school is not "against" secular images and symbols. These are matters of personal conscience and Christian freedom for each family. The school simply chooses, as a Christian school, to de-emphasize secular elements in its recognition of holidays.
- D. Halloween will be ignored at Stonehaven. Other holidays (President's Day, Valentine's Day, etc.) shall be observed when their recognition is deemed spiritually and/or academically beneficial to the students and consistent with the Stonehaven philosophy of education.
- E. Interpretation and application these holiday observance guidelines shall be the responsibility of the administration.

## **CONTROVERSIAL SUBJECTS POLICY**

The purpose of this guideline is to help The Stonehaven School to respect the convictions of parents and teachers in various academic and/or sensitive subject areas, while at the same time

maintaining our goal of teaching all subjects in the light of a comprehensive Christian worldview. A controversial subject is a subject which Christian families and churches commonly consider divisive or very sensitive, whether or not the introduction of the topic was planned by the teacher or brought up by a student. Examples: environmentalism, partisan politics, etc.

- A. If in the course of teaching a class, a teacher sees that a subject has arisen which he has good reason to believe is controversial or obviously of a sensitive nature, and discussion of that subject will *not* help him achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all. When appropriate, as it benefits the students, the teacher may explain to the students the reasons for not discussing the topic.
- B. If a subject arises which the teacher has reason to believe is controversial and/or of a sensitive nature, and the discussion of that topic *will* help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:
  - 1. As necessary, instruct the class on the responsibility of Christians to be charitable in debate.
  - 2. Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.
  - 3. As appropriate (i.e. pertinent to the stated objectives of the class), direct the students' attention to original writings, historical source documents, and other informed sources on each side of the subject concerned. This may be done in a variety of forms, such as, a research paper, guest speakers, reading differing authors, etc. Strongly encourage the students to become knowledgeable of the most widely held views on the topic.
  - 4. Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
- C. Due to the sensitive and intimate nature of human sexual relations, discussion and instruction on this topic generally will be limited to human reproduction in biology, and biblical principles and references, as they arise in appropriate class contexts. Teachers will always defer to parental authority and responsibility when such matters arise.
- D. The teacher is to remember that according to Scripture and the goals of The Stonehaven School, he is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject, in light of this policy, and sound teaching practices, he is to encourage a gracious and scholarly attitude in the students.

## GRADING SCALE AND GUIDELINES

### 1. Percentages and Grade Equivalents:

A	93-100 (Excellent)	A = 95-100	A- = 93-94	
B	85-92 (Above Average)	B+ = 91-92,	B = 87-90,	B- = 85-86
C	77-84 (Average)	C+ = 83-84,	C = 79-82,	C- = 77-78
D	70-76 (Below Average)	D+ = 75-76,	D = 72-74,	D- = 70-71
F	<70 (Failing)			

I = Incomplete

P = Passing

Minuses (-) and pluses (+) shall not be recorded on elementary report cards.

Only the base letter grade shall be reported.

### 2. Other evaluation designations: (Used primarily for PK–2<sup>nd</sup> Grade and for objective evaluations.)

E = Excellent/Outstanding – exceeding expectations

S = Satisfactory – meeting expectations

N = Needs Improvement, but making progress. Continued time and effort needed.

U = Unsatisfactory –Making little or no progress

### 3. Typically a minimum of 10 grades per grading term should be used to determine each subject's grade.

### 4. All academic/objective grading at Stonehaven will use a criterion-referenced base for evaluations. That is, objective standards will be used to judge student performance. Grading on a "curve" will not be done.

### 5. Term grades should be based on the following:

- Tests, Quizzes, Homework, Projects, Book Reports, Classwork, etc.
- Assignments that are graded and credited primarily for completion, effort, or diligence (e.g. daily Math homework) shall constitute no more than 25% of the student's final grade in a subject for any given term.
- The final grade must be based primarily (at least 50%) on student performance on assessments (test and quizzes) that measure mastery of curriculum objectives.
- Participation in class discussion may also be graded. If so, daily participation should be recorded on a consistent basis.

- e. Projects, depending on the scope of the assignment, may be used in place of tests.
- 6. Whenever appropriate teachers must include spelling, neatness and grammar mechanics in the grading of assignments in all subjects. These elements shall make up a maximum of 10% of the total grade on any given assignment.
- 7. Late assignments will not be accepted, but rather counted as missed assignments. Teachers should set a standard that allows the student to miss a specified number of assignments for a particular subject in a grading term without penalty to their overall grade. (e.g. If 15 homework assignments are given in the term, the teacher may allow the student to miss two assignments. When averaging the grade the teacher would count only 13 grades, eliminating the two missed or two lowest grades.)
- 8. Variety in the amount and kind of testing, assignments, and homework is highly encouraged.
- 9. Objective Ratings: The Progress portion of the grading term report card provides an opportunity for an evaluation of the student's behavior and progress in general objectives in each subject area. The marks used for acquiring skills (such as in kindergarten, first and second grade) are used:
  - E = Excellent/Outstanding – exceeding expectations
  - S = Satisfactory – meeting expectations
  - N = Needs Improvement, but making progress.
  - U = Unsatisfactory – making little or no progress
 Pre-K- K shall use these ratings in all subjects.  
 1st – 2<sup>nd</sup> grade shall use these marks for all subjects except Math. In Math a percentage grade and regular letter grade shall be given.
- 10. Teacher's comments will be included in a separate section on the report card.

## GRADE REPORTING GUIDELINES

Report Cards shall be distributed via the school management system at the end of each nine week quarter.

Teachers shall communicate frequently and regularly with parents about each student's academic performance and work habits in the classroom.

Teachers are required to notify parents before the end of the grading period if a student is in danger of receiving a failing (F) or unsatisfactory grade (U) for the grading term. Failure of the teacher to notify parents of a failing or unsatisfactory (Pre-K-2) grade will not, however, result in the alteration of the grade.



Parents are responsible to attend the Parent/Teacher conferences to become informed of their child's progress.

## **PROMOTION POLICY**

### ***Pre-Kindergarten -2<sup>nd</sup> Grade***

Pre-kindergarten through second grade students enrolled in Stonehaven must meet the following basic criteria for promotion to the next grade:

- A. Behavioral maturity for the next grade as defined by consistent age-appropriate ability to follow classroom routines, obey teacher instructions, handle conflict appropriately, and stay on task during academic work.
- B. The child must demonstrate reading and math readiness for the next grade by achieving 80% of the reading and math objectives for the grade they are completing.

### ***Grammar School (3<sup>rd</sup> – 6<sup>th</sup> Grade)***

Grammar school students currently enrolled in Stonehaven must meet the following basic criteria for promotion to the next successive grade:

- A. Earn a passing grade (at least 70% avg. for the year) in Reading, Math and Grammar.\*
- B. Earn a passing grade (at least 70% avg. for the year) in at least three of the other six academic subjects (Latin, Bible, Science, Writing/Spelling, and History).\*

\* Exceptions may be made depending on the circumstances.

### ***Logic School (7<sup>th</sup>-8<sup>th</sup> Grade)***

Students in the seventh and eighth grade must earn a passing grade (avg. for the year) in all core subjects (Math, Science, English, History, Latin, and Bible or Logic) and must complete the year with a 2.0 GPA.\*

\* Exceptions may be made depending on the circumstances.

## **ACADEMIC PROBATION POLICY**

This policy is intended to provide additional motivation to students whose academic achievements are not up to their capability. If implementation of this policy would be counterproductive to this end, the administration may decide not to place a student on probation. A written record explaining this decision will be signed by the administration and placed in the student's file.

Secondary students (7<sup>th</sup> grade and above) are required to maintain at least a 2.0 grade-point average during any two, consecutive quarters. Exceptions will be made for students who have a grade point average of less than 2.0 but have not failed any courses during the quarter in question.

- A. Grade point averages (G.P.A.'s) for each secondary student will be calculated at the end of each quarter. Only core courses will be used in the GPA calculation. (elective courses, independent study courses, and specialty courses such as art, music and physical education are not included in the G.P.A. calculation.)
- B. If a student's G.P.A. is at or below 2.0 (i.e. a "C" average), that student will be placed on academic probation during the following quarter. A parent-teacher conference will be arranged at this time.
- C. If at the end of the next quarter the student's G.P.A. (for the quarter) has not risen to at least a 2.0, that student will be expelled.
- D. Students who are on academic probation are ineligible to participate in extracurricular activities.

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

All Stonehaven students participating in extracurricular activities must maintain a G.P.A. of 2.5 or above. This does not apply to transfer students during their first quarter of enrollment at Stonehaven.

For the good of the rest of the participants in any activity, students who are ineligible for the beginning of a season remain ineligible for participation during the entirety of that season, regardless of their grade point average for the following quarter. Similarly, if students are eligible to begin a season, they remain eligible until the end of that season.

If implementation of this policy would be counter-productive to the students' best interests, the administration may decide not to restrict a student's eligibility. In making this decision, the administration will consider the student's academic ability as measured on standardized tests and evaluated by the secondary teachers.

## **HOMEWORK PHILOSOPHY AND GUIDELINES**

### ***PHILOSOPHY***

The Stonehaven School will assign some amount of homework to its students. Below are the primary reasons or causes for homework being assigned:

- A. Students often need some amount of extra practice in new concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
- B. Repeated, short periods of practice or study of new information is often a better way to learn than one long period study.
- C. Since Stonehaven recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep the parents informed as to the current topics of study in the class.

### ***GUIDELINES***

- A. Since homework, by its nature, takes time at home, it is not to be assigned due to the teacher's poor planning or in place of an assignment which could have been completed in school. The teacher shall use time in class efficiently to maximize the time allotted to students to complete assignments at school. The emphasis in assigning homework shall

be quality, not quantity. Teachers shall make every reasonable effort to keep homework at a reasonable level.

- B. Students who do not use the time wisely in class will have to complete assignments at home in addition to completing regularly assigned homework.
- C. The necessity for doing homework will vary from grade to grade and from student to student. It is to be expected that older students will spend more time on homework than younger students. It is also to be expected that the focused, diligent, and/or stronger students will generally spend less time on homework. Students who are significantly challenged by the assignments or who do not wisely use the time given in class to complete assignments will most likely spend more time doing homework.
- D. In any event of homework normally being assigned, a “Weekly Homework Assignment Sheet” (or similar form of communication) should be used in the elementary grades and a student-owned assignment book should be used in the secondary grades.
- E. Normally, extra homework is not to be assigned over weekends or over holidays and vacation periods. Homework equivalent to a regular weeknight’s quantity may be assigned for Friday after school.

## **STANDARDIZED TEST ADMINISTRATION**

The Stonehaven School shall administer a nationally standardized academic achievement test to all students. The test may be administered to students in other grades when deemed beneficial by the Head of School.

## **HONORS AND AWARDS PROGRAM**

- A. Stonehaven will maintain a system of formal honors and awards for the following reasons:
  - 1. We believe that God is glorified when His people use to the utmost the gifts He has given them. We believe a student will excel at Stonehaven only by faithfully using the academic/intellectual gifts bestowed upon him or her by God, the giver of all good gifts.
  - 2. The recognition of people who are faithful in using the particular gifts given them by God is endorsed in the Scriptures, from the writings of Solomon (Proverbs), to those of Paul (Romans, Ephesians, I Timothy, etc.). We believe that God has established Stonehaven as an academic institution, and therefore it is proper for Stonehaven to recognize those who use the academic gifts God has given them for superior academic achievement. Therefore, we seek to publicly recognize those students who accomplish the necessary prerequisites to receive the applicable

award/honor set forth below.

3. We recognize that the glory for all human achievement goes to God. We therefore seek to teach our students and their families the appropriate way to give glory to God for the accomplishments that He allows them and others in the school to achieve.
  - B. Because we recognize the propensity of human nature to sin, we will seek through the way we approach our honors and awards program both (a) to teach the students who receive honors or awards to give the glory to God and not become prideful and (b) to teach those who do not receive honors or awards not to covet the gifts God has given to others, but rather to be thankful to God for the particular gifts He has given to them. We recognize that many students who do not meet the necessary prerequisites below are equally faithful in using the academic abilities God has given them.
  - C. Accomplishments and correlating honors and awards to be given to students in the third grade and above. All subjects that are objectively graded (A-B-C-D-F) will be used in honors determinations. The honors and awards are as follows: (Other awards/honors may be recognized as appropriate)

ACCOMPLISHMENT	HONOR/AWARD GIVEN
All A's in a grading term	Placement on A Honor Roll, acknowledgment at assembly
All A's with no more than 2 B's in a grading term	Placement on A-B Honor Roll acknowledgment at assembly
All year placement on A Honor Roll	Certificate/Award received at year-end Awards Assembly
All year placement on A-B Honor Roll	Certificate/Award received at year-end Awards Assembly

## LEARNING DISABILITY POLICY

This policy applies to all students in all the classrooms of The Stonehaven School.

### *Definitions:*

Severe Learning Disability: Any condition in a potential student which would require a separate classroom, special program, or specialized staff in order to provide the educational services desired by the parents, e.g. Down's syndrome, deaf/mute, blind, etc.

Learning Disability: Any condition in a potential student which does **NOT** require a separate classroom, special program, or specialized staff in order to provide the education services desired by the parents and meet the regular academic requirements of The Stonehaven School, e.g. hyperactivity, attention deficit disorder, dyslexia, etc.

***Policy:***

- A. Children with a severe learning disability will not be admitted to Stonehaven due to the lack of adequate staff, resources, and facilities.
- B. Children with learning disabilities may be admitted to Stonehaven provided they meet all regular admissions requirements and are capable of functioning successfully in a "traditional classroom" setting.
- C. Children with learning disabilities (diagnosed or undiagnosed) will be required to meet the same academic and behavioral standards as all other children in their grade level.
- D. Children with learning disabilities (diagnosed or undiagnosed) will be given as much individual instruction and encouragement as their classmates – no more and no less.
- E. Stonehaven may make minor classroom accommodations (seating location, allowing use of tape recorders or laptop computers, etc.) to assist students with learning disabilities. Accommodations will be made only for students with learning disabilities that have been clearly diagnosed by a licensed and certified educational diagnostician. Securing a diagnosis of a learning disability will be the responsibility of the parent(s) of the student. The parent(s) of the student will also be responsible, financially and otherwise, for providing any and all special equipment, supplies and tutors needed to accommodate the student.
- F. Stonehaven reserves the right to decline any accommodation to a student with a learning disability, if it deems the accommodation to be a hindrance to the learning experience of other students in the school or if it deems that the accommodation may compromise the school's academic standards.

## **UNIFORM AND DRESS CODE POLICY**

### ***General Rationale for a Dress Code***

1. Being overly concerned with clothing and outward appearances is contrary to God's will for us as revealed in Scripture (1 Sam. 16:7; Matt. 6:19-21; James 4:4; 1 John 2:15-17).

2. Pressures felt by children to compete in areas of dress are destructive to the unity of the school and the body of Christ.
3. Everything in our lives, including our clothing, should reflect the order of the Godhead and the order He has created in the world (1 Corinthians 14:40).
4. Clothing should be modest and not draw attention to the individual (1 Timothy 2:9) and should reflect differences in the sexes (Deuteronomy 22:5).
5. Our children are serving as witnesses and ambassadors both for the Lord Jesus Christ and the school. Student appearance is a reflection of both.

### ***Specific Rationale for Uniforms***

1. Uniforms are a positive discipline in the school, and Stonehaven emphasizes the value of a disciplined learning environment. Just as dressing up, even wearing uniforms, is a part of the workday for parents, wearing a school uniform is a signal to the child that it is a time for hard work and studious activity.
2. Uniforms prevent problems associated with the subjective interpretation of a dress code policy. Uniforms will eliminate any confusion about what is acceptable, modest and appropriate by the school's standards.
3. Uniforms tend to decrease the cost of student clothing. Our uniform vendors provide economical and durable items. Often parents need only purchase two or three sets of uniforms to last throughout the school year and often these items can be handed down to other children.

### ***Uniform Policy***

A detailed list of specific clothing items and suppliers/vendors for the student uniforms may be obtained from the school office and on the school website. Certain uniform items must be purchased from the designated suppliers and other items may be purchased from wherever desired.

### ***Uniform and Dress Code Policy Enforcement***

The school faculty and Head of School will enforce the Uniform and Dress Code Policy. Interpretation and application of the Uniform and Dress Code standards will be the responsibility of the Head of School. Students not complying with the Uniform and Dress Code Policy will be required to rectify their appearance immediately. Cheerful, consistent compliance is expected. Students who violate the Uniform and Dress Code Policy, either by action or by challenging and rebellious attitudes, will be subject to disciplinary actions.

## ATTENDANCE REQUIREMENTS

A student enrolled at Stonehaven is expected to be present and on time every day school is in session.

The school calendar for Stonehaven is announced in the preceding Spring.

The actual number of days school is in session will be determined by the yearly school calendar. Attendance records for the students are reported on the students' report card each grading term.

### *Guidelines for Releasing Students from a Classroom*

Teachers are not permitted to release a student to anyone before first checking with the office. The teachers and Head of School have the responsibility and custody of all the children while they are in school. The office should be made aware of any instance of the legal parent or guardian removing a child during regular school hours. A child is never to be released to a stranger until the office and parent(s) have been contacted and explicit permission has been received.

### *Types of Absences*

- 1) **SHORT-TERM ABSENCES:** If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school office by note or phone as soon as possible.
- 2) **LONG-TERM ABSENCES:** If a student needs to be absent for three or more consecutive days, the parents should notify the teacher and school office in writing explaining the circumstances. This will permit the teacher(s) to compile the necessary schoolwork, which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed school work.
- 3) **EXTENDED ABSENCES:** We will gladly cooperate with families taking their children from school for vacations, trips, etc. However, when extended absences are voluntary (versus emergency or illness) we expect all school-work to be completed within the time specified by the teacher. We recommend that students complete their assignments prior to planned, extended absences. This eliminates the need to work on vacation and complete make-up work.
- 4) **MAKE-UP WORK:** Students may take make-up tests and submit any other make-up work to their teacher. It is expected that the child or the parents will discuss these arrangements with the teacher and take the initiative in completing the missed work. Students must complete missed work within a period of days equivalent to the number



of days absent plus one (1) day (e.g. A student absent two days has three days after he returns to school to complete missed work). Parents are not to give tests to their children at home without prior explicit approval from the teacher.

### ***Maximum Allowed Absences***

In the event the total number of planned (that is, parent-approved) absences for a grading term exceeds ten percent of the total number of days of school in a grading term, the student may not receive credit for that term.

In the event the total number of absences, whether planned or unplanned (*for any reason*), is more than fifteen percent of the total number of days of school in a grading term, the student's parents will meet with the Head of School (and teacher(s), if necessary) to determine whether the student will receive a letter grade or a grade of P (pass) or F (fail) on his report card.

In the event the total number of absences, whether *planned or unplanned*, is equal to or exceeds twenty percent of the total number of days of school in a grading term, the student will not receive credit for that term.

## **TARDY POLICY**

A tardy is defined as any occasion when the student is late for school at the beginning of the day or late for a class during the day. To be counted "on time" the student must be in the room, in his or her seat and prepared for class to begin. Each student is allowed six (6) tardies per nine-week grading term. No distinctions will be made between "excused" or "unexcused" tardies.

If a student is tardy for a seventh (7th) time in a grading term then his parents will be assessed a five dollar (\$5.00) fine for each tardy thereafter. The fine(s) must be paid in full within one week after the end of the grading term. Report cards will not be released to students with unpaid tardy fines.

## **INCLEMENT WEATHER POLICY**

- A. Because Stonehaven does not provide transportation service, the responsibility for getting children safely to and from school rests on parents and their designated representatives. Parents are therefore responsible for discerning if road conditions during inclement weather or other emergencies allow for safe travel.

- B. In the event of inclement weather, even if Stonehaven is officially open for classes, parents who do not believe road conditions in their area permit safe travel should not attempt to get their children to school. They should keep their children at home and notify the school that they are doing so.
- C. During times of inclement weather (or other school closing emergencies), Stonehaven will use various means of communication (TV news services, website, social media, text services, etc.) regarding starting delays, early dismissals and cancellations.

## **STUDENT HEALTH AND MEDICATION POLICY**

- 1. All students attending Stonehaven must have on file with the school office all medical reporting forms required by Georgia state law, including immunization records and birth certificates.
- 2. It is expected that students are sent to school healthy, well-rested, and ready for class. Students with fevers, diarrhea, contagious viruses, severe colds, and the like will be sent home to avoid infecting others.
- 3. Students who are lethargic, tired, and unable to do their schoolwork will be sent home for needed rest and recuperation.
- 4. Parents must provide the school with emergency numbers of friends and/or family who can pick up their child from school if the child becomes ill.
- 5. Other forms necessary for student health records can be obtained from the school office. They are:
  - a. Emergency Form: Lists the emergency contact names and phone numbers of people who may need notification in a medical emergency.
  - b. Medication Administration Form: see below.

### ***Medication Distribution***

- 1. All medication (prescription and over-the-counter) taken by students must be administered by one of the following:
  - a. A Stonehaven staff person designated by the Head of School.
  - b. Parent(s) of the student.No student will be permitted to administer any form (prescription or over-the-counter) of medication to himself/herself or any other student except as indicated below.

2. Students who require medication on an as needed basis through the use of an inhaler or Epi-Pen will be permitted to self-medicate if the following conditions have been met.
  - a. A physician has determined that the student should carry the medical inhaler or Epi-Pen on his or her person and self-administer the medication. Physician's orders need to be on file with the school office.
  - b. Parents must complete the prescription medication administration form and indicate that: "the student is able to self-administer and carry the inhaler/ Epi-Pen and has been trained in its use."
3. Prescription and over-the-counter medication will be administered to students only at the written request of the parent. Parents must complete a Medication Administration Form before any medication can be distributed to a student. Any request for administration of medicine must include the student's name, description/type of medication, dosage of medication and the time(s) it is to be given. All medications, prescription and over-the-counter, must be in the original pharmaceutical container labeled with the student's name and dosage directions.
4. Upper School students may be permitted to carry and self-administer some over-the-counter medications (e.g. Advil or Tylenol) with written parental permission.
5. Over-the-counter cough drops and throat lozenges may be carried and taken by students with a hand-written note from their parents or with verbal permission from the parents to the student's teacher. Over-the-counter cough drops and throat lozenges do not require completion of a Medication Administration Form.

## **TEXTBOOKS**

All loaned textbooks and other assigned non-consumable materials remain the property of the school. If these materials are lost or damaged beyond what is considered normal wear parents will be charged an amount equivalent to the depreciated replacement cost of the book. Students must refrain from writing anything in the textbooks or other school owned materials.

## **SUPPLIES**

The school provides school texts and many other printed materials. In general, students are to supply their own paper, binders, pencils, pens, crayons, paperback dictionary, ESV Bible, backpack, and other supplies as required by the teacher. A separate classroom supply list is

provided prior to the first day of school, which details other items which the student must provide.

## **LIBRARY**

A student library will be maintained to provide reference and reading materials for use in class assignments, research projects, and for personal enrichment and edification. Students (and their parents) are personally responsible for the books they borrow and for the use of any other resource. Charges will be made for lost or damaged items. Students using the library must also maintain a quiet atmosphere there.

## **AFTER SCHOOL PROGRAM**

Fees for this service are charged in addition to tuition, and must be paid in advance by separate check. A current fee schedule may be obtained in the school office. Registration is required. Students in the after school program should report to the room reserved for the program. Any child not picked up from school by 3:15 P.M. will be placed in the after school program and the parents charged the applicable daily fee. Parents must come into the building and sign their children out of the program. Current before- and after-hours program policies and fees are available from the office.

## **ELECTRONIC DEVICE GUIDELINES**

The following regulations govern the possession and use of electronic devices (notebook computers, cell phones, PDAs, mp3 players, and the like) while on school grounds.

### ***Video Games, MP3 Players, Etc.***

Students are not allowed to bring video game devices, mp3 players, and the like onto school grounds without prior approval. The school reserves the right to confiscate all such items if brought on campus. In addition, students may also be subject to disciplinary action at the discretion of the administration.

### ***Cell Phones***

While the school understands a parent's right to give a cell phone to his child, students are not allowed to use their phones during the school day. All cell phones must be turned off and placed out of view before entering the school building and must remain off and out of view during the entire school day. All student phone calls during school hours must go through the school office.

After School Program students who need to use their cell phones must do so under the supervision of an After School Program staff member.

### ***Notebook/Laptop/Tablet/Netbook Computers***

Student use of a laptop, notebook, tablet or netbook is allowed only under the following conditions:

- a. Special permission must be granted by the Head of School.
- b. Parent Authorization Form must be on file.
- c. Proof of an approved filter must be given prior to use.
- d. Laptops/Notebooks can only be used in designated locations: classrooms, school library, After Care area, and other areas approved by classroom teacher.
- e. Devices must be used solely by the owner.
- f. The privilege will be revoked if student fails to abide by the above rules.

### ***After School Activities***

The rules and expectations above apply for all school events (before, during and after school) and activities (Pathfinders, field trips, retreats, etc.).

### ***Right of Inspection***

The school reserves the right to inspect at any time the content of all electronic devices and materials brought on campus by Stonehaven students.

### ***Access to Inappropriate Materials (Zero Tolerance Policy)***

Any student who uses electronic devices to access inappropriate materials in the school building will be subject to immediate suspension or expulsion from the school. The length of the suspension or decision to expel is solely at the discretion of the administration. The same policy also applies to accessing inappropriate materials through print media.

## **LUNCH**

Students are expected to eat lunch at school. Lunches must be brought from home with the student in the morning. If your child forgets his lunch you will be contacted about bringing one for him if time permits. Otherwise, a snack will be provided and the parents charged accordingly. Parents are invited to eat lunch at school with their child whenever they desire.

## **LICENSED MEDIA**

Strict copyright laws protect the rights of owners of copyrighted media used by schools and households. DVDs, CDs, videos, audiocassettes, and other printed or recorded materials used at Stonehaven may be used only in the legal manner for which they were licensed.

## **PREPAID TUITION POLICY**

This policy applies to any situation in which a family desires to prepay their tuition fees.

Acceptance of a student for enrollment constitutes a significant financial commitment on the part of the school (textbooks, personnel, supplies). Therefore, all prepaid tuition fees are non-refundable and non-transferable regardless of the circumstances. Any “unused funds” (monies remaining as a result of a student discontinuing enrollment for any reason) will be calculated and acknowledged as a gift with a receipt to the donor.

## **TUITION AND FEE COLLECTION POLICY**

The objective of this policy is to ensure that tuition and fees are collected in a timely manner and to establish a process whereby unpaid tuition and fees can be collected as timely as possible. This process must be followed unless other arrangements have been made with the Head of School or his/her delegate and the family involved. Good faith will be presumed on the part of the families unless subsequent circumstances indicate no positive action can be expected. Late tuition and fees are defined as tuition and/or fees not paid by the tenth of each month.

The following process is to be followed in the collection of late tuition & fees:

1. Monthly tuition payments are due the first day of the month. In the event that tuition and/or fees are not paid on the due date, a fee reminder will be sent to applicable families.
2. If the tuition and/or fees are still not paid or arrangements made within the following 10 days, the Stonehaven administration will personally contact the students’ parents. The essential elements or agreements made at that time will be recorded and filed. If an agreement is not made and adhered to, and payment is not received after 45 days of the original due date, students will be expelled, grades will be withheld, and records will not be released until payment is received.
3. Tuition and/or fees not paid in a timely manner will be subject to a late fee of \$20 per occurrence and returned checks will be subject to a fee of \$30 per occurrence.

Stonehaven reserves the right to demand payment in the form of cash or money order/certified check after the first occurrence of a returned check.

4. Neither the dismissal by Stonehaven, nor absence of the student(s), or withdrawal by the parent of the Student, shall diminish the parents' obligation to pay the total and full amount of ALL tuition and fees due the school for the entire school year as set forth in the enrollment contract, except as provided in this contract.
5. In the event of exigent circumstances substantially affecting the parents' ability to meet payment obligation to Stonehaven or affecting the student(s) ability to attend Stonehaven, as determined by the Board in its discretion, the Board may adjust, waive or otherwise alter the payment obligations herein.
6. Any "unused funds" (monies remaining as a result of a student(s) discontinuing enrollment for any reason) will be calculated and acknowledged as a gift with a receipt to the donor.
7. If the parent(s) withdraw the student(s) from Stonehaven for non-exigent circumstances, the parents shall be released from the terms of this contract only if there are sufficient students to fill the affected classroom to capacity (Capacities: Pre-K = 12 students, K = 15 students, 1st grade and above = 18 students).

## **TUITION ASSISTANCE POLICY**

At Stonehaven, we believe that families from all income levels should have the opportunity to enroll at the school. Thus, Stonehaven actively seeks donations to fund our financial assistance efforts. We provide tuition assistance to families on a first-come, first-served basis. Levels of financial assistance offered will depend on a number of factors including total (gross) family income, number of family members, number of children enrolled at Stonehaven, and any additional extraordinary financial circumstances. An outside consulting service (e.g. FACTS) will be used to assist Stonehaven in accurately determining a family's level of financial need for tuition assistance. The Tuition Assistance Committee and/or the school administration will then review the recommendations made by the consulting service and submit them to the board.

It is expected that families will pursue every other available means of financial assistance (family, local scholarship funds, etc.) prior to applying for aid directly from Stonehaven. If other assistance is available to a family, the school expects the family to utilize it to make more of the school's funds available to other families in need.

Generally, every family will be expected to pay a minimum of ten percent (10%) of the total tuition, regardless of the amount of assistance for which they qualify.

If a family qualifies for assistance from other scholarship sources or financial aid funds (other than Stonehaven), these funds will be used to reduce the amount of assistance taken directly from Stonehaven and will not necessarily reduce the family's tuition obligation to the school. Generally, every family must pay the minimum amount determined by the FACTS assessment. To apply for financial assistance, simply complete the financial aid application (available from the school office) and submit it according to the enclosed instruction sheet. Returning families who submit applications for tuition assistance by the established deadline will be given first priority in the distribution of financial aid. New families who submit applications for tuition assistance early in Stonehaven admissions process will be given next priority in the distribution of available funds. The board will have final authority to allocate financial aid. The purpose of tuition assistance is to provide financial aid for tuition expenses to families with demonstrated legitimate financial need. Those families receiving tuition assistance will be encouraged to gradually reduce their dependence on financial aid from the school.

## **ADMISSIONS PROCEDURES AND GUIDELINES**

1. During the family interview at least one parent must be able and willing to clearly articulate a saving relationship with Jesus Christ. Both parents should have a clear understanding of the biblical philosophy and functioning of Stonehaven. Both parents must read the Statement of Faith and accept that it constitutes the doctrinal beliefs of the school and agree to have their children taught in accordance with the Statement of Faith.
2. Each family is required to have their pastor (or similar church leader) submit a completed Pastor Recommendation Form.
3. The parents must be committed to cooperating with the policies of the school board. This is most important in the areas of discipline and school work.
4. Parents must understand the school's commitment to parental responsibility for their child's education. Stonehaven exists to assist parents in the godly training of their children, not to take over responsibility for the education of their children. Stonehaven requires parents to be very actively engaged and involved in the education of their children.
5. A child generally must reach the age of four (4) years by August 1st of the year in which he enters Pre-Kindergarten at Stonehaven. A child generally must reach the age of five (5) by August 1st of the year in which he enters Kindergarten at Stonehaven. All children applying for admission to Pre-Kindergarten and Kindergarten must demonstrate academic and developmental readiness.



6. Generally, a child who has not completed Kindergarten at Stonehaven must reach the age of six (6) years by August 1st of the year in which he enters first grade at Stonehaven.
7. Children entering subsequent grades will be admitted to a grade based on having successfully completed the previous grade at home or at another school and having performed satisfactorily on an Admissions Assessment Tests for the grade to which they are applying.
8. For applicants entering 1st grade or above: Academic portfolios, copies of standardized achievement test scores, and recent report cards for each student that is applying must be submitted with the Application for Admission. As part of the application process and evaluation, Stonehaven will also examine the student's records and transcripts from previous schools attended.
9. Two Letters of Recommendation must be completed by teachers and/or administrators from the most recent school attended (preferably one teacher and one administrator).
10. Upon receipt of your completed Admission Applications, Pastor Recommendation form, School Letters of Recommendation, other required documents, and fee (and financial assistance application, if applicable), a family interview with the Head of School will be scheduled. At the interview, the family's questions about Stonehaven will be answered, and the school's expectations will be clarified. Each parent and student(s) must participate in the family interview.
11. New students will be assessed in Reading, Writing, Math, and Grammar to determine their academic readiness for the program at Stonehaven. Assessment results and prior records will be used to determine the suitability of the Stonehaven program for the student's needs. Students who perform below the standards for entrance into a particular grade level may be recommended for placement in a lower grade.
12. New students applying for admission in PreK-1st grade will participate in a "shadow" day for three hours as a part of the admissions process. Students applying for 2nd-8th grade will shadow for one entire school day.
13. The school will contact the parents with the decision regarding acceptance. If accepted, the family will receive a letter of acceptance and an Enrollment Contract. The school will also notify parents with respect to decisions regarding any requests for financial assistance.
14. The Enrollment Contract must be signed and returned to the school with the Enrollment Deposit (one-tenth of the total tuition obligation for the family). All financial arrangements between the family and the school must be clearly understood before the admissions process is considered final. Families are required to attend the annual parent orientation meeting held at the beginning of the new school year.

15. The child should understand that his parents have delegated their authority to Stonehaven while the child is in school. He is therefore subject to the instruction and discipline of the teachers and staff while in school.
16. After acceptance to Stonehaven parents will be required to submit birth certificates, immunization records (or waiver form), emergency contact information, and other pertinent documents prior to the first day of school.