



STONEHAVEN
CHRIST-CENTERED CLASSICAL EDUCATION

2019-2020 STUDENT - PARENT HANDBOOK

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SCHOOL PROFILE

The Stonehaven School is a non-profit (501(c)(3), nondenominational, evangelical Christian school currently offering grades kindergarten through eighth grade to Christian families in the Marietta, Georgia area. Stonehaven plans to add an upper school (9th -12th grades) beginning with 9th grade in 2020. Another grade will be added each year until 12th grade completes the upper school in 2023.

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 thoroughly 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.

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 completed their initial accreditation with SAIS in the fall of 2012 and achieved reaccreditation in the fall of 2017.

The Association of Classical and Christian Schools (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.

NON-DISCRIMINATION POLICY

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. 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.

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. For more information about each of these commitments, see

<http://stonehavenschool.org/discover/mission.html>.

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

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

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

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.

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

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

STATEMENT OF FAITH

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

We believe the Bible alone to be the Word of God, the ultimate and infallible authority for faith and practice.

- A. 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.
- B. 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.
- C. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- D. We believe that salvation is by grace through faith alone.
- E. We believe that faith without works is dead.
- F. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- G. 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.

H. 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.

THE STONEHAVEN SCHOOL HONOR CODE

Reverence

I will honor, glorify, and love the Lord with all my heart, soul, mind, and strength.

Deuteronomy 6:4-5

Obedience

I will honor and respect those whom God has placed in positions of authority, including parents, faculty, and staff members at Stonehaven by practicing prompt and cheerful obedience.

Hebrews 13:17

Honesty

I will demonstrate honesty and integrity in all of my work and in my dealings with others.

Proverbs 12:7

Diligence

I will work diligently in all of my studies, striving to do my best at all times. *Colossians 3:23-24*

Responsibility

I will take responsibility for my actions, repent of wrongdoing, and seek reconciliation in conflict. *II Corinthians 8:21*

Love

I will love my neighbor by speaking truthfully, acting respectfully, and honoring each person as an image-bearer of God. *I Thessalonians 5:12-13*

Stewardship

I will take care of the resources provided for and entrusted to me. *1 Corinthians 4:2*

Accountability

I will lovingly encourage others towards what is true, good, and beautiful and will not condone behaviors in violation of God's law and the Honor Code, whether at school or away from school. *Philippians 1:27*

DISCIPLINE GUIDELINES

Stonehaven's desire to see students live faithfully in the light of God's Word shapes our approach to discipline. We want our students to develop prudence, self-control, and a concern for others. The Stonehaven School Honor Code and discipline procedures aim to train students to live together in biblical community as they learn how to communicate lovingly, handle disagreement, and receive correction. We know that even in Christ, we are prone to wander from what is right, to sin against God and our neighbor. These failings are opportunities to

shepherd students to see their need for Christ, to repent, and to resolve to live once again in the light of God's goodness, trusting in His work.

It is vital for parents and students to realize that shaping the affections of a students' heart toward what is true, good, and beautiful is one of our foundational commitments. Consequently, maintaining an orderly atmosphere in the school and the classroom is critical to the learning process, and our faculty are committed to hold all students accountable to the Stonehaven School Honor Code and the general rules of conduct (outlined below). 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. The policies outlined below are meant to protect and build up a Christ-centered community within our school.

Discipline Procedures

- A. 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.
- B. Major breaches of Stonehaven's Honor Code will be referred to the administration. Such discipline problems could include, but are not limited to: lying, cheating, stealing, fighting, foul, coarse, or suggestive language, defiance, bullying, harassment, alcohol/drugs.
 - a. Grammar School students will be referred to the Head of School.
 - b. Middle School students will be referred to either the Dean of Students or Head of School.
- C. Within the entire school year:
 - a. 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.
 - b. The third incident will be followed by a meeting with the student, student's parents, administration, and, if necessary, the teacher.
 - c. Should a fourth incident arise, a 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.
 - d. Should a fifth incident arise, the student may be subject to expulsion from the school.
 - e. 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.

- D. Violations of The Stonehaven Student Honor Code may result in probation from student activities (including but not limited to athletics, Pathfinders, and class trips).

General Rules of Misconduct

- A. *Disrespect* should not be shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
- B. *Dishonesty* is not tolerated in any situation while at school; including lying, cheating, stealing.
- C. *Rebellion* e.g., outright disobedience in response to instructions.
- D. *Physical Contact* e.g., fighting (striking in anger with the intention to harm another student), inappropriate contact, or harmful and rough physical contact with other students such as hitting, punching, tripping, wrestling, and the like.
- E. *Obscene or profane language* Since words have 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. Such language includes but is not limited to:
- a. Teasing, criticizing, put-downs, insults, and name-calling
 - b. Abusive or threatening speech
 - c. Sexually suggestive or explicit speech
 - d. Derogatory speech based on race or gender
- F. *Displays of romantic affection* e.g. holding hands, kissing, etc. are not permitted on school grounds.
- G. *Academic distraction* Since Stonehaven desires students to be focused on their academic work, toys or other distracting devices such as phones, tablets or other personal electronic devices are not allowed in the classroom.
- H. *Illegal possessions* The possession and use of drugs, alcohol, nicotine/tobacco or weapons of any sort is strictly forbidden on school grounds.

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 of 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.

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:

- A. Parents will be notified immediately after the decision for expulsion.
- B. 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.
- C. Transfer of school records will be arranged within a week following expulsion.
- D. Appeals may be made first to the administration and then to the Stonehaven Board.

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.

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.

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 students (Titus 2:7, 8). Relationships between staff members and students are to be friendly and courteous, not familial or intimate.
- B. Staff members are to be careful that any physical contact and verbal interchanges with each other and with students avoid even the appearance of impropriety (I Peter 2:12).
- C. Flirtation, sexual innuendos, 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.

PARENT INVOLVEMENT

Stonehaven believes in the concept of "in loco parentis" in the place of the parent. God, through His Word, the Bible, indicates that the family is the most important human institution He

designed. At the core of our philosophy of education is the conviction that parents are ultimately responsible for the education of their children. Therefore, parental involvement in the education of their children is vital and we 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.

- A. Consistently support and communicate with your child's teachers.
- B. Engage with your child's progress by reviewing all materials sent home.
- C. Attend all formal Parent-Teacher Conferences. Informal conferences may be scheduled at the parent's or teacher's request.
- D. Assist in the classroom or on field trips.
- E. Volunteer your time, energy, and gifts to many functions and events of the school.

Parent Service

We are committed to providing a truly excellent education for our children and the consistent and devoted participation of our parents is an essential component to this core value. By serving our school we are able to set an example for our children on what it looks like to love others. In addition, our children feel loved because we are pouring our time into something they are deeply invested in. Each family is encouraged to contribute annually a minimum of ten hours of service to the school.

Parent Education

As an extension of the Christ-centered home, Stonehaven seeks to assist parents in their God-given responsibility of educating and training their children. Partnership in the biblical pursuit of truth, goodness, and beauty thrives with a home environment established on these foundations and influences. We expect and encourage Stonehaven parents to:

- model a love of learning in the home as well as in the Stonehaven community.
- foster spiritual growth as a family.
- engage with the child's classical curriculum.
- provide a home environment that fosters learning by removing distractions.
- invest in parent education and training opportunities through the school and other classical Christian resources.

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) 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.

COMMITMENT TO CHRISTIAN ARBITRATION

Parents at Stonehaven believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, Stonehaven parents agree that any claim or dispute arising from or related to the school shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the Rules is available at www.iccpeace.com). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

CONTROVERSIAL SUBJECTS POLICY

The Stonehaven School desires 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.

If a subject has arisen which the teacher has good reason to believe is controversial or obviously of a sensitive nature, the teacher will discern whether the discussion is edifying and either discuss the topic with wisdom and sensitivity or not at all.

GRADING SCALES

Kindergarten - 2nd Grade

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

Kindergarten shall use these ratings in all subjects. 1st – 2nd grade shall use these marks for all subjects except Math. In Math a percentage grade and regular letter grade shall be given.

3rd Grade - 8th Grade

A = 93-100 (Excellent)

B = 85-92 (Above Average)

C = 77-84 (Average)

D = 70-76 (Below Average)

F = <70 (Failing)

I = Incomplete

Objective Ratings

The objective 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 using the ESNU scale.

GRADE REPORTING GUIDELINES

Report Cards shall be distributed via the school management system (ALMA) at the end of each nine week quarter. Progress reports will be sent home at the midpoint of each quarter.

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

Parents are encouraged to monitor their student's progress through our school management system (ALMA).

LEARNING DIFFERENCES POLICY

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

Definitions:

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.

Learning Difference: 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. executive function disorders, attention deficit disorder, dyslexia, etc.

Policy:

- A. Children with a learning disability will not be admitted to Stonehaven due to the lack of adequate staff, resources, and facilities.
- B. Children with learning differences 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 differences (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 observed learning differences will be considered for our Academic Support program. Stonehaven reserves the right to recommend students for the Academic Support program based on observation in the classroom, regardless of diagnosed or undiagnosed differences.
- E. Stonehaven may make minor classroom accommodations (seating location, allowing the use of technology, etc.) to assist students with learning differences. Accommodations will be made only for students with learning differences that have been observed by Stonehaven staff. The 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.

PROMOTION POLICY

Kindergarten – 2nd Grade

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 the teacher's 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.

Exceptions may be made depending on the circumstances.

3rd – 6th Grade

Third through sixth grade 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.

7th-8th Grade

Seventh and eighth grade students 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 (7th 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.

If a student's G.P.A. drops below a 2.5 during a season, that student's eligibility can be restricted until the G.P.A. is improved to a 2.5. 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

The emphasis in assigning homework shall be quality, not quantity. Teachers shall make every reasonable effort to use class time efficiently and keep homework at a reasonable level.

STANDARDIZED TEST ADMINISTRATION

The Stonehaven School shall administer a nationally standardized academic achievement test to all students.

HONORS AND AWARDS PROGRAM

General Rationale for Honors and Awards

- A. 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, artistic, athletic, and spiritual gifts bestowed upon him or her by God, the giver of all good gifts.
- B. 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, artistic, athletic, and spiritual gifts that God has given them. Therefore, we seek to publicly recognize those students who accomplish the necessary prerequisites to receive the applicable award/honor set forth below.
- C. We recognize that the glory for all human achievement goes to God. We therefore seek to teach our students and their families to give glory to God for the accomplishments that He allows them and others in the school to achieve.
- D. 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 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 gifts God has given them.

Academic Honor Roll Awards

Academic awards and correlating honors are given to students in the third grade and above. All subjects (with the exception of Art, Music, Nature Studies, and Physical Education) that are objectively graded (A-B-C-D-F) will be used in Honor Roll determinations. The honors and awards are as follows:

| 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 |

Co-Curricular Awards

Awards are given at the year-end Awards Assembly to recognize exemplary achievement for the following co-curricular subjects: Art, Music, Nature Studies, and Physical Education.

Character Awards

Awards are given at the year-end Awards Assembly to recognize students with Christ-like character, specifically: compassion, courage, diligence, honor, humility, integrity, joy, kindness, love, and self control.

UNIFORM AND DRESS CODE POLICY

General Rationale for a Dress Code

- A. Being overly concerned with clothing and outward appearances is contrary to God's heart for us as revealed in Scripture (1 Sam. 16:7; Matt. 6:19-21; James 4:4; 1 John 2:15-17).
- B. Pressures felt by children to compete in areas of dress are destructive to the unity of the school and the body of Christ.

- C. 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).
- D. 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).
- E. 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

- A. 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.
- B. 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.
- C. Uniforms tend to decrease the cost of student clothing. 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 may be obtained from the school office and on the school website.

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 and/or the Administration. 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 actual number of days school is in session will be determined by the yearly school calendar. Attendance records for each student are reported on the student's 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 Administration 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.

Absences and Missed Work

If a student needs to be absent from school, for any reason, the parents should contact the school office by note or phone as soon as possible. We will gladly cooperate with families taking their children from school for vacations, trips, etc. When extended absences are voluntary (versus emergency or illness) we expect all school-work to be completed within the time specified by the teacher.

It is expected that the child or the parents will discuss arrangements to make-up missed work with the teacher and take the initiative in completing 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).

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. The teacher will communicate with the parent and/or the administration if a pattern of tardiness is observed.

HOLIDAY OBSERVANCE GUIDELINES

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

- A. 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). The school simply chooses, as a Christian school, to de-emphasize secular elements in its recognition of holidays.

- B. 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 (Martin Luther King Jr. Day and Labor Day).
- C. In lieu of Halloween, Stonehaven celebrates Reformation Day. Interpretation and application of other holiday observance guidelines shall be the responsibility of the Administration.

INCLEMENT WEATHER POLICY

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. 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. 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

- A. 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.
- B. 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.
- C. Students who are lethargic, tired, and unable to do their schoolwork will be sent home for needed rest and recuperation.
- D. 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.
- E. Other forms necessary for student health records can be obtained from the school office. They are:
- F. Emergency Form: Lists the emergency contact names and phone numbers of people who may need notification in a medical emergency.
- G. Medication Administration Form: see below.

Medication Administration

- A. All medications (prescription and over-the-counter) taken by students must be administered by one of the following: Stonehaven staff person designated by the Head of School or the Parent(s) of the student.

- B. 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.
- C. 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.
- D. 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.
- E. 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."
- F. 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.
- G. 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.
- H. 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.

SCHOOL OWNED MATERIALS

If any school owned materials including loaned textbooks, library books, musical instruments, art supplies, etc. are lost or damaged beyond what is considered normal wear, parents will be charged for a replacement.

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.

The Stonehaven Student Honor Code and general rules relating to misconduct apply to students in the after school program.

ELECTRONIC DEVICE GUIDELINES

General Policy

Students are not allowed to bring electronic devices (smart watches, personal computers/tablets, gaming devices, 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. Teachers may make occasional exceptions in extenuating or unusual circumstances.

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

Laptop/Tablet Computers

Student use of a laptop or tablet is allowed only in special circumstances under the following conditions:

- a. Permission must be granted by the Head of School or Dean of Students.
- b. Devices will be used solely by the owner and only under the supervision of a teacher or administrator.
- c. The privilege will be revoked if the student fails to abide by the above rules.

School Events and Activities

The rules and expectations above apply for all school events (before, during, and after school), off campus events (Pathfinders, field trips, retreats, etc.), athletic practices and games, and all other activities where students are supervised by Stonehaven staff.

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

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.

RIDE-SHARING POLICY

Stonehaven does not permit students to take ride-sharing vehicles (e.g. Uber and Lyft) as a form of transportation from school. In an effort to protect our children, we will not allow students to enter ride-sharing vehicles.

LUNCH

Students are expected to eat lunch at school. Lunches may be purchased via Stonehaven's hot lunch program or must be brought from home. If your child forgets his lunch, he/she is able to purchase a hot lunch which will be billed to the parent with a late-lunch order fee. Parents are invited to eat lunch at school with their child whenever they desire.

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.

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.

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.

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 on the school's website. 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 school administration 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.